

Ordinary Council Meeting

Notice of Meeting | 30th April 2020

I respectfully advise that the ORDINARY COUNCIL MEETING will be held electronically in accordance with Regulation 14D(2)(a) of the Local Government (Administration) Regulations 1996 on Thursday 30th April 2020 commencing at 2.00 pm.

Due to the State Emergency declared in Western Australia, effective 16th March 2020 and the subsequent government directives with regard to public gatherings, the public are unable to attend this meeting. To be considered open to the public, a copy of the unconfirmed minutes of the meeting will be made available for inspection to meet the requirements of Regulation 14E(3)(b)(i) of the *Local Government (Administration) Regulations 1996*.

If members of the public would like to provide a submission to Council regarding a matter on the agenda, 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>

Submissions will be made available to Council prior to each meeting, and be included in the minutes of the meeting.

I advise that Mr David Collard will be making Presentation to Council on the Nyoongar Pathway Program (via Videoconferencing).

MEETING AGENDA ATTACHED

Graeme Fardon

GRAEME FARDON
CHIEF EXECUTIVE OFFICER

Date: 24th April 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 Shire President opened the Meeting at _____ pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitor

Apologies

Leave of Absence Previously Granted

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Mr David Collard will be making Presentation to Council on the Nyoongar Pathway Program (via Videoconferencing).

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 – 26th March 2020

Recommendation

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

7.2 Business Arising

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 26th March 2020 commencing at 2.07 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.07 pm.

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

Cr Davies advised that under the current extraordinary circumstances, with the declared State of Emergency and enforced social distancing, he has determined in accordance with the Local Government Regulations that this Meeting be held as a teleconference.

Cr Davies further advised that due the social restrictions in place, the invitation extended to the School and New Business Ventures to join Council for Afternoon Tea has been postponed to a later date.

Cr Davies reported on a recent contact from the Shire President of the Shire of Bruce Rock in regard to the CRISP System. Further discussions are proposed regarding better internet service to our communities, with a possible collaboration between the Shires of Bruce Rock, Cunderdin, Quairading and Tammin.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

No Written Questions submitted

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil received.

ITEM 6 DECLARATIONS OF INTEREST

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

Nil, at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 27th February 2020

RECOMMENDATION

RESOLUTION: 123-19/20

MOVED Cr Hippisley SECONDED Cr Cowcill

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

CARRIED 8/0

7.2 Business Arising

Cr Hippisley

Page 6 of the Agenda – Access to School Playground Equipment

Cr Hippisley advised that a meeting with the School Principal has not transpired as yet, due to other Priorities at the School.

Page 41 of the Agenda – Solar Calendar Concept

Cr Hippisley reported that given the current circumstances, he had not progressed further discussions with the School Staff on the Solar Calendar Concept and proposed that the matter lapse.

Cr Jo Haythornthwaite

Page 11 of the Agenda – Variation to the amounts Payable from December 2019 to January 2020

Cr Jo Haythornthwaite acknowledged information received.

Page 17 of the Agenda – Distribution Agreement – SEAVROC Funds

Cr Jo Haythornthwaite enquired if the Agreement had been signed and the distribution of funds actioned.

The Chief Executive Officer confirmed that Council had written to the CEO of the Shire of York advising of Council's agreement to the proposed distribution of the SEAVROC Funds.

The Chief Executive Officer advised that the Agreement had not been progressed any further by the Shire of York at the time of this Meeting.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – February 2020

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	9.1.1 February 2020 Payment List 9.1.2 Transport Takings 9.1.3 Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 124-19/20

MOVED Cr Stacey SECONDED Cr Hippisley

That Council note the following:

1. That Schedule of Accounts for February covering Municipal Vouchers 23702 to 23705 & EFT 7566 to EFT 7636 and DC 1088116 & DC 1075742 totalling \$437,021.52 be received and
2. That Police Licensing payments for the month of February 2020 totalling \$41,997.45 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for February 2020 balance totalling \$214.80 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month February 2020 totalling \$120,647.07; and
5. That the Lease payment for the month of February 2020 on the CESM Vehicle totalling \$1,140.08.

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during February 2020.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 29th February 2020

Meeting Date	26 th March 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	9.2.1 Financial Statements for February
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 125-19/20

MOVED Cr McGuinness SECONDED Cr Hippisley

That Council receive the Monthly Financial Statements for the period ending 26th February 2020.

CARRIED 8/0

Council Discussion

Cr Hippisley addressed the meeting with regard to his Q&A question in respect to the Caravan Park Chart and background data on page 77 of the Agenda. Cr Hippisley requested that more detail be provided on the Caravan Park and Cabin income and expenditure.

Discussion ensued on the merit of inclusion of additional raw data within the Monthly Financial Statements or the provision of more detailed information when Council is considering the future Management and Capital Strategy with the Caravan Park, Cabins and the Old Cottage.

The Chief Executive Officer advised that data collected to date by the IPR&SP Officer on the patronage at Council Tourist facilities will be combined with the existing financial data and will be circulated to all Councillors.

IN BRIEF

- Monthly Financial Statements for the period ending 29th February 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 previously reported separately.

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 including individual schedules on each budget line item provided to Council for analysis.

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 Medical Practice, Childcare and Caravan Park. The Statements can continue to be updated and customised to include relevant information for Council and Staff and to work with improved Management Accounting practices.

9.3 February 2020 Budget Review

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) February 2020 Budget Review
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 126-19/20

MOVED Cr Hippisley SECONDED Cr Cowcill

That Council adopt the February 2020 Budget Review Report and the Variations to Budget as detailed in Note 4 of the attachment – February 2020 Budget Review.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

Following a Budget Review Workshop on the 3rd March 2020, the March Budget Review and Budget Variations has been submitted to Council

MATTER FOR CONSIDERATION

Statutory Budget Review Report and Supporting Summary of Major Budget Variations

BACKGROUND

Council is required to conduct a Budget Review between 1st January and 31st March each Financial Year and to submit the Review Report and relevant Council Minutes to the Department of Local Government within 30 days of Council's Determination.

This year Council also undertook a November Budget Review that has reduced the burden to this budget review.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.2

Local Government (Financial Management) Regulations 1996

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must: -
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.

- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Budget Variations are detailed in this report.

These will change the Budgeted closing surplus to \$410,471 from the current surplus of \$220,704.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

Financial – Risk Matrix Rating considered Low Risk. Review process mitigates the financial variability (risk) of Council Financial Position as a result of the review of the actual Outcomes of Council's Operations and Projects undertaken Year to Date. This review has resulted in a large surplus which with reduces liquidity risk if projects are still overspent or incomes are not fully received.

Health – Risk Matrix Rating considered Low Risk.

Reputation – Risk Matrix Rating considered Low Risk.

Operation – Risk Matrix Rating considered Low Risk. Adopted Review provides for sufficient Funding to enable the continuation of Council's Activities and Projects.

Natural Environment – Risk Matrix Rating considered Low Risk.

COMMENT

An Annual Budget Review is a statutory requirement however, is also part of Financial Management Best Practice.

Officers have conducted two budget workshops, the first with senior officers and the second with Councillors and senior officers in attendance. Variations to the budget have been outlined in the attached budget review report and are now recommended to Council.

SHIRE OF QUAIRADING
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 29TH FEBRUARY 2020

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.1 OPERATING REVENUE (EXCLUDING RATES)		
4.1.1 PROFIT ON ASSET DISPOSAL		
No Material Variance		
4.1.2 FEES AND CHARGES		
Waste Centre Income	5,500	
Community Bus	(3,500)	
Accommodation Cabins	(19,000)	
Accommodation Caravan Park	(7,000)	
Factory Units	4,000	
4.1.3 GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Contributions for Long Service Leave	7,000	
4.1.7 INTEREST EARNINGS		
Penalty Interest on Rates	6,000	
4.1.8 OTHER REVENUE		
Sale of Surplus Goods - Electrical Trailer	9,000	
Charges Unclassified	(4,000)	
4.2 OPERATING EXPENSES		
4.2.1 EMPLOYEE COSTS		
Public Works Overheads Classification Change	160,978	
Caravan Park	10,000	
4.2.2 MATERIAL AND CONTRACTS		
Tyres on POC Plant	(5,700)	
Part & Repairs on POC Plant	(25,000)	
Engineering Fees - Additional for Life of Assets Costings	(2,500)	
Noxious Weeds	(2,000)	
Caravan Park Cabins	5,000	
Other Expenses - CDO	7,000	
Roads Maintenance	6,000	
Ovals & Grounds - Temporary Lighting	(22,500)	
GSG Building Maintenance	10,000	
Councillors Conferences and Training	4,500	
Street Signage	10,000	
Public Works Overheads Classification Change	(160,978)	
4.2.3 UTILITY CHARGES		
No Material Variance		
4.2.4 DEPRECIATION (NON CURRENT ASSETS)		
No Material Variance		
4.2.4 INTEREST EXPENSES		
No Material Variance		
4.2.5 INSURANCE EXPENSES		
No Material Variance		
4.2.6 LOSS ON ASSET DISPOSAL		
No Material Variance		
4.2.7 OTHER EXPENDITURE		
Councillors Allowances - Special Meetings	(5,000)	
Predicted Variances Carried Forward	(12,200)	-

SHIRE OF QUAIRADING
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 29TH FEBRUARY 2020

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	(12,200)	-
4.3 CAPITAL REVENUE		
4.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS		
WSFN Grant Income	209,432	
4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS		
No Material Variance		
4.3.3 PROCEEDS FROM NEW DEBENTURES		
No Material Variance		
4.3.4 PROCEEDS FROM SALE OF INVESTMENT		
No Material Variance		
4.3.5 PROCEEDS FROM ADVANCES		
No Material Variance		
4.3.6 SELF-SUPPORTING LOAN PRINCIPAL		
No Material Variance		
4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
No Material Variance		
4.4 CAPITAL EXPENSES		
4.4.1 LAND HELD FOR RESALE		
No Material Variance		
4.4.2 LAND AND BUILDINGS		
No Material Variance		
4.4.3 PLANT AND EQUIPMENT		
No Material Variance		
4.4.4 FURNITURE AND EQUIPMENT		
No Material Variance		
4.4.5 INFRASTRUCTURE ASSETS - ROADS		
WSFN Road Project	(154,391)	
Road Construction	2,500	
Footpath Construction	(2,500)	
4.4.6 INFRASTRUCTURE ASSETS - OTHER		
Pool Shade Sail System	(10,000)	
Street Signage	(10,000)	
4.4.7 PURCHASES OF INVESTMENT		
No Material Variance		
4.4.8 REPAYMENT OF DEBENTURES		
No Material Variance		
4.4.9 ADVANCES TO COMMUNITY GROUPS		
No Material Variance		
Predicted Variances Carried Forward	22,841	-

SHIRE OF QUAIRADING
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 29TH FEBRUARY 2020

4. PREDICTED VARIANCES

Comments/Reason for Variance

	Variance \$	
	Permanent	Timing
Predicted Variances Brought Forward	22,841	-
4.5 OTHER ITEMS		
4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)		
No Material Variance		
4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
WSFN Contribution from Reserve - Reduced Requirement	55,041	
4.5.1 RATE REVENUE		
No Material Variance		
4.5.2 OPENING FUNDING SURPLUS(DEFICIT)		
Adjustment based on Actual Opening Surplus	142,822	
4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)		
No Material Variance		
Total Predicted Variances as per Annual Budget Review	220,704	-

9.4 Audit and Risk Committee Meeting Minutes – 10th March 2020

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

RESOLUTION: 127-19/20

MOVED Cr Hippisley SECONDED Cr Stacey

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 10th March 2020

CARRIED 8/0

Consider the Committee's following Recommendations individually: -

1) Statutory Compliance Audit Return – 2019

RESOLUTION: 128-19/20

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

RECOMMENDATION: AR15-19/20

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

The Statutory Compliance Audit Return for the period 1st January 2019 to 31st December 2019 be Adopted by Council.

CARRIED BY ABSOLUTE MAJORITY 8/0

2) Response to the Recommendations from the Office of the Auditor General

RESOLUTION: 129-19/20

MOVED Cr McGuinness SECONDED Cr Cowcill

RECOMMENDATION: AR16-19/20

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

Council receive the CEO's Report on the Office of the Auditor General's Recommendations.

CARRIED 8/0

3) Management Override Mitigation

RESOLUTION: 130-19/20

MOVED Cr Stacey SECONDED Cr Hippisley

RECOMMENDATION: AR17-19/20

That the Audit & Risk Committee recommend to Council: -

1. That Council receive and note the CEO's Report on the Mitigation of Management Override.
2. As part of the Draft Budget deliberations, Council consider the funding of the engagement of independent Contractors for the conduct of Internal Audits and the preparation of the Statutory Compliance Return.
3. That a scope of Internal Audit be prepared and utilised for Budget Estimate purposes.

CARRIED 8/0

4) Report on Excess Annual Leave and Long Service Leave

RESOLUTION: 131-19/20

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

RECOMMENDATION: AR18-19/20

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

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

CARRIED 8/0

5) Chief Executive Officer's Annual Performance Review

RESOLUTION: 132-19/20

MOVED Cr McGuinness SECONDED Cr Cowcill

RECOMMENDATION: AR19-19/20

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

Council engage a suitable Independent HR Consultant to facilitate the Chief Executive Officer's Annual Performance Review.

CARRIED 8/0

IN BRIEF

Minutes of the 10th March 2020 Meeting of the Audit and Risk Committee include five (5) Recommendations to Council.

MATTER FOR CONSIDERATION

Recommendations to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 10th March 2020 from which there are five (5) Recommendations for Council's consideration, namely: -

RESOLUTION: AR15-19/20

RESOLUTION: AR16-19/20

RESOLUTION: AR17-19/20

RESOLUTION: AR18-19/20

RESOLUTION: AR19-19/20

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996.

Local Government Act 1995

- Annual Financial Statements prepared by Council in accordance with Section 6.4
- 2018/19 Audit Completed in accordance with Section 7.9
- Section 7.12A - Council is required to meet with the Auditor at least once in every Year

Local Government (Audit) Regulations 1996

Applies.

POLICY IMPLICATION

Councils ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS

AR15-19/20

Nil

AR16-19/20

Nil

AR17-19/20

Nil – 2019/2020, Recommendation proposes Cost Estimates be sought for Independent Internal Audit and Independent Statutory Compliance Return and submitted as part of the Draft Budget deliberations.

AR18-19/20

Annual and Long Service Leave Reserve Fund Cash Balance as at 29th February 2020 is \$204,568. The Projected Closing Balance as at the 30th June 2020 of \$205,468.

The Annual Budget treats Current Leave as Accruals.

The Annual and Long Service Leave Reserve funds any prior year Leave entitlements taken by Staff or paid out.

The current Liability for both types of Leave (if all Claimed on 29th February 2020) is calculated at \$238,750.

AR19-19/20

Council has budgeted \$4000 (\$2 x \$2000) for an independent HR Consultant in the 2019/20 Year to assist / facilitate with the CEO's Annual Performance Review. Consultant JCP Consulting was engaged early in the financial year at the Cost of \$2000.

If the Committee Recommendation is supported by Council, a Budget provision will be required for the 2020/2021 Budget as the HR Consultancy work will be undertaken early in the 2020/21 Year.

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. Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures. Council also has a Cash Balance of \$204,568 in the Annual and Long Service Reserve Fund to assist towards the funding of Employee's Prior Year Annual Leave and Long Service Leave taken by Staff or paid out upon Termination of any Staff members employment. Provision for Employee Benefits has continued at the same levels which has reduced the risk.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low.

Operation – Risk Matrix Rating considered Low. AR17 – 19/20, subject to Draft Budget deliberations additional external resources will be secured to provide technical expertise and Independence.

Natural Environment – Risk Matrix Rating considered Low.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Elected Members Continuing Professional Development Policy

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Draft Policy
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION**RESOLUTION: 133-19/20****MOVED Cr McGuinness SECONDED Cr Stacey**

That Council adopt the Elected Members' Continuing Professional Development Policy.

CARRIED BY ABSOLUTE MAJORITY 6/2

IN BRIEF

- The recent amendments to the Local Government Act requires the Shire to adopt a policy on continuing professional development for Elected Members.
- The proposed Policy incorporates new amendments under the Act relating to mandatory training and reporting of continuous professional development undertaken by each Councillor.
- It is recommended that Council adopts the Elected Member Continuing Professional Development Policy in response to these amendments.

MATTER FOR CONSIDERATION

A review of the *Local Government Act 1995* requires the Shire to adopt an Elected Member Continuing Professional Development Policy.

BACKGROUND

On the 27th June 2019, the Local Government Legislation Amendment Act 2019 was passed by Parliament. The Amendment Act addressed the complex and significant role that Elected Members take on when elected to Council.

The Policy incorporates new amendments under the Act, as summarised below:

- Under section 5.126 of the Act, each Elected Member must complete training in accordance with the Regulations;
- Under section 5.127 of the Act, the CEO must publish a report on the local government's website within one month of the end of the financial year detailing the training undertaken by Elected Members;
- Under section 5.128 of the Act, a local government must prepare and adopt a policy in relation to the continuing professional development of Elected Members

STATUTORY ENVIRONMENT

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

Part 10 of the *Local Government (Administration) Regulations 1996* applies.

5.126. Training for council members

- (1) Each council member must complete training in accordance with regulations.
- (2) Regulations may –
 - (a) prescribe a course of training; and
 - (b) prescribe the period within which training must be completed; and
 - (c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and
 - (d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5 000 for the offence.

5.127. Report on training

- (1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.
- (2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.

5.128. Policy for continuing professional development

- (1) A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.

**Absolute majority required.*

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

**Absolute majority required.*

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.
- (5) A local government –
 - (a) must review the policy after each ordinary election; and
 - (b) may review the policy at any other time.

POLICY IMPLICATIONS

This Policy will form part of Council's Policy Manual and will be published on the Shire's website.

FINANCIAL IMPLICATIONS

Adequate Budget Provision is made each year by Council for Elected Member Training and attendances at Seminars and Conferences.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. Council provides an adequate Budget provision for Elected Member Training and Conferences.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Statutory requirement to undertake mandatory training within 12 months of the Councillor being elected to Council. Qualification lasts for 5 years, meaning that a Councillor must complete the mandatory training every second election. If a Councillor does not complete the mandatory training within the 12 months, the person commits an offence. Council is required to prepare and adopt a Policy on Continuing Professional Development. Failure to have a Policy and regularly review it will escalate Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low. Training Courses are provided online (and In Person, if required) by the Training Provider, WALGA.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Mandatory Training

The *Local Government (Administration) Regulations 1996 (Regulations)* requires Elected Members to complete a Council Member Essentials course consisting of five modules.

The Elected Members of the Shire of Quairading will be required to undertake compulsory training within 12 months of being elected to Council. The compulsory training focuses on five core units: -

- Understanding Local Government;
- Serving on Council;
- Meeting Procedures;
- Conflicts of Interests; and
- Understanding financial reports and budgets.

Training exemptions as specified in the Regulations, apply. The Regulations require that the course is completed through North Metropolitan TAFE, South Metropolitan TAFE, or West Australian Local Government Association.

Council has utilised the online Training courses provided by WALGA.

Following each Ordinary Election, Elected Members will be provided with information on training options from the approved training providers. Elected Members will be able to select a training option to meet their learning style and availability, this may include online, in person or a combination of both.

The Shire is required to report annually on who has undertaken and completed training and publish this on the Shire's website. The report will list the applicable Elected Member and the training completed by each Elected Member in that financial year.

Professional Development

The Shire supports Elected Members to participate in continuing professional development opportunities in accordance with section 5.128 of the Act. The Policy ensures alignment of professional development activities with the strategic direction of the Shire, considers skills gaps in fulfilling duties required to be performed by Council and the needs of individual Elected Members.

The Shire will investigate opportunities for professional skill development based on the direction of Council or individual Elected Member requests.

10.2 District Promotion

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Proposal from GWN7
Owner/Applicant	
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 134-19/20

MOVED Cr Hippisley

1. That Council receive the Chief Executive Officer's Report on District Promotion with GWN7; and
2. That the Matter be submitted for Council consideration.

MOTION LAPSED DUE TO THE LACK OF A SECONDER

Council Discussion

The matter of Area Promotion was referred to Council's Information Session.

IN BRIEF

- Council at its February 2020 Meeting resolved.
That The Chief Executive Officer is to investigate the opportunity to advertise the Quairading District through GWN7.
- GWN7 have provided an Advertising Campaign with primary focus of the District's new Brand and Tag line "Take a Closer Look".
- The Proposal is based on the Broadcaster's "Tourism Package" which provides a greatly reduced Cost per Advertisement.
- Campaign would be broadcast consistently from May to October 2020.
- Campaign would be broadcast Statewide in all the Regions on GWN7, 7Two and 7Mate.
- Advertisement can be modified into further Advertisements promoting Council's land sale or light industrial land.
- Council to consider the timing of a Promotion given the rapidly evolving Covid-19 situation (Refer to Financial Risk Section).

MATTER FOR CONSIDERATION

District Promotion Campaign prepared by GWN7.

BACKGROUND

Council though a Recommendation of the Strategic Planning Committee requested that a Promotion / Advertising Proposal be sought from Regional Broadcaster GWN 7.

Council Staff received an initial Proposal and with subsequent contact with the Broadcaster a meeting was conducted in Quairading on the 12th March 2020 with a GWN7 representative to discuss a tailored Promotion Package to highlight the new Branding, District Attractions and also promote the residential land subdivision and the future Light Industry land.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Area Promotion to attract more Visitors, Businesses and Prospective Residents was identified in Council's Adopted Strategic Community Plan and also in the Tourism Strategy recently adopted by Council.

Council has the following Budget Provisions in the 2019/2020 Budget: -

- Area Promotion \$5,000 YTD Commitment estimated at \$1,050
- Tourism Strategy \$10,000 YTD Commitment estimated at \$1,278

Please refer to below to Costs allocated to the relevant Financial Year.

The GWN 7 proposal is classed as a District Tourism Network Package and attracts significantly discounted rate for the Advertisement Slot and there are a further 9 Complimentary advertisements for each paid Advertisement.

In discussion with GWN7, it was proposed that the Prime months to promote Quairading would be May to and including October 2020.

The proposed Package valued at \$9,000 (excl. GST) will have 1177 x 15 second promotions of Quairading.

In addition, there are Production Costs for the Advertisement at the Cost of \$950 for the original Advertisement and a further \$450 for the adaption of the Advertisement to promote Cuneata Rise land sale. A further \$450 Cost would be incurred if a 3rd variant of the Advertisement was required.

Discussions were held with the GWN7 representative on the Split between District promotion and the Land sale promotion. The consensus view was 80% District Promotion and 20% Land sale Promotion.

Timing of the expense of the District Promotion Campaign is as follows: -

2019/2020

Production of the 3 Advertisements	\$1,850
Advertising Slots to 30/6/2019	\$4,068
Total Expense 2019/2020	\$5,918

2020/2021

Advertising Slots to 25/10/2020	\$4,932
Total Expense 2020/2021	\$4,932
Total Campaign Cost	\$10,850

Any Promotion of the Quairading 100th Agricultural Show would be a separate Package negotiated with and paid for by the Agricultural Show Society, but with Council approval the Ag Show Advertisement could be adapted from the original Advertisement at a cost of a further \$450 or alternatively a new Advertisement produced for \$950.

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

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

No 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. Council has budgeted for Area Promotion and Actions from the Tourism Development Strategy.

Given the rapidly evolving situation with the Covid-19 Virus there is a heightened financial risk that the Promotion may not be as effective due to the Community's concern and uncertainty on personal and public health issues and people may be travelling less in the coming months. The alternative viewpoint is that Overseas travel has largely ceased at this time and that people may travel within the State, especially given Quairading's close proximity to the Perth Metropolitan Area and Coastal Strip.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. District Promotion would improve the District's and Council's image and encourage Visitors to travel to the District and potentially purchase land and/or relocate to existing housing stock.

Operation – Risk Matrix Rating is assessed as Low. All Production and Display of the campaign would be undertaken by External Suppliers.

Natural Environment – Risk Matrix Rating is assessed as Low.

10.3 Business Attraction Strategy 2020-2022

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Business Attraction Strategy and Prospectus
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 135-19/20

MOVED Cr Hippisley SECONDED Cr Cowcill

That Council: -

1. Receive the Chief Executive Officer's Report on the Business Attraction Strategy
2. Adopt the Business Attraction Strategy 2020-2022
3. That the Key Actions detailed in the Strategy be submitted to the Draft Budget Process for the 2020/2021 Financial Year.

CARRIED 8/0

IN BRIEF

- In the development of the Strategic Community Plan in 2017 and the subsequent review of the Plan in 2019, an increased appetite was reported from the community for Council to take a more active role in economic development with the objective of improving employment opportunities and to drive improved economic outcomes for the District.
- Part of Council's actions coming from the CSP is for a Business Attraction Strategy to be prepared for Council to provide a plan for promoting the District as a viable destination for small and medium sized businesses.
- A Draft Business (Investment) Attraction Framework was prepared and provided to Council in November 2019 and then Council requested that the Strategy and District Prospectus be developed for further consideration.

MATTER FOR CONSIDERATION

Draft Business Attraction Strategy

BACKGROUND

The Draft Strategy addresses the following Areas: -

- Many Benefits of Attracting New Businesses
- Challenges
- Role of Council
- Potential Incentives that Council could consider for New Businesses

- Funding of the Incentives
- Review of the Strategy
- Key Strategy Actions – Year 1

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Draft Strategy proposes a number of Actions in the First Year of the Strategy. These Actions will need to be referred to the Draft Budget Process for the 2020/2021 Financial year.

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

COMMUNITY CONSULTATION

Strategy incorporates information provided in multiple Community Consultations during the Strategic Planning process from 2017 to present.

Further Consultations were held with Business Meetings facilitated by the Wheatbelt Business Network and the CRC.

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

Financial – Risk Matrix Rating of Low. Draft Strategy proposes a number of Key Strategy Actions in Year 1 including the funding of Attraction Incentives, which will need to be the subject of the Draft Budget Process.

Health - Risk Matrix Rating of Low

Reputation – Risk Matrix Rating of Low. Reputational Risk will be escalated if Council does not proceed with the Draft Strategy which has been developed from the Strategic Planning process.

Operation – Risk Matrix Rating of Low. The Strategy proposes some Actions requiring additional resources or expertise. A number of Actions will be undertaken as part of normal Operations.

Natural Environment – Risk Matrix Rating of Low.

10.4 Leave Arrangements during a Pandemic Policy

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Draft Policy
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 136-19/20

MOVED Cr Hippisley SECONDED Cr McGuinness

That Council adopt the Leave Arrangements during a Pandemic Policy.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- Draft Policy has been prepared to provide authority and guidance in cases of Staff absence in a pandemic event.
- Employee must utilise available Leave under the Award before the CEO is able to consider the request for Paid Leave in advance.
- Policy only provides for cases where the CEO is of the opinion that the period of unpaid Leave will cause undue hardship.

MATTER FOR CONSIDERATION

Draft Policy on the treatment of Leave in a Pandemic event.

BACKGROUND

Given the current public health situation, the Executive Staff have been researching suitable policies and procedures from other Councils that will provide guidance to Management on the advance payment of an Employee's Leave to reduce hardship if all other Leave has been utilised due to illness or for having to care for a vulnerable family member.

STATUTORY ENVIRONMENT

OSH Act 1984

Local Government Industry Award 2010

National Employment Standards

The Award and the National Employment Standards are the minimum HR obligations of the Council as the Employer. This Policy provides the CEO with direction and authority to consider cases of employees in hardship.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

When the Policy is utilised, the employee who is granted paid Leave in advance will have less Leave when it becomes an entitlement. If the employee was to terminate their employment before the full Leave entitlement is accrued, the amount paid in advance will be deducted from any amounts due for work undertaken by the employee.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

No 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. Proposed Policy only comes into effect in cases of pandemic and when the CEO is of the opinion that the extended Leave will cause undue financial hardship and an advance payment of Annual Leave, Personal or Carers Leave has merit. Advance payment not to exceed a period of 2 weeks.

Health – Risk Matrix Rating is assessed as Low. Policy is to support the responsibility to provide a safe workplace for all employees and Sick employees do not return to work prematurely.

Reputation – Risk Matrix Rating is assessed as Low

Operation – Risk Matrix Rating is assessed as Low. Pandemic may have a significant effect of Council's "business as usual" operations if there is significant rate of absenteeism due to illness or needing to care for a family member.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

12.1 RFT 3-19/20 Supply and Delivery of one New 12 Tonne Self Propelled Smooth Drum Roller and the Trade or Outright purchase of one Smooth Drum Roller

Meeting Date	26 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	x2 Confidential attachments under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 137-19/20

MOVED Cr McGuinness SECONDED Cr Stacey

That Council: -

1. Accept the Tender received for the Supply and Delivery of one (1) New Self Propelled Smooth Drum Roller from Porter Equipment Australia Pty Ltd for an Ammann ARS130 for the cost of \$139,300 (ex GST) and the Trade of Council's 1999 Dynapac CA251 Smooth Drum Roller of \$16,364.00(ex GST).
2. That the Changeover Amount of \$122,936 (ex GST) be fully funded from Council's Plant Replacement Reserve Fund.

CARRIED 7/1

IN BRIEF

- RFT advertised for the Supply and Delivery of new machine and the Trade or Outright Purchase of Council's Dynapac Smooth Drum Roller.
- Whole of life costing based on 10-year replacement was prepared by UNIQCO.
- Nine Tender Submissions received for the supply, delivery with trade.
- Two Tender Submissions received for the outright purchase.
- Operator assessment on short listed machines.

MATTER FOR CONSIDERATION

For Council to consider Tender submissions received for the Supply and Delivery of one (1) new 12 Tonne Self-Propelled Smooth Drum Roller and Trade or Outright Purchase of Council's Dynapac Smooth Drum Roller.

BACKGROUND

A Request for Tender (RFT) 03-19/20 for the Supply and Delivery one (1) new 12 Tonne Self Propelled Smooth Drum Roller and Trade or Outright Purchase of Council's Dynapac Smooth Drum Roller was advertised in the West Australian on the 25th January 2020 and Council's Website.

The submissions were assessed using an assessment matrix as shown below:

Price Consideration	Weighting
Whole of life cost	40%
Tendered Price	30%
Description of Qualitative Criteria	
Service and Backup	10%
Warranty	10%
Environmental Impact	5%

The assessment matrix allows Tenders to be evaluated in an unbiased manner where the tenderer with the highest overall points may be considered to be the most advantageous Tender. This is to be used as a guide only during the assessment and is not necessarily binding.

STATUTORY ENVIRONMENT

LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 11

11. When tenders have to be publicly invited

(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.

(2) Tenders do not have to be publicly invited according to the requirements of this Division if –

- (a) The supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
- (b) The supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

POLICY IMPLICATIONS

The Shire of Quairading Purchasing Policy FIN.2, requires that for prices over \$150,000 Council goes to public tender. WALGA's preferred supplier list allows for the tender process to be waived in lieu of seeking quotations from suppliers on WALGA's 'preferred supplier list'.

FINANCIAL IMPLICATIONS

In the Shire of Quairading 2019/2020 Adopted Budget an allowance has been made of \$137,000 (ex GST) changeover cost. The changeover cost would be \$122,936 (ex GST) should Council accept the Officer's Recommendation.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

COMMUNITY CONSULTATION

N/A.

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

Financial – Risk Matrix Rating is considered Low – Change over cost is within Budget.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low – Tenders have been sought as per Council's Purchasing Policy FIN.2 and the LG Act and Regulations.

Operation – Risk Matrix Rating is considered Low – As per the Ten Year Plant Replacement Program. Purchase and changeover of the Roller/s will not impact upon Council's operations.

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

Tender submissions closed on Wednesday 12th February 2020 at 4.00pm, Tender opening was conducted on Thursday 13th February 2020 at 11.01am nine (9) submissions had been received from seven (7) companies for the supply and trade, and two (2) submissions of outright purchase via RFT 03-19/20: -

- Tutt Bryant Equipment
- Porter Equipment Australia
- GCM Agencies
- WesTrac
- Conplant
- McIntosh and Son
- Wirtgen Group
- South East Heavy Exports (outright purchase)
- AUS Engineering (outright purchase)

The nine submissions have been assessed, ranked with Price considerations and Qualitative Criteria Totals is as follows:

Company	Make	Model	Weighted Score
Tutt Bryant Equipment	Bomag	BW213D-5	78.22
Porter Equipment Australia	Ammann	ARS130	87.91
GCM Agencies	Multipac	113H	82.84
WesTrac	Caterpillar	CS64B	81.25
Conplant	Ammann	ASC110DT3	75.14
Conplant	Ammann	ASC130DT3	75.34
*Conplant	Wacker Neuson	RC120T3	0
McIntosh and Son	Ammann	ASC110	79.58
Wirtgen Group	Hamm	3412	80.58

*Note: The Tender submission from Conplant in regard to the Wacker Neuson RC120T3 was not considered as it was over budget

The two (2) Tender Submissions for the outright purchase have been assessed as follows (1 being the highest offer and 2 being the lowest offer) ranking is on price only.

Company	Score
South East Heavy Exports	1
AUS Engineering	2

- From the above tables, the Tenderer to receive the highest score is Porter Equipment Australia for the Ammann ARS130.
- Regarding the trade of Council's Dynapac Smooth Drum Roller the Officer recommends that it is traded to Porter Equipment Australia as per their Tender submission. South East Heavy Exports have submitted an outright purchase price that is higher than the trade offered by Porter Equipment Australia by \$181.00 ex GST. Taking into consideration the cost to Administration to process separate transactions it would not be cost beneficial.

The Executive Manager of Works and Services has undertaken an operational and visual assessment of shortlisted machines being the Ammann ARS130, the Hamm 3412 and the Caterpillar CS64B. The Multipac 113H was included in the shortlist but the machine was not available in WA to be inspected. The four shortlisted machines to be inspected were based on whole of life costs and the suitability of Council's operational requirements.

Assessment areas that were covered included access to maintenance service points, cab layout, operator comfort, safety and overall suitability for Council's requirements.

The Ammann ARS130 displayed all the necessary requirements from the operational assessment.

The Executive Manager of Works and Services has contacted the Porter Equipment to confirm delivery time of the machine as stated in their submission. The only risk of delivery at this stage is possible delays due to the COVID-19 pandemic. Stocks of machines are currently available in the Eastern States.

In conclusion, the tender submission from Porter Equipment for the Ammann ARS130 delivers the best value in regard to whole of life costings based on a 10-year replacement and demonstrates the suitability for Council's operational requirements.

Results from the evaluation against the Qualitative Criteria and Price Consideration scores the Ammann ARS130 highest at 87.91 out of 100.

Whole of life costing evaluated the Ammann ARS130 first with a score of 9.83 out of 10.

ITEM 13 URGENT COUNCILLORS' BUSINESS

Nil.

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

RESOLUTION: 138-19/20**MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley**

That the meeting be closed to the Public at 3.12 pm to consider Item 14.1 & Item 14.2 in accordance with Section 5.23 (2) of the Local Government Act 1995.

CARRIED 8/0

3.12 pm

There were no members of the public in attendance.

14.1 Reassignment of Library Services Agreement

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

- (b) "the personal affairs of any person";
- (c) "a contract entered into, or which may be entered into, by the local government";
- (e) "a matter that if disclosed, would reveal" (iii) information about the business, professional, commercial or financial affairs of a person".

RESOLUTION: 139-19/20**MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill**

OFFICER RECOMMENDATION

1. That Council, pursuant to Clause 4.11 of the Library Services Agreement between Council and Luke Howlett and Kelly Seitz, Directors of Howlett Family Trust ATF Howlett Family Trust, grant Written Consent for the reassignment of the Library Services Agreement to:
Michael Grage and Nicole Hargrave Directors of Minimetaco Pty Ltd ATF, The Hargrave Grage Family Trust
2. That the CEO have the Deed of Re-assignment prepared for Execution by all Parties.
3. That the Assignee be liable for the Legal Costs and Stamp Duty (if applicable) for the Preparation and Execution of the Deed of Assignment.

CARRIED 8/0

14.2 Licence to Use Portion Reserve 16735 – Ausplow Pty Ltd

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

- (c) "a contract entered into, or which may be entered into, by the local government";
- (e) "a matter that if disclosed, would reveal" (iii) information about the business, professional, commercial or financial affairs of a person".

RESOLUTION: 140-19/20

MOVED Cr McGuinness SECONDED Cr Stacey

That Council: -

1. Receive the Chief Executive Officer's Report on the Licence to Use Portion of Reserve 16735 – Ausplow Pty Ltd.
2. Support the Proposed Licence to Use portion of Reserve 16735 by Ausplow Pty Ltd for Agricultural Research and Development
3. Subject to the receipt of the Minister for Lands Consent, proceed with the Shire President and the CEO Signing and Executing the Licence to Use Agreement.

CARRIED 8/0

14.3 Deferral of CEO's Long Service Leave

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

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

RESOLUTION: 141-19/20

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

That Council: -

1. Approve the Chief Executive Officer's deferral of his Long Service Leave due to the current State of Emergency regarding the COVID-19 virus; and
2. Note that that the Acting CEO Assignment due to be undertaken by Mr Allen Cooper is no longer required due to the deferral of the CEO's Long Service Leave.

CARRIED 8/0

RESOLUTION: 142-19/20

MOVED Cr Hippisley SECONDED Cr McGuinness

That the meeting be open to members of the Public at 3.21 pm.

CARRIED 8/0

14.4 Public Reading of Resolution

Having opened the meeting to the Public, the Shire President noted the decisions of the Council for Item 14.1 - Resolution 139-19/20, Item 14.2 - Resolution 140-19/20 and Item 14.3 - Resolution 141-19/20 as detailed in the Minutes.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 30th April 2020, commencing at 2 pm and will be a Teleconference or Videoconference, in accordance with the Local Government Act 1995 and the Local Government (Administration) Regulation 1996.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.22 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26th March 2020 were confirmed on 30th April 2020 as recorded on Resolution No. _____

Confirmed..... 30/04/20

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – March 2020

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

OFFICER RECOMMENDATION

That Council note the following:

1. That Schedule of Accounts for March covering Municipal Vouchers 23706 to 23713 & EFT 7637 to EFT 7784 totalling \$458,366.17 be received and
2. That Police Licensing payments for the month of March 2020 totalling \$45,580.40 be received (Attachment 9.1.2); and
3. That fund transfers to Corporate Credit Card for March 2020 balance totalling \$894.16 be received (Attachment 9.1.3); and
4. That Net Payroll payments for the month March 2020 totalling \$112,338.11; and
5. That the Lease payment for the month of March 2020 on the CESM Vehicle totalling \$1,140.08.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during March 2020.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

LIST OF ACCOUNTS MARCH 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT	FUNDED
EFT7637	03/03/2020	WILLIAM BRUCE FRASER	REIMBURSEMENT: CAT TRAP BOND	20.00	FULLY
EFT7638	03/03/2020	GRAHAM WILLIAM ANDERSON	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7639	03/03/2020	BURGESS RAWSON	WATER USAGE & CHARGES 09/12/19 - 13/02/20 PTA LEASE PROPERTY	4,796.01	
EFT7640	03/03/2020	HITACHI CONSTRUCTION MACHINERY	SPRAY PAINT CANS: 4 X ORANGE, 1 X DARK GREY	111.49	
EFT7641	03/03/2020	WATER CORPORATION	WATER USAGE & CHARGES: 27 X LOCATIONS 01/01/20 - 29/02/20	21,107.16	
EFT7642	03/03/2020	BENT NAIL BUILDING & MAINTENANCE	UNIT 1&2 GILLET ST: ADJUST SECURITY DOORS, AKV UNIT 3: SEAL LAUNDRY & KITCHEN TILES	219.40	
EFT7643	03/03/2020	PHILIP JOHN DICKER	REIMBURSEMENT: METAL SIGN - AIRSTRIP	77.00	
EFT7644	03/03/2020	WA CONTRACT RANGER SERVICES P/L	RANGER SERVICES: 07/02/20 & 14/02/20	374.00	
EFT7645	03/03/2020	MARKET CREATIONS	PRINT: 1 X PULL UP BANNER - ARTWORK SUPPLIED BY CASTLEDINE	319.00	
EFT7646	03/03/2020	R MUNNS ENGINEERING CONSULTING SERVICES	CONSULTING WORK ON THE QDG/CUN RD WFFN RECONSTRUCTION PILOT PROJECT INCLUDING TRAVEL EXPENSES	2,003.14	PARTIAL
EFT7647	03/03/2020	MARKETFORCE	ADVERTISING	1,685.52	
EFT7648	03/03/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: DANGIN-MEARS ROAD	2,830.58	PARTIAL
EFT7649	03/03/2020	DAVES TREE SERVICE	TREE PRUNING UNDER POWER LINES	11,440.00	
EFT7650	03/03/2020	CWB ELECTRICAL & A/C	7 EDWARDS WAY: REPAIRS TO THE GARAGE DOOR	49.50	
EFT7651	03/03/2020	JOHN MILICI	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT7652	03/03/2020	PLUMBERJ'S MOBILE PLUMBING	ADMIN: REPAIRS TO FILTERED WATER UNIT, COMMUNITY BUILDING: REPLACE CISTERN	781.00	
EFT7653	10/03/2020	QUAIRADING EARTHMOVING CO.	PLANT HIRE, WIN & STOCKPILE GRAVEL - FAIRCLOUGH'S PIT	24,640.00	PARTIAL
EFT7654	10/03/2020	WA TREASURY CORPORATION	LOAN 119: CAPITAL & INTEREST PAYMENT	8,096.35	
EFT7655	10/03/2020	QUAIRADING AGRI SERVICES	DEPOT: UNIFORM ORDER FOR 2019/20 SHIRTS, PANTS, JUMPERS, JACKETS AND BOOTS	5,509.50	
EFT7656	10/03/2020	AWARD SECURITY	CANCELLED EFT	0.00	
EFT7657	10/03/2020	SUNNY SIGN COMPANY PTY LTD	3 X STREET SIGNS	148.50	
EFT7658	10/03/2020	MEDICAL DIRECTOR AUSTRALIA	SUPPORT: CLINICAL STANDARD SUBSCRIPTION	2,409.00	
EFT7659	10/03/2020	PERFECT COMPUTER SOLUTIONS P/L	MAINTENANCE & IT SUPPORT: MEDICAL CENTRE & DEPOT	1,232.50	
EFT7660	10/03/2020	ST JOHN AMBULANCE WESTERN AUSTRALIA	CHILDCARE CENTRE: CPR REFRESHER COURSE X 3	147.00	
EFT7661	10/03/2020	SAGE CONSULTING ENGINEERS PTY LTD	TECHNICAL ASSISTANCE FOR SPORTS LIGHTING PROJECT AT OVAL	528.00	PARTIAL
EFT7662	10/03/2020	WATER CORPORATION	WATER USAGE & CHARGES: 10/12/19 - 14/02/20	646.40	
EFT7663	10/03/2020	BORAL CONSTRUCTION MATERIALS GROUP LTD	EMULSION CRS 205LT & PATCHING ASPHALT	841.50	
EFT7664	10/03/2020	BENT NAIL BUILDING & MAINTENANCE	REPLACE SLIDING DOOR ROLLERS & TRACKS AT 14 REID STREET & 7 EDWARDS WAY	385.00	
EFT7665	10/03/2020	FREDERICK RUCK	REIMBURSEMENT: UNIFORM & SHOWER HEAD UNIT 7 AKV	230.85	
EFT7666	10/03/2020	G J JONES PLUMBING	DRY HIRE EXCAVATOR GRAVE 24/2/2020	426.86	FULLY
EFT7667	10/03/2020	QUICK CORPORATE	TONER CARTRIDGES	209.51	
EFT7668	10/03/2020	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL & 1000L ADBLUE	7,319.95	
EFT7669	10/03/2020	WA CONTRACT RANGER SERVICES P/L	RANGER SERVICES: 21/02 & 25/02	514.25	
EFT7670	10/03/2020	AG IMPLEMENTS QUAIRADING	REPAIR HYDRAULIC HOSE ON SEMI SIDE TIPPER Q4450	359.03	
EFT7671	10/03/2020	BROWNLEY'S PLUMBING & GAS	STANDPIPES: ANNUAL BACKFLOW TESTS	1,687.40	
EFT7672	10/03/2020	WHEATBELT BUSINESS NETWORK	FULL MEMBERSHIP	300.00	
EFT7673	10/03/2020	SHAUN SIMPSON	SUPPLY AND INSTALL RINGLOCK FENCE 150 METERS ON DOMESTIC REFUSE CELL.	3,223.00	
EFT7674	10/03/2020	PRIMARIES	40LITRE ENGEL - CESM VEHICLE	2,372.15	FULLY
EFT7675	10/03/2020	QUAIRADING BOOK POST (HOWLETT)	MEDICAL PRACTICE: POSTAGE	327.75	
EFT7676	10/03/2020	SOUTHERN CROSS AUSTERO PTY LTD	AROUND THE TOWNS TRIPLE M	88.00	
EFT7677	10/03/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: DANGIN MEARS ROAD	12,330.46	PARTIAL
EFT7678	10/03/2020	MICHELLE WILSON	REIMBURSEMENT: COUNCIL MEETING REFRESHMENTS	16.50	
EFT7679	10/03/2020	PERTH CARDIOVASCULAR INSTITUTE	EKG: ANNUAL EQUIPMENT RENTAL	715.00	
EFT7680	10/03/2020	CWB ELECTRICAL & A/C	SUPPLY AND INSTALL TV ANTENNA'S TO UNITS 1,2 & 3 GILLET STREET	2,068.35	

EFT7681	10/03/2020	NICOLE SANDERS	CANCELLED EFT	0.00	
EFT7682	10/03/2020	ANNIE'S BAGS AND THINGS	EMBROIDERY OF STAFF NAMES AND THE "SHIRE OF QUAIRADING" ON WORKS STAFF UNIFORMS	450.00	
EFT7683	10/03/2020	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING CONSULTING SERVICES 02/20	817.11	
EFT7684	10/03/2020	ZOE WILKINSON	REIMBURSEMENT: LESSER HALL BOND & KEY BOND	625.00	FULLY
EFT7685	10/03/2020	DARREN BRICE	REIMBURSEMENT: CANCELLED CARAVAN PARK BOOKING	60.00	FULLY
EFT7686	17/03/2020	QUAIRADING TYRE & BATTERY SUPPLIES	Q240: 2 X GRADER BATTERIES	1,517.30	
EFT7687	17/03/2020	AVON WASTE	DOMESTIC RUBBISH & RECYCLING SERVICES - FEBRUARY	8,334.94	PARTIAL
EFT7688	17/03/2020	QUAIRADING FARMERS CO+OP	VARIOUS PURCHASES: DEPOT, HALL, PUBLIC CONVENIENCES, ADMIN, MEDICAL CENTRE & NEWSPAPERS	1,107.25	
EFT7689	17/03/2020	EASTERN HILLS SAWS & MOWERS	HEDGE TRIMMER : FULL SERVICE	180.00	
EFT7690	17/03/2020	QUAIRADING AGRI SERVICES	REIMBURSEMENT: COMMUNITY BUILDING BOND	625.00	FULLY
EFT7691	17/03/2020	AWARD SECURITY	MONITORING OF SECURITY ALARMS - CRC, DEPOT, MEDICAL CENTRE & SHIRE OFFICE	414.70	
EFT7692	17/03/2020	SURGICAL HOUSE	VARIOUS MEDICAL SUPPLIES	191.93	
EFT7693	17/03/2020	PERFECT COMPUTER SOLUTIONS P/L	MEDICAL CENTRE: SUPPLY & INSTALL NEW UPS, CRC: FIX NETWORK	2,510.00	
EFT7694	17/03/2020	GR & AP JOHNSTON	REIMBURSEMENT: TOWN HALL & KEY BONDS	875.00	FULLY
EFT7695	17/03/2020	QUAIRADING TYRE & BATTERY	FUEL FOR COMMUNITY CAR	151.00	FULLY
EFT7696	17/03/2020	MARNHAM'S MECHANICAL SERVICES	Q272: REPAIR TIPPING FAULT, Q15086: REPLACE BRAKE LININGS, Q5122: REPAIR AIR LEAKS & TIPPING FAULT, Q430: REPAIR OIL LEAKS & DAMAGED BUCKET PINS, Q237: REPLACE CIRCLE DRIVE MOTOR, Q5191: GAS AIR CONDITIONER, Q3870: 20,000KM SERVICE, POTH: REPLACE BRAKE CYLINDERS & LINES	12,315.83	
EFT7697	17/03/2020	BENT NAIL BUILDING & MAINTENANCE	INSTALL KEY BOXES TO CABINS, UNIT 4 AKV: REPAIRS TO DOORS, TOILET, SHOWER & CURTAINS	480.98	
EFT7698	17/03/2020	J.A. GIMBEL PAINTING	TOUCH UP PAINTING AT UNIT 4 AKV	88.00	
EFT7699	17/03/2020	PETER COLBUNG	REIMBURSEMENT: COMMUNITY BUILDING BOND	625.00	FULLY
EFT7700	17/03/2020	DIGGING DOCKER	REPAIR RAISED FOOTPATHS IN FRONT OF UNIT 7 AND BESIDE UNIT 4	400.00	
EFT7701	17/03/2020	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2019/20 ESL 3RD QUARTER CONTRIBUTION	21,476.70	FULLY
EFT7702	17/03/2020	JOHN GREENWOOD	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT7703	17/03/2020	QUAIRADING BOOK POST (HOWLETT)	ADMIN: FEBRUARY POSTAGE	211.84	
EFT7704	17/03/2020	LOCAL GOVERNMENT PROFESSIONALS	FINANCE PROFESSIONALS CONFERENCE 2020 - EMCS	1,295.00	
EFT7705	17/03/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: DANGIN-MEARS ROAD	19,757.11	PARTIAL
EFT7706	17/03/2020	SWAN TOWING	TOW CAT TRUCK FROM ANDREWS ROAD TO SHIRE DEPOT WALKER STREET. 12/3/2020	1,045.00	
EFT7707	17/03/2020	AJ & BR COWCILL	REPAIR HYDRAULIC TIPPER FUNCTION PLUS TRAVEL	220.00	
EFT7708	17/03/2020	NORTHAM HOLDEN	Q551: 30,000KM SERVICE	609.44	
EFT7709	17/03/2020	NATURE PLAYGROUNDS	COMMUNITY PARK: REVISED CONCEPT FOR OLD CAR SALES YARD	1,430.00	
EFT7710	17/03/2020	NICOLE SANDERS	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7711	17/03/2020	SHERIN RENTALS PTY LTD	DRY HIRE: 15T PADDED ROLLER & 12T SMOOTH ROLLER	3,784.00	PARTIAL
EFT7712	17/03/2020	NEIL & JAN WITTORFF	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7713	17/03/2020	RONALD & YVONNE PAYNE	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7714	17/03/2020	BRENT PICKETT	REIMBURSEMENT: HALL BOND LESS EXTRA CLEANING - 2 HRS	975.00	FULLY
EFT7715	17/03/2020	ENVIRONMENTAL MACHINERY GROUP	Q4818: POWERBELTS X 3	145.04	
EFT7716	17/03/2020	WILLIAM & JOANNE MELLOR	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7717	17/03/2020	BOC LIMITED	CONTAINER RENTALS	46.82	
EFT7718	17/03/2020		CANCELLED EFT	0.00	
EFT7719	18/03/2020	EMMA WILSON	REIMBURSEMENT DUE TO OVERPAYMENT ON CHILDCARE FEES 03/03/2020	11,100.00	FULLY
EFT7720	18/03/2020	OFFICEWORKS	6 X MONITORS, 3 X KEY SAFES, KEY DEPOSIT SAFE & DIARY	2,067.61	
EFT7721	24/03/2020	QUAIRADING EARTHMOVING CO.	WATER CART HIRE: DANGIN MEARS ROAD	3,872.00	PARTIAL
EFT7722	24/03/2020	QUAIRADING COMMUNITY RESOURCE CENTRE	WEBSITE/GYM MANAGEMENT, CLEANING, PHOTOCOPYING & LAMINATING SERVICES	1,443.08	

EFT7723	24/03/2020	SURGICAL HOUSE	MEDICAL SUPPLIES: INJECTION PADS & CRYOPEN CARTRIDGES	92.04	
EFT7724	24/03/2020	WOODLANDS DISTRIBUTORS PTY LTD	DEGRADABLE DOGGY WASTE BAGS BOX OF 10	130.90	
EFT7725	24/03/2020	SUNNY SIGN COMPANY PTY LTD	4X 900X600 GRADER AHEAD SIGNS AND 4X QUADRAPED STAND 900X600	334.40	
EFT7726	24/03/2020	PERFECT COMPUTER SOLUTIONS P/L	TOSHIBA EXTERNAL HARD DRIVE	845.00	
EFT7727	24/03/2020	SAGE CONSULTING ENGINEERS PTY LTD	TECHNICAL ASSISTANCE FOR SPORTS LIGHTING PROJECT	550.00	PARTIAL
EFT7728	24/03/2020	A W DUNCAN CARPENTRY SERVICES	VARIOUS REPAIRS: CHILDCARE, 50A SUBURBAN RD, 31 DALL ST, 19 POWELL ST & SWIMMING POOL	3,348.99	
EFT7729	24/03/2020	MARNHAM'S MECHANICAL SERVICES	PARKER HOUSE GENSET: SUPPLY & FIT NEW FUEL GAUGE, Q3854: 250HR SERVICE, POTH: REPAIRS TO WATER TRAILER, Q237: GAS AIR CONDITIONER	5,664.98	
EFT7730	24/03/2020	OSSROCK TRANSPORT	GRAVEL CARTING: DANGIN MEARS ROAD	17,393.75	PARTIAL
EFT7731	24/03/2020	LANDMARK	1 X 2.5KG FIPRONIL GRANULAR ANT KILLER	37.29	
EFT7732	24/03/2020	BENT NAIL BUILDING & MAINTENANCE	REPLACE VANDALISED FENCE PANELS - INSURANCE CLAIM	3,148.73	PARTIAL
EFT7733	24/03/2020	LESLEY MCHENRY	REIMBURSEMENT: COTTAGE BOND	200.00	FULLY
EFT7734	24/03/2020	DAVID COLLARD	REIMBURSEMENT: COMMUNITY BUILDING BOND	625.00	FULLY
EFT7735	24/03/2020	MARKETFORCE	WESTERN AUSTRALIAN - TENDER ADVERT FOR 1X COMPACT TRACKED LOADER ADVERT 8/02/2020	678.92	
EFT7736	24/03/2020	QUAIRADING BOOK POST (HOWLETT)	LIBRARY CONTRACT: FEBRUARY 2020	2,264.10	
EFT7737	24/03/2020	WHEATBELT DEPT. OF EDUCATION	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7738	24/03/2020	PROFORM CIVIL	CIVIL DESIGN & SITE INSPECTION: CUNDERDIN ROAD	9,771.30	PARTIAL
EFT7739	24/03/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: DANGIN-MEARS ROAD	2,985.68	PARTIAL
EFT7740	24/03/2020	UNIQCO	WHOLE OF LIFE EVALUATIONS ON 8 TENDER SUBMISSIONS FOR SMOOTH DRUM ROLLERS.	3,850.00	
EFT7741	24/03/2020	DAVES TREE SERVICE	CUT DOWN AND CHIP LEANING TREE ON HAYES ROAD AND BRANCHES ON DOODENNING MAWSON ROAD	3,410.00	
EFT7742	24/03/2020	MICKS MOBILE SERVICES	COMMUNITY CAR: 50,000KM SERVICE	170.20	FULLY
EFT7743	24/03/2020	NATHAN LEE GILFELLON	ACCOMODATION FOR LOCAL GOVERNMENT PROFESSIONALS CONFERENCE	445.28	
EFT7744	24/03/2020	PREMIER PAVING AND SITE SERVICES	CONCRETE FOOTPATH UPGRADE MCLENNAN STREET	28,851.35	
EFT7745	24/03/2020	INTEGRATED DISTRIBUTION PTY LTD	LINE MARKING PAINT - OVAL	981.20	
EFT7746	24/03/2020	JUST ADD WATER SWIMMING	INFANT SWIM LESSONS	958.40	FULLY
EFT7747	24/03/2020	SPENCER GROUP OF COMPANIES	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7748	24/03/2020	SARAH DUVNJAK & ZAKNICH	REIMBURSEMENT: CABIN BOND & HIRE FEE	325.00	FULLY
EFT7749	24/03/2020	TRISSET BOSS PTY LIMITED	MEDICAL CENTRE: STATIONERY	418.00	
EFT7750	24/03/2020	SHERIDAN'S FOR BADGES	DIGITALLY PRINTED ALUMINIUM NAME BADGES WITH NEW DESIGN ARTWORK	975.66	
EFT7751	31/03/2020	ELAINE ETHOL HADLOW	REIMBURSEMENT: CABIN BOND	200.00	FULLY
EFT7752	31/03/2020	GREG & JO HAYES	REIMBURSEMENT: TOILET HIRE BOND	250.00	FULLY
EFT7753	31/03/2020	QUAIRADING TYRE & BATTERY SUPPLIES	Q272: SUPPLY AND FIT 2 X 295/80R22.5 DOUBLE COIN STEERERS, Q240: REPAIR PUNCTURE TO TYRE	1,914.15	
EFT7754	31/03/2020	AUSTRALIAN TAXATION OFFICE	FEBRUARY BAS	15,606.00	
EFT7755	31/03/2020	WA TREASURY CORPORATION	LOAN 115: CAPITAL PAYMENT & INTEREST	9,374.84	PARTIAL
EFT7756	31/03/2020	QUAIRADING CLUB INC.	CATERING FOR THE QUAIRADING TOURISM STRATEGIC LAUNCH FOR 19/02/2020	415.00	
EFT7757	31/03/2020	PERFECT COMPUTER SOLUTIONS P/L	2 NEW ASUS ZENBOOK 2 IN 1 DEVICES	4,420.00	
EFT7758	31/03/2020	CLINICARE PHARMACY QUAIRADING	1L HAND SANTISER X 2	89.85	
EFT7759	31/03/2020	BORAL CONSTRUCTION MATERIALS GROUP LTD	2 PALLETS COLD MIX (50 BAGS PER PALLET)	2,420.00	
EFT7760	31/03/2020	BENT NAIL BUILDING & MAINTENANCE	50A & 50B SUBURBAN RD - SUPPLY AND INSTALL INSULATION, INSTALL ART WORK AT TOWN HALL, REPAIR FENCE & SLIDING DOOR AT 14 REID ST	2,942.50	
EFT7761	31/03/2020	G J JONES PLUMBING	REPLACE FAULTY SOLENOID VALVES AT AKV	1,371.31	
EFT7762	31/03/2020	DIGGING DOCKER	FOOTPATHS: CUT OUT BROKEN CONCRETE & REPLACE, REMOVE TREE ROOT	670.00	
EFT7763	31/03/2020	QUICK CORPORATE	STATIONERY FOR ADMIN, CABINS, MEDICAL CENTRE & CHILDCARE CENTRE	631.16	
EFT7764	31/03/2020	GREAT SOUTHERN FUEL SUPPLIES	ULP: 1000L, DIESEL: 6000L	7,462.58	
EFT7765	31/03/2020	WA CONTRACT RANGER SERVICES P/L	RANGER SERVICES: 06/03, 10/3 & 19/03	701.25	
EFT7766	31/03/2020	NOBLE MEDICAL INVESTMENT PTY LTD	QUARTERLY MOTOR VEHICLE ALLOWANCE 01/04/20 - 30/06/20	4,125.00	

EFT7767	31/03/2020	R MUNNS ENGINEERING CONSULTING SERVICES	CONSULTING SERVICES: QUAIRADING-CUNDERDIN RD WSN RECONSTRUCTION PILOT PROJECT	2,996.36	PARTIAL
EFT7768	31/03/2020	QC ULTIMATE CLEAN	CARPET CLEANING - TRAVEL: HALL & COMMUNITY BUILDING	1,165.67	
EFT7769	31/03/2020	TREVOR BUCKLAND	REIMBURSEMENT: CABIN BOND & HIRE FEE X 2 NIGHTS	435.00	FULLY
EFT7770	31/03/2020	BLUESTEEL ENTERPRISES P/L (AGENT FOR: FRONTLINE FIRE & RESCUE)	KENSTRAL 3000 PORTABLE WEATHER METER	973.50	FULLY
EFT7771	31/03/2020	NORTH QUAIRADING CONTRACTORS P/L	SEMI SIDE TIPPER HIRE GRAVEL CARTING DANGIN MEARS ROAD	15,805.63	PARTIAL
EFT7772	31/03/2020	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT: DANGIN MEARS ROAD	3,450.98	PARTIAL
EFT7773	31/03/2020	PH & KE GOW	FEATURE SURVEY: LOT 501 SUBURBAN RD & CARAVAN PARK	3,300.00	
EFT7774	31/03/2020	NORTHAM HOLDEN	Q465: 12,000KM SERVICE	357.10	
EFT7775	31/03/2020	CWB ELECTRICAL & A/C	SUPPLY AND INSTALL CEILING FAN IN MAIN BEDROOM AT 14 REID STREET	439.32	
EFT7776	31/03/2020	JUST ADD WATER SWIMMING	INFANT SWIM LESSONS	239.60	FULLY
EFT7777	31/03/2020	MEREDITH LEE+CURTIS	REIMBURSEMENT: CABIN BOOKING CANCELLED: 2 CABINS X 2 NIGHTS	470.00	FULLY
EFT7778	31/03/2020	RURAL DANCE SCHOOLS WA	REIMBURSEMENT: SHIRE HALL: CANCELLED BOOKINGS & BOND REFUND	1,080.00	FULLY
EFT7779	31/03/2020	JOHN KING	REIMBURSEMENT CANCELLED C/PARK BOOKING REFUND X 3 NIGHTS	90.00	FULLY
EFT7780	31/03/2020	BENJAMIN JOHNSON	REIMBURSEMENT: CHAIR HIRE BOND	100.00	FULLY
EFT7781	31/03/2020	NATASHA STOKES	REIMBURSEMENT: CABIN BOND & HIRE X 1 NIGHT	325.00	FULLY
EFT7783	31/03/2020	CHATFIELDS	PURCHASE OF SEEDLINGS (SECOND PAYMENT)	618.11	FULLY
EFT7784	31/03/2020	PREMIER PAVING AND SITE SERVICES	CONCRETE FOOTPATH UPGRADE MCLENNAN STREET QUAIRADING	38,779.95	
23706	16/03/2020	TELSTRA	PHONE USAGE & CHARGES TO 19/02/20	1,382.80	
23707	16/03/2020	SYNERGY	ELECTRICITY USAGE & CHARGES 09/01/20 - 13/02/20	3,793.16	
23708	24/03/2020	TELSTRA	PHONE USAGE & CHARGES TO 28/03/20	455.24	
23709	24/03/2020	AUSTRALIA POST	MEDICAL CENTRE: ANNUAL POST BOX RENTAL	335.00	
23710	24/03/2020	SYNERGY	POWER USAGE & CHARGES: 01/01/20 - 03/03/20	14,008.17	
23711	31/03/2020	TELSTRA	PHONE USAGE & CHARGES TO 15/02/20	654.96	
23712	31/03/2020	SYNERGY	ELECTRICTY USAGE & CHARGES 08/01 - 16/03	226.52	
23713	31/03/2020	THE UNIVERSITY OF WA	REIMBURSEMENT: CABIN BOND	200.00	FULLY
				458,366.17	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
MARCH 2019		Attachment 9.1.2
DATE	DESCRIPTION	AMOUNT \$
27/02/2020	TRANSPORT TAKINGS	9,884.45
28/02/2020	TRANSPORT TAKINGS	946.25
3/03/2020	TRANSPORT TAKINGS	1,519.95
4/03/2020	TRANSPORT TAKINGS	1,057.25
5/03/2020	TRANSPORT TAKINGS	134.80
6/03/2020	TRANSPORT TAKINGS	1,914.80
9/03/2020	TRANSPORT TAKINGS	2,368.20
10/03/2020	TRANSPORT TAKINGS	733.85
12/03/2020	TRANSPORT TAKINGS	2,996.65
13/03/2020	TRANSPORT TAKINGS	3,969.30
16/03/2020	TRANSPORT TAKINGS	3,738.50
17/03/2020	TRANSPORT TAKINGS	1,454.15
19/03/2020	TRANSPORT TAKINGS	970.50
20/03/2020	TRANSPORT TAKINGS	36.90
23/03/2020	TRANSPORT TAKINGS	4,517.15
24/03/2020	TRANSPORT TAKINGS	5,223.10
25/03/2020	TRANSPORT TAKINGS	1,543.90
26/03/2020	TRANSPORT TAKINGS	1,503.80
27/03/2020	TRANSPORT TAKINGS	1,066.90
		45,580.40
30/03/2020	TRANSPORT TAKINGS	117.80
31/03/2020	TRANSPORT TAKINGS	2,181.40
AMOUNTS YET TO BE DRAWN		2,299.20
		47,879.60

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$9 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

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

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

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

BusinessChoice Everyday VISA Card			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
04 FEB	Purchases MOBILEZAP.COM.AU BIRMINGHAM GB INC FX FEE AUD \$0.80 TELECOMMUNICATIONS EQUIPMENT	27.78	5032: Other Expense Samsung A90 Case
18 FEB	SAI GLOBAL LIMITED NSW SYDNEY AU MISCELLANEOUS PUBLISHING AND	139.59	9837 New lighting adg oval
18 FEB	SAI GLOBAL LIMITED NSW SYDNEY AU MISCELLANEOUS PUBLISHING AND	726.79	9837 New lighting Adg oval
	Sub Total:	894.16	
29 FEB	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	894.16 -	
	Sub Total:	894.16 -	
	Grand Total:	0.00	

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

Cardholder Signature



Date

24/3/2020

Transactions examined and approved.

Manager/Supervisor Signature



Date

06/04/2020

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

Meeting Date	30 th April 2019
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Financial Statements for March
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

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

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly Financial Statements for the period ending 31st March 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 previously reported separately.

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 including individual schedules on each budget line item provided to Council for analysis.

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 Medical Practice, Childcare and Caravan Park. The Statements can continue to be updated and customised to include relevant information for Council and Staff and to work with improved Management Accounting practices.

SHIRE OF QUAIRADING

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

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

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MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2020

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire of Quairading for the 2019/20 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					
Park Cottages	93.59%	205,151	205,141	191,991	(13,150)
Industrial Lots	0.00%	155,851	155,851	-	(155,851)
Plant & Equipment					
Q3919 - Dynapac Steel Roller	0.00%	145,000	145,000	-	(145,000)
Q430 - Caterpillar Bobcat	0.00%	85,000	85,000	-	(85,000)
Infrastructure - Roads					
2019/20 Roads Program	63.62%	1,731,214	1,574,611	1,101,369	(473,242)
Other Infrastructure					
Oval Lighting	10.17%	175,090	175,090	17,813	(157,277)
Bowling Green Repairs	100.00%	181,603	181,603	181,603	(0)
Old School Site	0.00%	93,360	-	-	-
Operational					
Medical Practice Expense	80.31%	306,716	257,723	246,333	(11,390)
Roads Maintenance	63.86%	637,303	477,976	406,991	(70,985)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year 1 April 2019	Current Year 31 March 2020
Adjusted Net Current Assets	154%	\$ 1,499,555	\$ 2,303,849
Cash and Equivalent - Unrestricted	192%	\$ 1,200,761	\$ 2,300,356
Cash and Equivalent - Restricted	109%	\$ 2,691,245	\$ 2,930,018
Receivables - Rates	99%	\$ 265,345	\$ 263,988
Receivables - Other	58%	\$ 486,915	\$ 281,663
Payables	138%	\$ 317,018	\$ 436,151

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

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

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 24th April 2020
Prepared by: Executive Manager of Corporate Services
Reviewed by: Chief Executive Officer

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

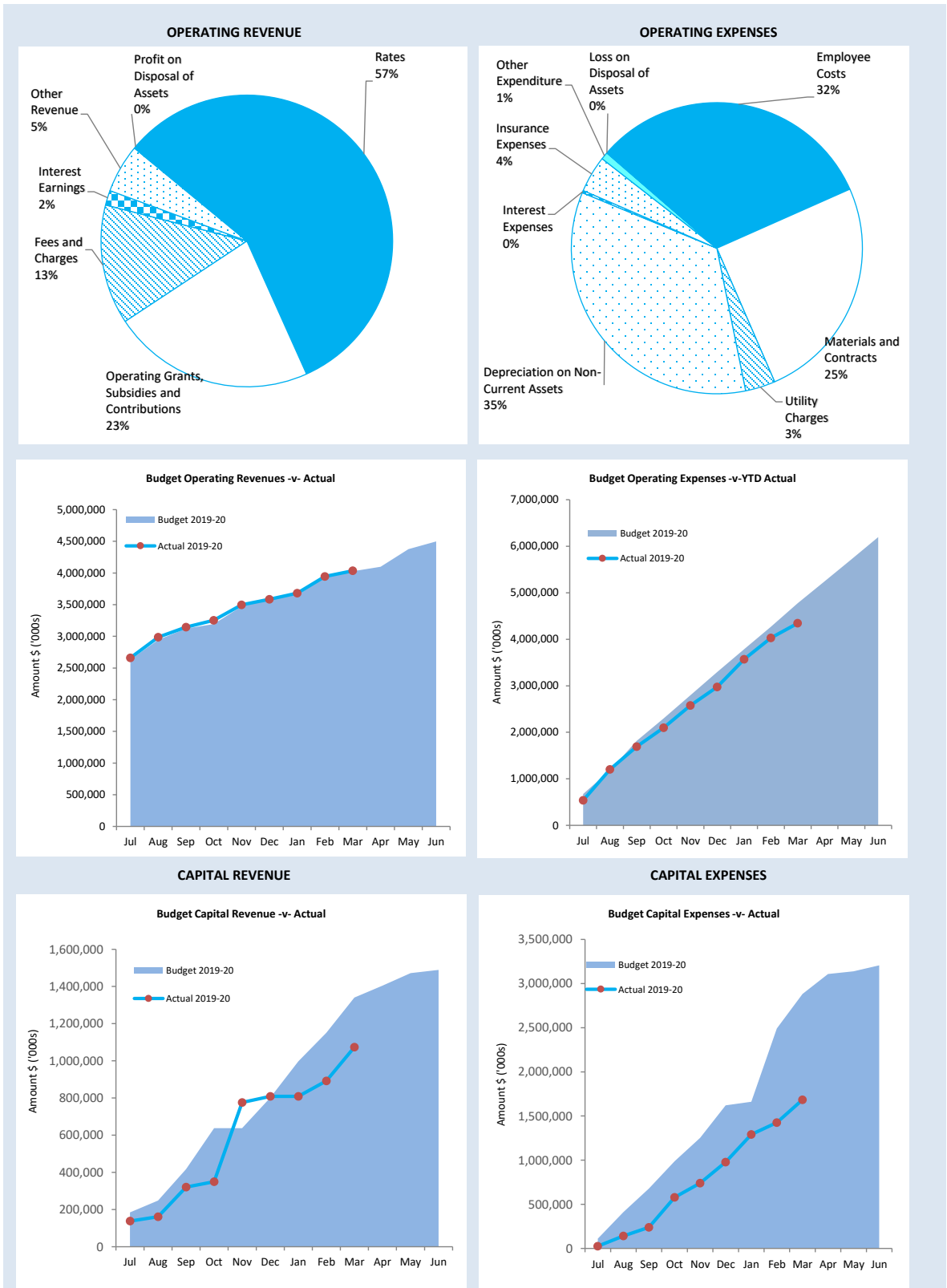
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

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

SUMMARY GRAPHS



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

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

STATUTORY REPORTING PROGRAMS

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

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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)	2,376,208	2,376,208	2,376,208	0	0%	
Revenue from operating activities							
Governance		5,824	5,699	9,652	3,953	69%	
General Purpose Funding - Rates	5	2,299,602	2,299,071	2,295,549	(3,522)	(0%)	
General Purpose Funding - Other		983,509	741,321	741,198	(123)	(0%)	
Law, Order and Public Safety		197,103	145,920	118,618	(27,303)	(19%)	▼
Health		114,629	105,972	126,256	20,285	19%	▲
Education and Welfare		190,279	146,830	153,734	6,905	5%	
Housing		109,576	82,185	74,366	(7,819)	(10%)	
Community Amenities		166,458	153,781	134,547	(19,234)	(13%)	▼
Recreation and Culture		30,944	25,579	30,114	4,535	18%	
Transport		175,613	156,003	165,900	9,897	6%	
Economic Services		112,185	81,893	71,211	(10,681)	(13%)	▼
Other Property and Services		112,246	83,176	113,356	30,180	36%	▲
		4,497,968	4,027,429	4,034,502	7,073	0%	
Expenditure from operating activities							
Governance		(650,199)	(504,978)	(431,434)	73,543	15%	▲
General Purpose Funding		(83,039)	(62,279)	(43,146)	19,134	31%	▲
Law, Order and Public Safety		(362,226)	(276,543)	(263,025)	13,518	5%	
Health		(409,057)	(335,356)	(318,738)	16,618	5%	
Education and Welfare		(356,815)	(274,533)	(222,517)	52,016	19%	▲
Housing		(183,945)	(141,046)	(112,563)	28,482	20%	▲
Community Amenities		(494,667)	(371,407)	(311,583)	59,825	16%	▲
Recreation and Culture		(946,428)	(756,789)	(653,171)	103,618	14%	▲
Transport		(2,048,888)	(1,530,941)	(1,464,158)	66,784	4%	
Economic Services		(554,673)	(425,688)	(346,282)	79,406	19%	▲
Other Property and Services		(105,931)	(95,441)	(177,526)	(82,086)	(86%)	▼
		(6,195,868)	(4,775,000)	(4,344,143)	430,857	9%	
Operating activities excluded from budget							
Add Back Depreciation		1,931,312	1,448,484	1,494,344	45,859	3%	
Adjust (Profit)/Loss on Asset Disposal	6	11,094	0	(14,882)	(14,882)		▼
Adjust Provisions and Accruals		3,478	0	1,036	1,036		
Amount attributable to operating activities		247,984	700,913	1,170,857	469,944	(67%)	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		1,185,205	1,086,320	859,025	(227,295)	(21%)	▼
Proceeds from Disposal of Assets	6	154,050	104,050	64,686	(39,364)	(38%)	▼
Capital Acquisitions	7	(3,206,460)	(2,882,864)	(1,683,704)	1,199,160	42%	▲
Amount attributable to investing activities		(1,867,205)	(1,692,494)	(759,993)	932,501	55%	▲
Financing Activities							
Proceeds from New Debentures		150,000	150,000	150,000	0	0%	
Self-Supporting Loan Principal		36,341	26,485	26,485	0	0%	
Transfer from Reserves	9	861,585	547,292	547,292	0	0%	
Repayment of Debentures	8	(94,443)	(56,050)	(56,050)	0	0%	
Transfer to Reserves	9	(1,300,000)	(1,120,000)	(1,150,950)	(30,950)	(3%)	
Amount attributable to financing activities		(346,517)	(452,273)	(483,223)	(30,950)	(7%)	
Closing Funding Surplus(Deficit)	1(b)	410,471	932,354	2,303,849	1,371,495	(147%)	

KEY INFORMATION

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

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

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MARCH 2020

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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)	2,376,208	2,376,208	2,376,208	0	0%	
Revenue from operating activities							
Rates	5	2,299,602	2,299,071	2,295,549	(3,522)	(0%)	
Operating Grants, Subsidies and Contributions		1,205,927	939,814	904,612	(35,201)	(4%)	
Fees and Charges		597,627	497,290	535,312	38,022	8%	
Interest Earnings		80,389	60,291	65,869	5,578	9%	
Other Revenue		299,463	230,962	216,863	(14,099)	(6%)	
Profit on Disposal of Assets	6	14,960	0	16,292	16,292		
		4,497,968	4,027,429	4,034,502	7,073	0%	
Expenditure from operating activities							
Employee Costs		(2,016,027)	(1,643,763)	(1,388,637)	255,126	16%	▲
Materials and Contracts		(1,701,901)	(1,249,812)	(1,092,311)	157,500	13%	▲
Utility Charges		(230,430)	(172,767)	(144,565)	28,203	16%	▲
Depreciation on Non-Current Assets		(1,931,312)	(1,448,484)	(1,494,344)	(45,859)	(3%)	
Interest Expenses		(24,077)	(18,058)	(11,252)	6,806	38%	
Insurance Expenses		(168,455)	(168,455)	(176,349)	(7,895)	(5%)	
Other Expenditure		(97,612)	(73,662)	(35,275)	38,387	52%	▲
Loss on Disposal of Assets	6	(26,054)	0	(1,411)	(1,411)		
		(6,195,868)	(4,775,000)	(4,344,143)	430,857	(9%)	
Operating activities excluded from budget							
Add back Depreciation		1,931,312	1,448,484	1,494,344	45,859	3%	
Adjust (Profit)/Loss on Asset Disposal	6	11,094	0	(14,882)	(14,882)		▼
Adjust Provisions and Accruals		3,478	0	1,036	1,036		
Amount attributable to operating activities		247,985	700,913	1,170,857	469,944	67%	
Investing activities							
Non-operating grants, subsidies and contributions		1,185,205	1,086,320	859,025	(227,295)	(21%)	▼
Proceeds from Disposal of Assets	6	154,050	104,050	64,686	(39,364)	(38%)	▼
Land held for resale		0	0	0	0		
Capital acquisitions	7	(3,206,460)	(2,882,864)	(1,683,704)	1,199,160	42%	▲
Amount attributable to investing activities		(1,867,205)	(1,692,494)	(759,993)	932,501	(55%)	
Financing Activities							
Proceeds from New Debentures		150,000	150,000	150,000	0	0%	
Self-Supporting Loan Principal		36,341	26,485	26,485	0	0%	
Transfer from Reserves	9	861,585	547,292	547,292	0	0%	
Repayment of Debentures	8	(94,443)	(56,050)	(56,050)	0	0%	
Transfer to Reserves	9	(1,300,000)	(1,120,000)	(1,150,950)	(30,950)	(3%)	
Amount attributable to financing activities		(346,517)	(452,273)	(483,223)	(30,950)	7%	
Closing Funding Surplus (Deficit)	1(b)	410,471	932,354	2,303,849	1,371,495	147%	

KEY INFORMATION

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

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

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

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

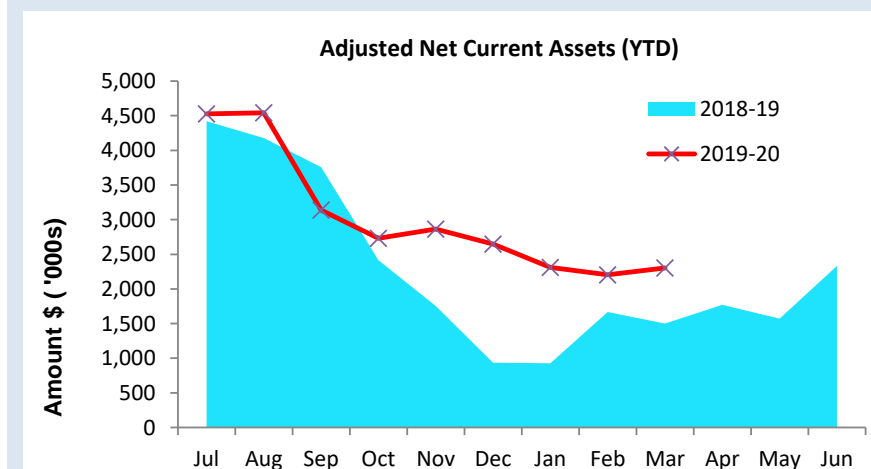
	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 01 Apr 2019	Year to Date Actual 31 Mar 2020
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	2,215,132	1,200,761	2,300,356
Cash Restricted	3	2,518,144	2,691,245	2,930,018
Receivables - Rates	4	237,459	265,345	263,988
Receivables - Other	4	192,221	354,219	277,469
Expected Credit Loss Allowance	4	(18,933)	0	(18,933)
Income Accrued		4,699	0	(1,277)
Prepaid Expenses		13,347	0	0
Interest / ATO Receivable		26,115	132,696	23,127
Inventories		4,870	9,206	7,902
		5,193,054	4,653,472	5,782,650
Less: Current Liabilities				
Payables		(341,006)	(317,018)	(436,151)
Provisions - employee		(81,311)	(393,660)	(315,963)
Long term borrowings		(315,964)	(21,042)	(16,736)
		(738,281)	(731,720)	(768,850)
Unadjusted Net Current Assets		4,454,773	3,921,752	5,013,800
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(2,326,360)	(2,691,245)	(2,930,018)
Less: Loans receivable		(35,811)	0	0
Add: Provisions - employee		202,295	248,006	203,331
Add: Long term borrowings		81,311	21,042	16,736
Adjusted Net Current Assets		2,376,208	1,499,555	2,303,849

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$2.3 M

Last Year YTD

Surplus(Deficit)

\$1.5 M

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

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Law, Order and Public Safety	(27,303)	(19%)	▼	Timing	Timing of CESM reimbursement
Health	20,285	19%	▲	Permanent	Medical Practice Income
Community Amenities	(19,234)	(13%)	▼	Timing	Timing of NRM Small Community Grants
Economic Services	(10,681)	(13%)	▼	Permanent	Income from Standpipes, Vet Clinic, Cabins and Caravan Park under budgeted income
Other Property and Services	30,180	36%	▲	Permanent	Timing of Sale of Surplus Electrical Goods and Workers Compensation Reimbursements
Expenditure from operating activities					
Governance	73,543	15%	▲	Timing	Timing of Accounting Fees, Risk Co-ordinator Program, Integrated Planning Costs in Administration and Administration Allocated
General Purpose Funding	19,134	31%	▲	Timing	Timing of Valuation Expenses and Administration Allocation
Education and Welfare	52,016	19%	▲	Timing	Timing of Independent Living Units Design and expenses at AKV and Childcare Centre
Housing	28,482	20%	▲	Timing	Timing of Maintenance expenses
Community Amenities	59,825	16%	▲	Timing	Timing of costs for Town Planning, Cemetery and Badjaling Drain Survey
Recreation and Culture	103,618	14%	▲	Timing	Timing of Swimming Pool operations, Parks and Gardens and Recreation Facility Audit
Economic Services	79,406	19%	▲	Timing	Timing of costs at Caravan Park and Tourist Promotion expenses
Other Property and Services	(82,086)	(86%)	▼	Timing	Under allocation of PWO, POC costs higher than budgeted
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(227,295)	(21%)	▼	Timing	Timing of Roads and Audio town Hall Visual Grants, Old School Site and Portable Generator.
Proceeds from Disposal of Assets	(39,364)	(38%)	▼	Timing	Timing of Proceeds of Sale
Capital Acquisitions	1,199,160	42%	▲	Timing	Timing of Capital Projects & Acquisitions

KEY INFORMATION

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

OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS

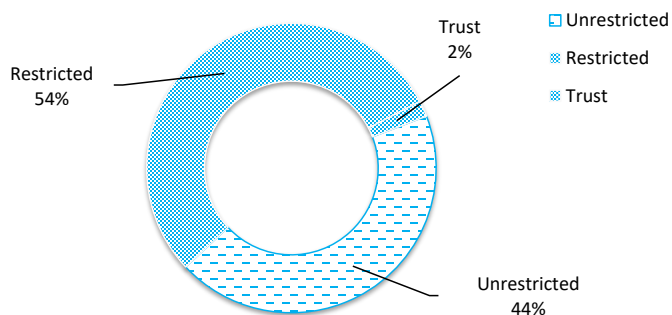
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	650			650			
At Call Deposits							
Municipal Fund	496,507			496,507	Westpac		
Medical Centre	50			50	Westpac		
Child Care Centre	35,694			35,694	Westpac		
Municipal On Call	920,000			920,000	Westpac	0.10%	
Reserve Fund On Call		52,166		52,166	Westpac	0.10%	
Trust Fund			95,452	95,452	Westpac		
Term Deposits							
Municipal Investment - Term Deposit	306,262			306,262	Westpac	0.78%	05-Apr-20
Municipal Investment - Term Deposit	302,473			302,473	Westpac	1.52%	03-Apr-20
Municipal Investment - Term Deposit	301,354			301,354	Westpac	0.78%	03-Jun-20
Reserve Investment - Term Deposit		483,561		483,561	Westpac	1.30%	03-Jun-20
Reserve Investment - Term Deposit		973,107		973,107	Westpac	1.55%	12-Apr-20
Reserve Investment - Term Deposit		466,165		466,165	Westpac	1.42%	22-May-20
Reserve Investment - Term Deposit		955,020		955,020	Westpac	1.05%	23-Jun-20
Total	2,362,989	2,930,018	95,452	5,388,459			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash

\$5.39 M

Unrestricted

\$2.36 M

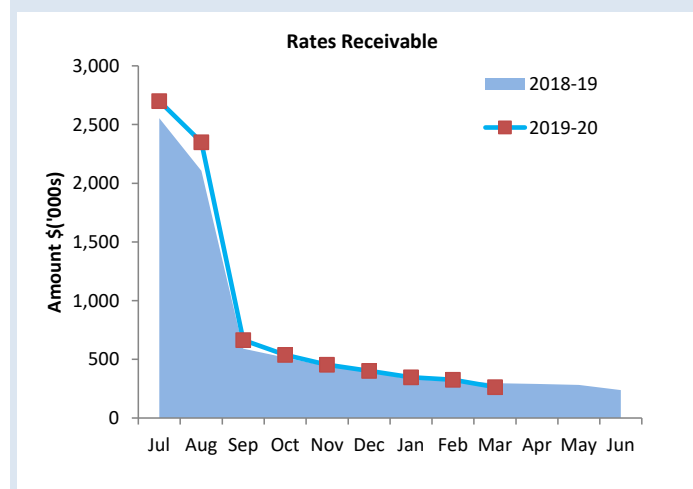
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2019	31 Mar 20
	\$	\$
Opening Arrears Previous Years	183,897	237,459
Levied this year	2,394,734	2,489,560
Less Collections to date	(2,341,172)	(2,463,031)
Equals Current Outstanding	237,459	263,988
Net Rates Collectable	237,459	263,988
% Collected	97.76%	98.93%

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.

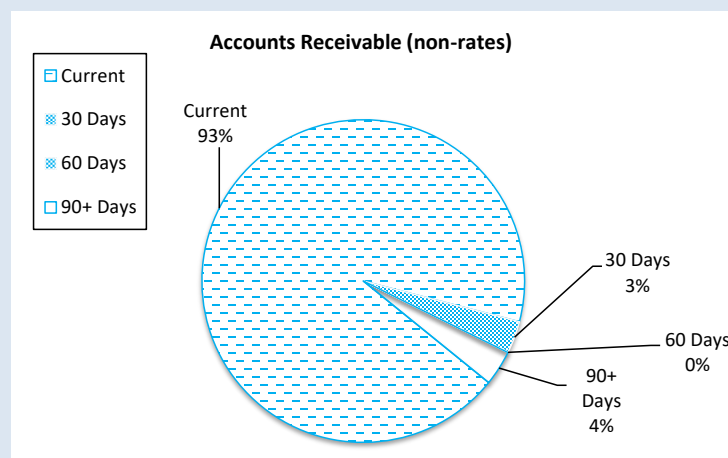


Collected	Rates Due
99%	\$263,988

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	262,579	9,029	122	9,933	281,663
Percentage	93%	3%	0%	4%	
Balance per Trial Balance					
Sundry debtors					219,615
Loss Allowance					(18,933)
GST receivable					23,127
Pensioner Rebates					57,854
Total Receivables General Outstanding					281,663
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$281,663
Over 30 Days
7%
Over 90 Days
4%

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

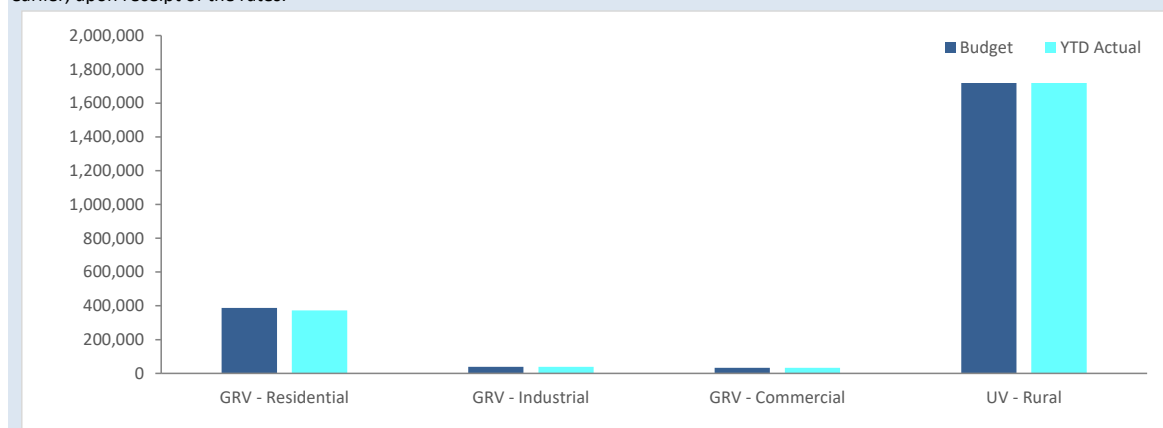
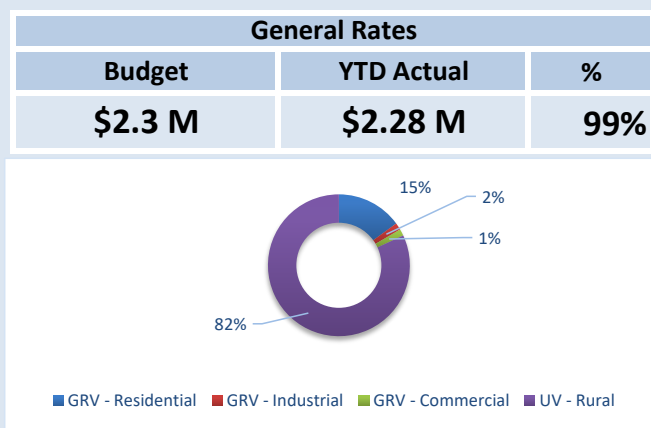
**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

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	0.135679	315	2,563,032	347,750	0	0	347,750	332,746	0	0	332,746
GRV - Industrial	0.135679	20	261,785	35,519	0	0	35,519	35,519	0	0	35,519
GRV - Commercial	0.135679	11	248,376	33,699	0	0	33,699	33,699	0	0	33,699
UV - Rural	0.012301	374	147,974,500	1,820,234	0	0	1,820,234	1,820,234	(1,085)	0	1,819,149
	Minimum \$										
GRV - Residential	650	61	66,044	39,650	0	0	39,650	39,650	0	0	39,650
GRV - Industrial	650	5	6,315	3,250	0	0	3,250	3,250	0	0	3,250
GRV - Commercial	650	0		0	0	0	0	0	0	0	0
UV - Rural	650	30	854,736	19,500	0	0	19,500	19,500	0	0	19,500
Sub-Totals		816	151,974,788	2,299,602	0	0	2,299,602	2,284,598	-1,085	0	2,283,513
Write Offs							(700)				(120)
Amount from General Rates							2,298,902				2,283,393
Ex-Gratia Rates							12,642				12,156
Total General Rates							2,311,544				2,295,549

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

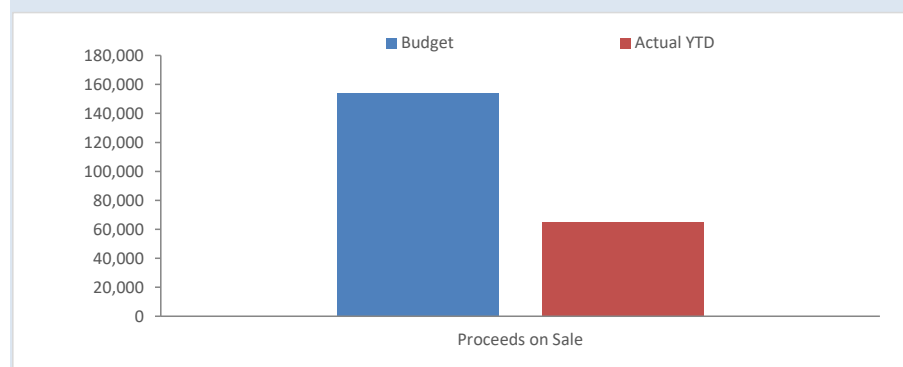


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

OPERATING ACTIVITIES
NOTE 6
DISPOSAL OF ASSETS

Asset Ref.	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
P530	Holden Captiva Active	25,507	15,000		(10,507)				
P3446	Mazda BT 50	7,952	14,000	6,048		8,588	12,909	4,321	
P649	Mazda BT 50	14,325	14,000		(325)	15,205	19,091	3,886	
P430	Caterpillar Bobcat	14,375	12,000		(2,375)				
P582	Isuzu NPR 300 Tipper	19,438	27,000	7,562					
P3919	Dynapac Steel Roller	20,847	8,000		(12,847)				
Q530	Electrical Van	18,650	20,000	1,350		20,493	23,636	3,144	
	Land Held for Resale	35,000	35,000		0				
P148	Goods Sold at Auction - Fibreglass Tank	1,961	550			1,961	550		(1,411)
Q3277	Goods Sold at Auction - 1998 Ford Truck Table Top	3,559	8,500			3,559	8,500	4,941	
		161,613	154,050	14,960	(26,054)	49,805	64,686	16,292	(1,411)

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$154,050	\$64,686	42%

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

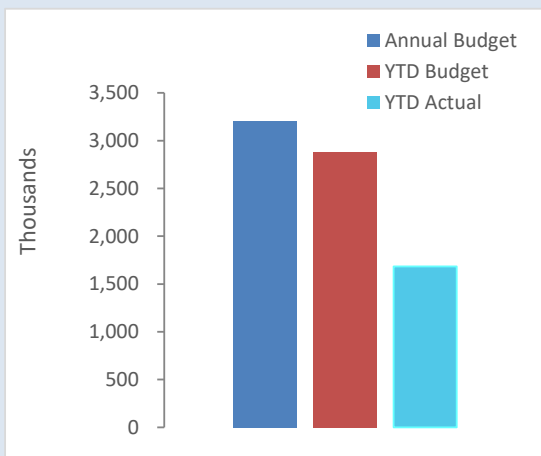
**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	155,851	155,851	0	(155,851)
Buildings	216,021	216,011	202,869	(13,142)
Plant & Equipment	441,570	403,570	108,814	(294,757)
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,731,214	1,574,611	1,101,369	(473,242)
Infrastructure - Footpaths	52,500	39,375	58,983	0
Infrastructure - Other	609,303	493,446	211,670	(281,776)
Capital Expenditure Totals	3,206,460	2,882,864	1,683,704	(1,218,768)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,185,205	1,086,320	859,025	(227,295)
Borrowings	150,000	150,000	150,000	0
Other (Disposals & C/Fwd)	154,050	104,050	64,686	(39,364)
Cash Backed Reserves				
Plant Reserve	308,600	308,600	308,600	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	272,093	100,000	223,733	123,733
Health Reserve	155,851	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	980,661	1,133,894	77,660	(1,056,234)
Capital Funding Total	3,206,460	2,882,864	1,683,704	(1,199,160)

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
	\$3.21 M	\$1.68 M	53%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.19 M	\$.86 M	72%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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	2601	155,851	155,851	0	-155,851
0%	Total		155,851	155,851	0	-155,851
	Buildings					
94%	Park Cottages	9546	205,151	205,141	191,991	-13,150
100%	Swimming Pool Shed	9550	10,870	10,870	10,878	8
94%	Total		216,021	216,011	202,869	-13,142
	Plant & Equipment					
0%	OQ - Holden Captiva Active	9001	38,000	0	0	0
86%	Q3446 - Mazda BT 50	9750	34,000	34,000	29,401	-4,599
103%	Q649 - Mazda BT 50	9751	36,600	36,600	37,819	1,219
0%	Q430 - Caterpillar Bobcat	9752	85,000	85,000	0	-85,000
0%	Q582 - Isuzu NPR 300 Tipper	9753	60,000	60,000	0	-60,000
0%	Q3919 - Dynapac Steel Roller	9754	145,000	145,000	0	-145,000
97%	Portable Generator	9552	42,970	42,970	41,593	-1,377
25%	Total		441,570	403,570	108,814	-294,757
	Furniture & Equipment					
0%	Total		0	0	0	0
	Infrastructure - Roads					
64%	2019/20 Roads Program	3604	1,731,214	1,574,611	1,101,369	-473,242
64%	Total		1,731,214	1,574,611	1,101,369	-473,242
	Infrastructure - Footpaths					
112%	McLennan Street/School	3707	52,500	39,375	58,983	19,608
112%	Total		52,500	39,375	58,983	0
	Infrastructure - Other					
10%	Oval Lighting	9837	175,090	175,090	17,813	-157,277
100%	Bowling Green Repairs	9836	181,603	181,603	181,603	-0
3%	Pool Shade Sail System	9553	20,000	15,003	660	-14,343
0%	Pool Waterwise	9554	10,000	10,000	0	-10,000
18%	Community Park and Trail Design	9838	20,000	20,000	3,505	-16,495
12%	Street Signage	9595	30,000	22,500	3,593	-18,907
0%	Old School Site	9587	93,360	0	0	0
15%	Tourist Layby	9582	27,950	27,950	4,185	-23,765
0%	Shire Hall Audio Visual - Lighting upgrade	9531	20,000	20,000	0	-20,000
0%	Hall Car Park Upgrade Design	9829	10,000	10,000	0	-10,000
0%	Heal St Car Parking and Layby Design	C512	11,300	11,300	0	-11,300
3%	Parker House Generator Siteworks	9590	10,000	0	313	313
35%	Total		609,303	493,446	211,670	-281,776

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

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Information on Borrowings Particulars	2018/19	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	434,269			22,579	45,502	411,690	388,767	6,763	16,208
Economic Services									
Park Cottages	0	150,000	150,000	6,986	12,600	143,014	137,400	1,110	3,581
	434,269	150,000	150,000	29,565	58,102	554,704	526,167	7,873	19,789
Self supporting loans									
Recreation and Culture									
Loan 115 - Bowling Club	78,011			24,777	33,834	53,234	44,177	3,224	3,902
Loan 116 - Tennis Club	1,178			924	924	254	254	18	116
Loan 117 - Golf Club	6,482			784	1,583	5,698	4,899	137	270
	85,671	0	0	26,485	36,341	59,186	49,330	3,379	4,288
Total	519,940	150,000	150,000	56,050	94,443	613,890	575,497	11,252	24,077

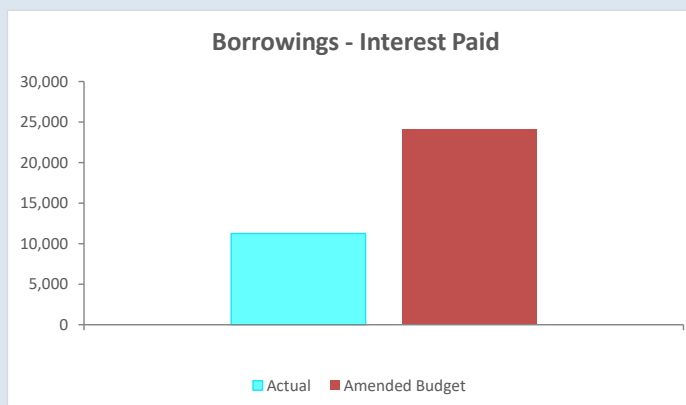
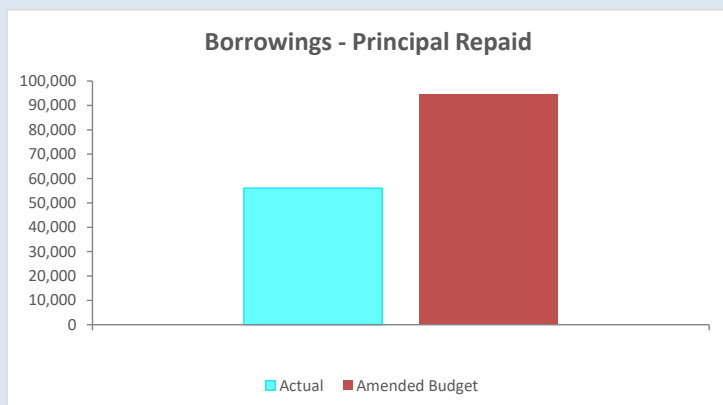
All debenture repayments were financed by general purpose revenue.

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.



Principal Repaid
\$56,050
Interest Expense
\$11,252
Loans Outstanding
\$.61 M

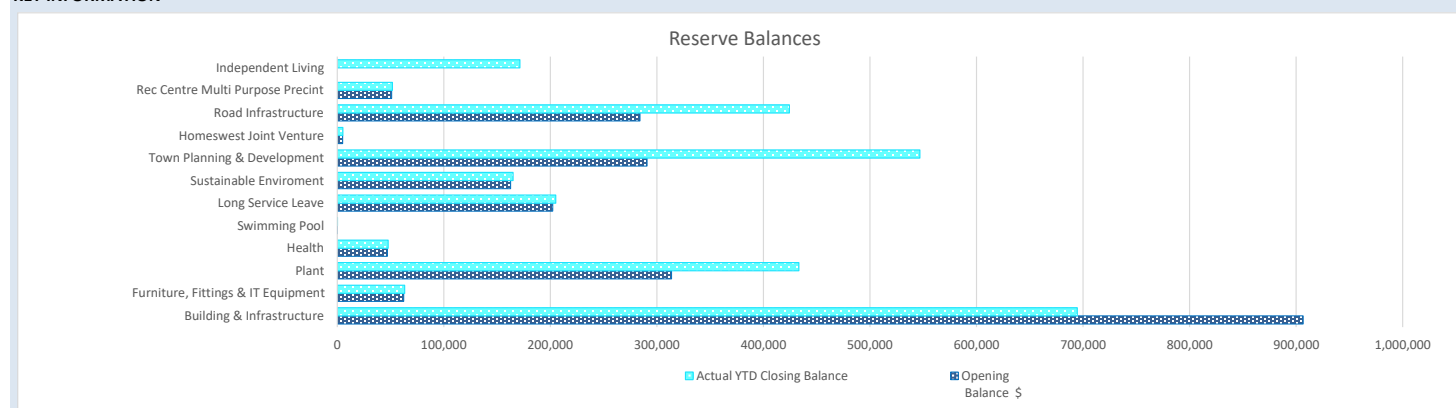
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

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	906,547	15,587	11,738	150,000		(272,093)	(223,733)	800,041	694,552
Furniture, Fittings & IT Equipment	62,392	1,073	862					63,465	63,254
Plant	313,858	5,396	7,968	420,000	420,000	(308,600)	(308,600)	430,654	433,226
Health	47,072	810	650					47,882	47,722
Swimming Pool	258	5	4					263	262
Long Service Leave	202,295	3,478	2,795					205,773	205,090
Sustainable Environment	162,755	2,798	2,248					165,553	165,003
Town Planning & Development	290,735	4,999	6,178	250,000	250,000	(155,851)		389,883	546,913
Homeswest Joint Venture	5,151	89	71					5,240	5,222
Road Infrastructure	284,180	4,886	5,223	150,000	150,000	(125,041)	(14,959)	314,025	424,444
Rec Centre Multi Purpose Precinct	51,117	879	706					51,996	51,823
Building Renewal	0		1,038	120,000	120,000			120,000	121,038
Independent Living	0		1,470	170,000	170,000			170,000	171,470
	2,326,360	40,000	40,950	1,260,000	1,110,000	(861,585)	(547,292)	2,764,775	2,930,018

KEY INFORMATION



Interest Earned

\$40,950

Reserves Bal

\$2.93 M

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

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended		YTD Actual	Variance (Under)/Over
	Annual Budget	YTD Budget		
Operating grants, subsidies and contributions				
Federal Assistance Grants	890,267	667,701	667,700	(1)
MRWA Direct Road Grant	135,679	135,679	135,679	0
NRM Grant	24,624	18,468	0	(18,468)
Childcare Grant	35,000	26,250	36,000	9,750
Fire Prevention Grants	34,884	23,256	42,262	19,006
Staff Contributions to Vehicle	15,600	11,700	10,341	(1,359)
Ex Gratia Contribution	12,642	12,642	0	(12,642)
Medical Practice Grants and Contributions	33,750	25,313	12,205	(13,108)
Youth Centre Grants	6,481	6,481	425	(6,056)
Independent Living Units Concept Grant	10,000	10,000	0	(10,000)
Operating grants, subsidies and contributions Total	1,198,927	937,490	904,612	-32,879
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	767,370	720,840	632,130	-88,710
Old School Site Grant	45,000	45,000	0	-45,000
Bowling Club Contribution for Replacement Green	70,135	70,135	70,135	0
Audio Visual Town Hall Project Grant	10,000	10,000	0	-10,000
Oval Lighting Grant	43,618	43,618	43,618	0
Portable Generator Grant	20,560	20,560	10,280	-10,280
Access Ramps	19,090	19,090	19,089	-1
WA Freight Network	209,432	157,077	83,773	-73,304
Non-operating grants, subsidies and contributions Total	1,185,205	1,086,320	859,025	-227,295
Grand Total	2,384,132	2,023,810	1,763,637	(260,174)

KEY INFORMATION

Actual Ex Gratia Contribution have been collected and is included in Rates, not Operating grants, subsidies and contributions.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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 2018	Amount Received	Amount Paid	Closing Balance 31 Mar 2020
Department of Transport	\$9,696	\$328,473	-\$338,169	-\$0
	\$9,696	\$328,473	-\$338,169	-\$0

Trust Fund (Year to date)

01 Jul 2018	Received	Paid	31 Mar 2020
Opening Balance	Amount	Amount	Closing Balance

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

NOTE 12
BUDGET AMENDMENTS

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

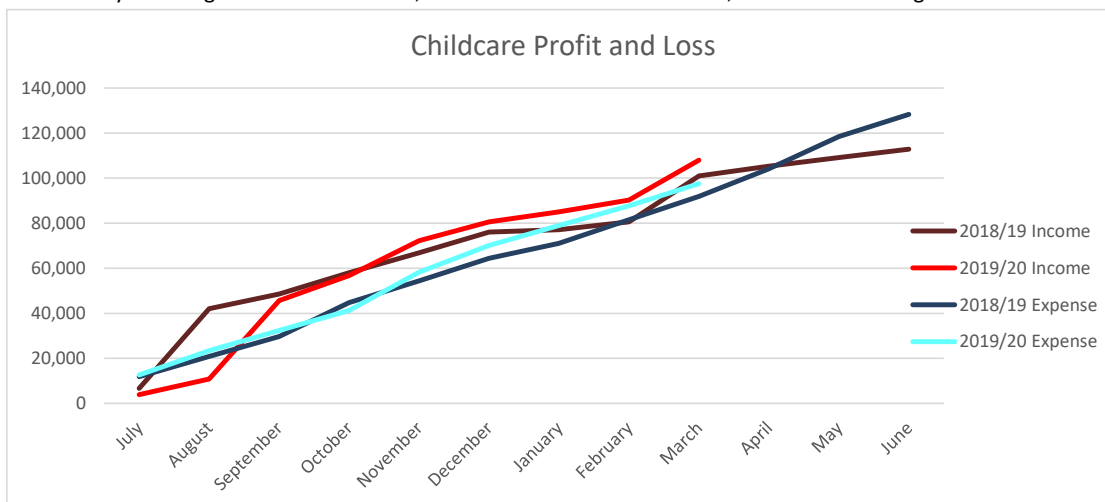
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				130,308
	Permanent Changes						
	Wheatbelt Secondary Freight Network Program	45-19/20	Capital Expenses			70,000	60,308
	Road Infrastructure Reserve	45-19/20			70,000		130,308
	Tourist Promotion - Roe Tourism	46-19/20	Operating Expenses			5,000	125,308
	Community Grants	65-19/20	Operating Expenses			646	124,662
	Sale of Miscellaneous Materials - Reduction of Rock and Material Sale	78-19/20	Operating Revenue			13,000	111,662
	Standpipes - Decreased Usage due to new Tariffs and no Major Road Projects	78-19/20	Operating Revenue			20,000	91,662
	Rental Income - 19 Gillett St - Reduced due to vacancies	78-19/20	Operating Revenue			10,500	81,162
	Federal Assistance Grants	78-19/20	Operating Revenue		59,745		140,907
	Income from Sale of Goods - Shire Auction	78-19/20	Operating Revenue		15,950		156,857
	WANDRRA - Income not Budgeted	78-19/20	Operating Revenue		2,324		159,181
	Bridge Maintenance	78-19/20	Operating Expenses			12,000	147,181
	Record Keeping - \$1200 for Record Keeping Plan plus disposal Training and materials	78-19/20	Operating Expenses			5,000	142,181
	New Pump for Dam	78-19/20	Operating Expenses			5,000	137,181
	Swimming Pool Contractor fees - Tender lower than budgeted	78-19/20	Operating Expenses		10,000		147,181
	New Generator - Fuel and Servicing	78-19/20	Operating Expenses			4,000	143,181
	Mobile Communications - New Mobile Phones for Staff	78-19/20	Operating Expenses			4,000	139,181
	Standpipes - Decreased Usage due to new Tariffs and no Major Road Projects	78-19/20	Operating Expenses		20,000		159,181
	Community Grants In-Kind for remainder of the year	78-19/20	Operating Expenses			2,000	157,181
	Bowling Club Contribution - Adjustment to Actual Contribution	78-19/20	Capital Revenue		47,286		204,467
	Hall Ramps - Income Budgeted in previous year received this year	78-19/20	Capital Revenue		19,090		223,557
	Income from Sale of Goods - Shire Auction	78-19/20	Operating Revenue		9,050		232,607
	Park Cottages - Awaiting finalisation of costs	78-19/20	Capital Expenses		45,000		277,607
	Swimming Pool Shed - Installation cost	78-19/20	Capital Expenses			1,020	276,587
	Portable Generator - Additional cost for installation and commissioning	78-19/20	Capital Expenses			1,100	275,487
	New Quairading Oval Lighting - Increase due to provide for current quotes	78-19/20	Capital Expenses			17,890	257,597
	Bowling Green Repairs - Adjustment to actual Project costs	78-19/20	Capital Expenses			46,530	211,067
	Heal St Parking and Layby Design - Additional costs for Layby Design	78-19/20	Capital Expenses			11,300	199,767
	Parker House Generator Site Works	78-19/20	Capital Expenses			10,000	189,767
	Waste Centre Income	126-19/20	Operating Revenue		5,500		195,267
	Community Bus	126-19/20	Operating Revenue			3,500	191,767
	Accommodation Cabins	126-19/20	Operating Revenue			19,000	172,767
	Accommodation Caravan Park	126-19/20	Operating Revenue			7,000	165,767
	Factory Units	126-19/20	Operating Revenue		4,000		169,767
	Contributions for Long Service Leave	126-19/20	Operating Revenue		7,000		176,767
	Penalty Interest on Rates	126-19/20	Operating Revenue		6,000		182,767
	Sale of Surplus Goods - Electrical Trailer	126-19/20	Operating Revenue		9,000		191,767
	Charges Unclassified	126-19/20	Operating Revenue			4,000	187,767
	Public Works Overheads Classification Change	126-19/20	Operating Expenses		160,978		348,745
	Caravan Park	126-19/20	Operating Expenses		10,000		358,745
	Tyres on POC Plant	126-19/20	Operating Expenses			5,700	353,045
	Part & Repairs on POC Plant	126-19/20	Operating Expenses			25,000	328,045
	Engineering Fees - Additional for Life of Assets Costings	126-19/20	Operating Expenses			2,500	325,545
	Noxious Weeds	126-19/20	Operating Expenses			2,000	323,545
	Caravan Park Cabins	126-19/20	Operating Expenses		5,000		328,545
	Other Expenses - CDO	126-19/20	Operating Expenses		7,000		335,545
	Roads Maintenance	126-19/20	Operating Expenses		6,000		341,545
	Ovals & Grounds - Temporary Lighting	126-19/20	Operating Expenses			22,500	319,045
	GSG Building Maintenance	126-19/20	Operating Expenses		10,000		329,045
	Councillors Conferences and Training	126-19/20	Operating Expenses		4,500		333,545
	Street Signage	126-19/20	Operating Expenses		10,000		343,545
	Public Works Overheads Classification Change	126-19/20	Operating Expenses			160,978	182,567
	Councillors Allowances - Special Meetings	126-19/20	Operating Expenses			5,000	177,567
	WSFN Grant Income	126-19/20	Capital Revenue		209,432		386,999
	WSFN Road Project	126-19/20	Operating Expenses			154,391	232,608
	Road Construction	126-19/20	Operating Expenses		2,500		235,108
	Footpath Construction	126-19/20	Operating Expenses			2,500	232,608
	Pool Shade Sail System	126-19/20	Operating Expenses			10,000	222,608
	Street Signage	126-19/20	Operating Expenses			10,000	212,608
	WSFN Contribution from Reserve - Reduced Requirement	126-19/20			55,041		267,649
	Adjustment based on Actual Opening Surplus	126-19/20	Opening Surplus(Deficit)		142,822		410,471
				0	953,218	673,055	189,767
KEY INFORMATION							

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

**NOTE 13
CHILDCARE**

Childcare Profit and Loss (Cash)	Month Actual	YTD Actual	Budget	VAR %
INCOME				
Fees	\$ 6,591	\$ 78,606	\$ 90,000	87%
Grant Funds	\$ 18,000	\$ 36,000	\$ 35,000	103%
Donations	\$ 500	\$ 500	\$ 1,000	50%
**Funds Reimbursements		\$ 270		
TOTAL INCOME	\$ 25,091	\$ 115,376	\$ 126,000	92%
EXPENDITURE	Month Actual	YTD Actual	Budget	VAR %
Insurance		\$ 2,514	\$ 2,513	100%
Dept Communities - Annual Service Fee			\$ 1,500	0%
Operating Expenses	\$ 63	\$ 3,587	\$ 13,500	27%
Power		\$ 985	\$ 1,500	
Phone		\$ 351	\$ 500	0%
Wages	\$ 8,516	\$ 82,344	\$ 109,269	75%
Superannuation	\$ 716	\$ 7,502	\$ 10,381	72%
**Funds to be reimbursed		\$ 270		
TOTAL EXPENDITURE	\$ 9,295	\$ 97,553	\$ 139,163	70%
Income	\$ 115,376			
Expenses	\$ 97,553			
Surplus/ Defecit	\$ 17,823			

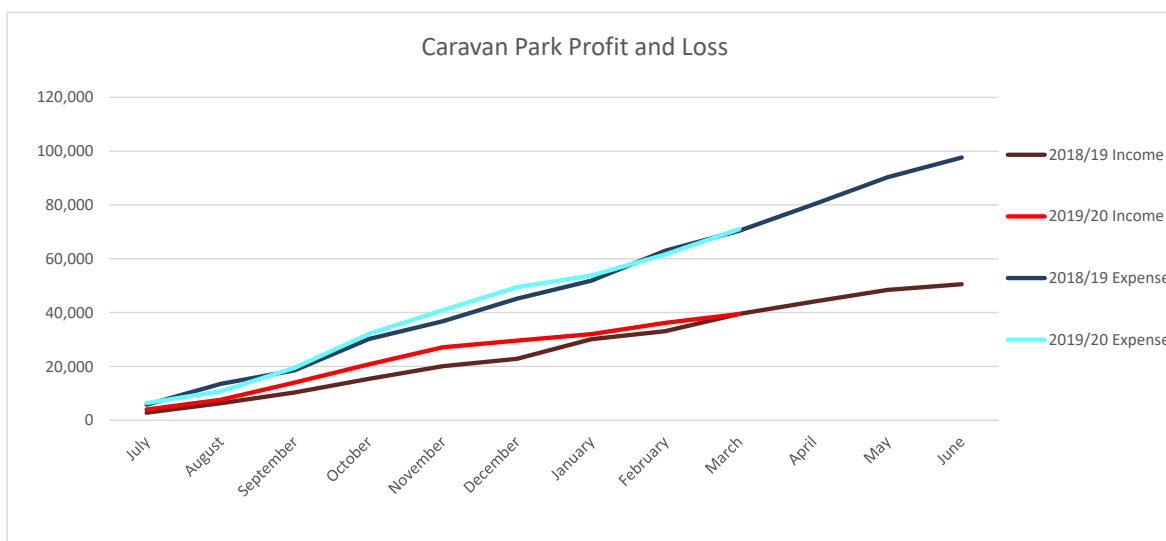
** Funds for Reimbursement are purchased by the Shire on behalf of the fundraising committee and directly on charged to the committee, there is a neutral costs to Shire, therefore not budgeted



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

NOTE 14
CARAVAN PARK

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
INCOME				
Caravan Park Charges	676	\$20,793	\$30,500	68%
Cottage Charges	47	\$4,302	\$9,000	48%
Cabins Charges	119	\$14,373	\$21,000	68%
TOTAL INCOME		\$39,468	\$60,500	65%
EXPENDITURE				
Caravan Park				
Wages inc O/H		\$33,563	\$51,963	65%
Materials		\$6,687	\$6,255	107%
Utilities		\$8,513	\$13,860	61%
Insurance		\$711	\$646	110%
Caravan Park Total		\$49,475	\$72,724	68%
Cottage				
Wages inc O/H		\$4,496	\$6,816	66%
Materials		\$6,284	\$22,175	28%
Utilities		\$1,023	\$1,630	63%
Insurance		\$589	\$535	110%
Cottage Total		\$12,392	\$31,156	40%
Cabins				
Wages inc O/H		\$7,110	\$19,265	37%
Materials		\$1,482	\$3,325	45%
Utilities		\$559	\$14,370	4%
Insurance		\$0	\$0	
Cabins Total		\$9,150	\$36,960	25%
TOTAL EXPENDITURE		\$ 71,017	\$ 140,840	50%
Income		\$ 39,468	\$ 60,500	65%
Expenses		\$ 71,017	\$ 140,840	50%
Surplus/ Deficit		-\$ 31,549	-\$ 80,340	39%



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

**NOTE 15
RATIO'S**

	2020	This Time	2019	2018	2017	Target
	YTD	Last Year				Range
Current Ratio	6.76	3.10	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	14.97	16.83	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	(0.10)	(0.09)	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.89	0.52	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	$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expenses}}$

N/A - This ratio cannot be readily calculated from within these Monthly Statements so is excluded

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

Meeting Date	30 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Determination of the Salaries and Allowances Tribunal
Owner/Applicant	n/a
Disclosure of Interest	<p>Elected Members Exempt under Section 5.63 of the Local Government Act (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter –</p> <p>(a) an interest common to a significant number of electors or ratepayers; or</p> <p>(b) an interest in the imposition of any rate, charge or fee by the local government; or</p> <p>(c) an interest relating to –</p> <p>(i) a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers; or</p> <p>(ii) a gift permitted by section 5.100A; or</p> <p>(iii) reimbursement of an expense that is the subject of regulations made under section 5.101A;</p>

OFFICER RECOMMENDATION

- That Council set the following Elected Members Meeting Fees and Allowances for the 2020/2021 Year in accordance with Band 4 of the Salaries and Allowances Tribunal Determination.
- | | |
|--------------------------------------|---------------------|
| Shire President – Council Meeting | \$_____ per Meeting |
| Shire President – Committee Meetings | \$_____ per Meeting |
| Councillors – Council Meeting | \$_____ per Meeting |
| Councillors – Committee Meetings | \$_____ per Meeting |
- Shire President's Allowance be set at \$_____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

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

- In light of the State Public Health Emergency and the resulting Economic downturn, the State Government and WALGA have been calling upon Council's to show leadership in the restraint on operational expenditure and also to provide for a freeze on Council Rates and Charges in the 2020/2021 Financial Year.

MATTER FOR CONSIDERATION

Council to consider Elected Member Meeting Fees and Allowances for the 2020/2021 Year.

BACKGROUND

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

The Tribunal invited individual local governments to provide information in order to ensure the Tribunal is informed on developments across the sector.

The Tribunal continues to apply the four Band allocation model established in its 2012 determination. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration.

The Tribunal notes that the remuneration ranges set for these Bands provide some flexibility to local governments. The Tribunal will only adjust a classification when a local government or regional local government can demonstrate a substantial and sustained increase within the parameters of the band allocation model.

This inquiry's considerations were influenced by the sudden and overriding issue of Coronavirus (COVID-19). There is considerable uncertainty regarding the consequences of COVID-19 and its impact on the State's economic circumstances.

The Tribunal recognises the need for remuneration provided to public officers to accord with community expectations. At this time of great uncertainty and challenge for all Western Australians, the need for the Tribunal to exercise restraint is indisputable.

STATUTORY ENVIRONMENT

Salaries and Allowances Act 1975

1. Section 7A of the Salaries and Allowances Act 1975 ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 ('the LG Act') to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.

Local Government Act 1995

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

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

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

It is projected that the Members Fees & Allowance Expense (GL0322) to the 30th June 2020 will total \$32,013.

Subject to Council Resolution, the 2020/2021 Budget will need to reflect the Meeting Fee Level and Shire President's Allowance determined by Council.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. It is a legislative requirement for Elected Members Fees to be within the stated range of Band 4.

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Tribunal has determined there will be no increase in the ranges for remuneration, fees, expenses and allowance ranges provided to CEOs and elected members for the 2020/2021 Financial Year.

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

Prescribed Meeting Attendance fees per Meeting: -

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

The Current Meeting Fees (2019/2020) set by Council are as follows: -

Council Meetings

- Shire President \$440.00
- Councillors \$214.00

Committee Meetings (and Other Prescribed Meetings)

- All Councillors \$76.00

Shire President Annual Allowance

Shire President \$513.00.

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

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

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

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

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



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SALARIES AND ALLOWANCES ACT 1975

**DETERMINATION OF THE
SALARIES AND ALLOWANCES
TRIBUNAL**

**LOCAL GOVERNMENT CHIEF
EXECUTIVE OFFICERS AND
ELECTED MEMBERS**

SALARIES AND ALLOWANCES ACT 1975**SALARIES AND ALLOWANCES TRIBUNAL****DETERMINATION OF LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS
AND ELECTED MEMBERS**

Pursuant to Section 7A and 7B

8 April 2020

PREAMBLE**Statutory Context**

1. Section 7A of the *Salaries and Allowances Act 1975* (the SA Act) requires the Salaries and Allowances Tribunal (the Tribunal) to “inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments”.
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of—
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* (the LG Act) to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this Determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under sections 7A and 7B to be issued at intervals of not more than 12 months.

CONSIDERATIONS

4. The Tribunal has considered sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers (CEOs).
5. The Tribunal invited individual local governments to provide information in order to ensure the Tribunal is informed on developments across the sector.

Band allocation model

6. The Tribunal continues to apply the four Band allocation model established in its 2012 determination. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration.
7. The Tribunal notes that the remuneration ranges set for these Bands provide some flexibility to local governments. The Tribunal will only adjust a classification when a local government or regional local government can demonstrate a substantial and sustained increase within the parameters of the band allocation model.

Christmas and Cocos Islands

8. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected members of the Shires of Christmas Island and Cocos (Keeling) Islands.
9. This inquiry reviewed remuneration provided by the Shires of Christmas and Cocos (Keeling) Islands.

Economic circumstances

10. This inquiry’s considerations were influenced by the sudden and overriding issue of Coronavirus (COVID-19). There is considerable uncertainty regarding the consequences of COVID- 19 and its impact on the State’s economic circumstances.
11. The Tribunal recognises the need for remuneration provided to public officers to accord with community expectations. At this time of great uncertainty and challenge for all Western Australians, the need for the Tribunal to exercise restraint is indisputable.
12. Nothing in this determination should be interpreted or applied in such a manner as to circumvent the Tribunal’s intention for transparency and accountability in the remuneration of local government CEOs and the provision of fees, expenses and allowances to elected members.

CONCLUSIONS

13. The Tribunal has determined there will be no increase in remuneration, fees, expenses and allowance ranges provided to CEOs and elected members.
14. The Tribunal notes each local government is able to set remuneration within the band to which it is allocated. Each local government must conduct its own assessment to determine whether any increase, within the bands, is justified.

15. In reviewing the classification framework, band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change classification. The Tribunal considers that the Shire of Murray should be reclassified from Band 3 to Band 2. All other local governments retain their existing classifications.

16. It is emphasised that fees and allowances, in lieu of reimbursement of expenses, provided to elected members are not considered payment for work performed in a manner akin to regular employment arrangements. Elected members are provided these fees and allowances to recognise the commitment of their time and to ensure they are not out of pocket for expenses properly incurred in the fulfilment of their duties.

17. The Tribunal prefers reimbursement of actual expenses to be used where possible.

18. The Tribunal has made an additional minor change through the inclusion of guiding principles to be used by local governments when considering the appropriateness of providing a CEO Regional/Isolation Allowance. These principles are largely unchanged from those originally outlined in the 2012 Determination, when the Regional/Isolation Allowance was established.

**DETERMINATION FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS
AND ELECTED MEMBERS PURSUANT TO SECTION 7A AND 7B OF
THE SALARIES AND ALLOWANCES ACT 1975**

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SCHEDULE 1—LOCAL GOVERNMENT BAND ALLOCATIONS

EXPLANATORY NOTES

PART 1—INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short title

This determination may be cited as the *Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2020*.

1.2 Commencement

This determination comes into operation on 1 July 2020.

1.3 Content and intent

(1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.

(2) The determination applies to—

- a. Chief Executive Officers (CEOs);
- b. Acting Chief Executive Officers; and
- c. Elected Members

(3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.

(4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.

(5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* (the LG Act) Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under section 3.66 of the LG Act.

(6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government, the amount determined by the Tribunal will be payable to an eligible elected council member.

(7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.

(8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairmen of regional local governments and to remunerate them for the performance of the duties associated with their office.

1.4 Terms used

In this determination, unless the contrary intention appears—

chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

committee meeting means a meeting of a committee of a council where the committee comprises—

- (a) council members only; or
- (b) council members and employees of the local government or regional local government;

council, in relation to—

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

council member, in relation to—

- (a) a local government—
 - (i) means a person elected under the LG Act as a member of the council of the local government; and
 - (ii) includes the mayor or president of the local government;
- (b) a regional local government—
 - (i) means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
 - (ii) includes the chair of the regional local government;

LG Regulations means the *Local Government (Administration) Regulations 1996*;

mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

president means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

(1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.

(2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local governments are allocated to a Band only with respect to CEOs.

PART 2—TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 General

(1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.

(2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.

(3) Typical components of a TRP include—

- (a) Base salary;
- (b) Annual leave loading;
- (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO);
- (d) Association membership fees;
- (e) Attraction/retention allowance, not being provided under Part 3;
- (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination;
- (g) Cash bonus and performance incentives;
- (h) Cash in lieu of a motor vehicle;
- (i) Fitness club fees;
- (j) Grooming/clothing allowance;
- (k) Health insurance;
- (l) School fees and/or child's uniform;
- (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions);
- (n) Travel or any other benefit taken in lieu of salary;
- (o) Travel for spouse or any other member of family;
- (p) Unrestricted entertainment allowance;
- (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO); and
- (r) Any other form of payment, in cash or not, in consideration as a reward or benefit of the CEOs duties.

(4) The only exclusions from the TRP are—

- (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);
- (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
- (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO) and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 Local Government Classification

(1) The ranges of TRP in Table 1 apply where a local government or regional local government has been classified into the relevant band.

Table 1: Local government band classification—Total Reward Package range

Band	Total Reward Package
1	\$250,375—\$379,532
2	\$206,500—\$319,752
3	\$157,920—\$259,278
4	\$128,226—\$200,192

(2) Local governments have been classified in Schedule 1.

(3) Regional local governments have been classified in Table 2 below.

Table 2: Regional local government band classification

Regional Local Government	Band
Bunbury-Harvey Regional Council	4
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Pilbara Regional Council	4
Rivers Regional Council	3
Southern Metropolitan Regional Council	2
Tamala Park Regional Council	2
Western Metropolitan Regional Council	4

(4) A person who holds a dual appointment of the CEO of the Shire of Cunderdin and the CEO of the Shire of Tammin, shall be entitled to receive a TRP range from the bottom of Band 4 (\$128,226) to a maximum of \$220,211 (which represents the top of Band 4 plus 10%).

(5) A person who holds a dual appointment of the CEO of the Shire of Murray and the CEO of the Shire of Waroona, shall be entitled to receive a TRP range from the bottom of Band 2 (\$206,500) to a maximum of \$351,727 (which represents the top of Band 2 plus 10%).

(6) A person who holds a dual appointment of the CEO of the Shire of East Pilbara and the CEO of the Pilbara Regional Council, shall be entitled to receive a TRP range equivalent to the Band 2 range (\$206,500—\$319,752).

PART 3—REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to Chief Executive Officers from local governments identified in this Part.

3.1 General

(1) Local governments listed in Table 3 in this Part may provide a Regional/Isolation Allowance to a CEO, in addition to the CEO's Total Reward Package, in recognition of the regional and isolation factors which may affect the attraction and retention of the CEOs of those local governments.

(2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.

(3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.

(4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 Determining Appropriateness and Rate of Allowance

(1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(5) on attraction and retention of a CEO. In the event these factors have little or no impact, the Local Government should not provide this Allowance.

(2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the Local Government.

(3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance—

- (a) *Remoteness*—Issues associated with the vast distances separating communities within a Local Government or the distance of the Local Government from Perth or a Regional Centre;
- (b) *Cost of living*—The increased cost of living highlighted specifically in the Regional Price Index.
- (c) *Social disadvantage*: Reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks;
- (d) *Dominant industry*: The impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry;
- (e) *Attraction/retention*: The ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry;
- (f) *Community expectations*: The pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

3.2 Regional/Isolation Allowance

Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

Table 3—Regional/Isolation Allowance

Local Government	Maximum Regional/Isolation Allowance Per Annum
Ashburton Shire	\$45,000
Broome Shire	\$35,000
Carnamah Shire	\$30,000
Carnarvon Shire	\$30,000
Chapman Valley Shire	\$30,000
Christmas Island Shire	\$80,000
Cocos (Keeling) Islands Shire	\$80,000
Coolgardie Shire	\$30,000
Coorow Shire	\$30,000
Cue Shire	\$40,000
Derby-West Kimberley Shire	\$45,000
Dundas Shire	\$30,000
East Pilbara Shire	\$45,000
Esperance Shire	\$25,000
Exmouth Shire	\$35,000
Geraldton-Greenough City	\$25,000
Halls Creek Shire	\$65,000
Irwin Shire	\$30,000
Jerramungup Shire	\$25,000
Kalgoorlie-Boulder City	\$30,000
Karratha City	\$60,000
Kent Shire	\$10,000
Kondinin Shire	\$10,000
Kulin Shire	\$10,000
Lake Grace Shire	\$10,000
Laverton Shire	\$40,000
Leonora Shire	\$40,000
Meekatharra Shire	\$40,000
Menzies Shire	\$30,000
Merredin Shire	\$10,000
Mingenew Shire	\$30,000
Morawa Shire	\$30,000
Mount Magnet Shire	\$30,000
Mount Marshall Shire	\$10,000
Mukinbudin Shire	\$25,000
Murchison Shire	\$30,000
Narembeen Shire	\$10,000
Ngaanyatjarraku Shire	\$40,000
Northampton Shire	\$30,000
Nungarin Shire	\$10,000
Perenjori Shire	\$30,000
Port Hedland Town	\$60,000
Ravensthorpe Shire	\$30,000
Sandstone Shire	\$30,000
Shark Bay Shire	\$35,000
Three Springs Shire	\$30,000
Upper Gascoyne Shire	\$35,000
Westonia Shire	\$25,000
Wiluna Shire	\$40,000
Wyndham-East Kimberley Shire	\$45,000

Local Government	Maximum Regional/Isolation Allowance Per Annum
Yalgoo Shire	\$30,000
Yilgarn Shire	\$25,000

PART 4—HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 General

(1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.

(2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.

(3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.

(4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 Applicable Housing Allowance

(1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.

(2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.

(3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.

(4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.

PART 5—MOTOR VEHICLE

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 General

(1) For local governments generally, except those listed in Table 3 under Part 3 of this determination, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.

(2) For local governments listed in Table 3 under Part 3 of this determination, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. a tool needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 Private Benefit Value

(1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).

(2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.

(3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6—MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 General

(1) Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the range determined in section 6.2 of this Part for council meeting attendance fees.

(2) Pursuant to section 5.98(1)(b) and (2A)(b) of the LG Act, a council member who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.

(3) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations—

- (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government;
- (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government;
- (c) council meeting of a regional local government where the council member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;
- (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting;
- (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.

(4) Pursuant to section 5.99 of the LG Act, a local government or regional local government may decide by an absolute majority that instead of paying council members an attendance fee referred to in section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in section 6.4 of this Part.

(5) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if—

- (a) the person who organises the meeting pays the council member a fee for attending the meeting; or
- (b) the council member is paid an annual fee in accordance with section 5.99 of the LG Act; or
- (c) the council member is deputising for a council member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the LG Act.

(6) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including—

- (a) the time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
- (b) the role of the council member, mayor or president including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
- (c) particular responsibilities associated with the types of meetings attended;
- (d) responsibilities of a mayor, president or chair to preside over meetings; and
- (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model.

(7) The Tribunal has not determined a specific meeting attendance fee for the purposes of section 5.98(1)(a) or (2A)(a) of the LG Act.

6.2 Council Meeting Attendance Fees—Per Meeting

(1) The ranges of fees in Table 4 and Table 5 apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting fees per meeting—local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$615	\$793	\$615	\$1,189
2	\$373	\$582	\$373	\$780
3	\$193	\$410	\$193	\$634
4	\$91	\$238	\$91	\$490

Table 5: Council meeting fees per meeting—regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$91	\$238	\$91	\$490

6.3 Committee Meeting and Prescribed Meeting Attendance Fees—Per Meeting

(1) The ranges of fees in Table 6 and Table 7 apply where a local government or regional local government decides to pay a council member a fee referred to in—

- (a) section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
- (b) section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

**Table 6: Committee meeting and prescribed meeting fees per meeting—
local governments**

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$308	\$396
2	\$186	\$291
3	\$97	\$205
4	\$46	\$119

**Table 7: Committee meeting and prescribed meeting fees per meeting—
regional local governments**

For a council member (including the chair)		
	Minimum	Maximum
All regional local governments	\$46	\$119

6.4 Annual Attendance Fees in Lieu of Council Meeting, Committee Meeting and Prescribed Meeting Attendance Fees

(1) The ranges of fees in Table 8 and Table 9 apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Table 8: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees—local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$24,604	\$31,678	\$24,604	\$47,516
2	\$14,865	\$23,230	\$14,865	\$31,149
3	\$7,688	\$16,367	\$7,688	\$25,342
4	\$3,589	\$9,504	\$3,589	\$19,534

Table 9: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees—regional local governments

	For a council member other than the chair		For a council member who holds the office of chair	
	Minimum	Maximum	Minimum	Maximum
All regional local governments	\$1,795	\$10,560	\$1,795	\$15,839

PART 7—ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR

This Part deals with annual allowances payable to mayors, presidents, chair and their deputies in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 General

(1) Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined in section 7.2 of this Part.

(2) Pursuant to section 5.98A(1) of the LG Act, a local government or regional local government may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government, is entitled under section 5.98(5) of the LG Act. That percentage is determined in section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under section 5.98 of the LG Act.

(3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the following—

- the leadership role of the mayor, president or chair;
- the statutory functions for which the mayor, president or chair is accountable;
- the ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment;
- the responsibilities of the deputy mayor, deputy president or deputy chair when deputising;

- (e) the relative “size” of the local government as reflected in the Tribunal’s local government banding model;
- (f) the civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 Annual Allowance for a Mayor, President or Chair

(1) The ranges of allowances in Table 10 apply where a local government sets the amount of the annual local government allowance to which a mayor or president is entitled under section 5.98(5) of the LG Act.

(2) The range of allowances in Table 11 apply where a regional local government sets the amount of the annual local government allowance to which a chair is entitled under section 5.98(5) of the LG Act.

(3) Despite the provisions of subsection (1), the Perth City Council is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of \$61,509 to \$137,268.

Table 10: Annual allowance for a mayor or president of a local government

Band	For a mayor or president	
	Minimum	Maximum
1	\$51,258	\$89,753
2	\$15,377	\$63,354
3	\$1,025	\$36,957
4	\$513	\$20,063

Table 11: Annual allowance for a chair of a regional local government

	For a chair	
	Minimum	Maximum
All regional local governments	\$513	\$20,063

7.3 Annual Allowance for a Deputy Mayor, Deputy President or Deputy Chair

(1) The percentage determined for the purposes of section 5.98A(1) of the LG Act is 25 per cent.

PART 8—EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 General

(1) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.

(2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed—

- (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
- (b) child care and travel costs incurred by a council member because of the member’s attendance at a council meeting or a meeting of a committee of which he or she is also a member.

(3) Pursuant to section 5.98(2)(a) and (3) of the LG Act, a council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(6) to (8) of this Part.

(4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement—

- (a) an expense incurred by a council member in performing a function under the express authority of the local government;
- (b) an expense incurred by a council member to whom paragraph (a) applies by reason of the council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the council member to be accompanied by that other person; and
- (c) an expense incurred by a council member in performing a function in his or her capacity as a council member.

8.2 Extent of Expenses to Be Reimbursed

(1) The extent to which a council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the council member.

(2) The extent to which a council member can be reimbursed for child care costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour or \$30 per hour, whichever is the lesser amount.

(3) The extent to which a council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is—

- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back—
 - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
 - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

(4) The extent to which a council member of a regional local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.

(5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2011* as at the date of this determination.

(6) The extent to which a council member can be reimbursed for child care costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is the actual cost per hour or \$30 per hour, whichever is the lesser amount.

(7) The extent to which a council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.

(8) The extent to which a council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9—ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government may decide to pay.

9.1 General

(1) Pursuant to section 5.99A of the LG Act, a local government or regional local government may decide by absolute majority that instead of reimbursing council members under the LG Act section 5.98(2) for all of a particular type of expense, it will pay all council members, for that type of expense, the annual allowance determined in section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.

(2) Where a local government or regional local government has decided to pay council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under section 5.98(2) of the LG Act, section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.

(3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the following—

- (a) the intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members;
- (b) the capacity of local governments to set allowances appropriate to their varying operational needs;
- (c) the particular practices of local governments in the use of information and communication technology (e.g. laptop computers, iPads); and
- (d) the varying travel requirements of council members in local governments associated with geography, isolation and other factors.

9.2 Annual Allowances Determined Instead of Reimbursement for Particular Types of Expenses

(1) In this section—

ICT expenses means—

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;

travel and accommodation expenses means—

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
- (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.

(2) For the purposes of section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is \$500 and the maximum annual allowance for ICT expenses is \$3,500.

(3) For the purposes of section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is \$50.

SCHEDULE 1—LOCAL GOVERNMENT BAND ALLOCATIONS

Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4
Cuballing Shire	4
Cue Shire	4
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3

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Local Government	Band
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3
Port Hedland Town	1

Local Government	Band
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Trayning Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

Signed on 8 April 2020.

M. SEARES, AO
Chair.

B. A. SARGEANT, PSM
Member.

C. P. MURPHY, PSM
Member.

Salaries and Allowances Tribunal.

LOCAL GOVERNMENT ELECTED MEMBERS EXPLANATORY NOTES

This section does not form part of the determination

1. Entitlements

The entitlement of a council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

2. Local governments to set amounts within the range determined

Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for members of the council of a local government or a regional local government, each council is to set, by absolute majority, an amount within the relevant range determined and the amount set will be payable to elected council members.

3. Superannuation

Nothing in this determination establishes a liability for the payment of superannuation by local governments. Elected council members are eligible for superannuation payments if their council has resolved unanimously to become an Eligible Local Governing Body (ELGB) pursuant to section 221A and section 221B of the *Income Tax Assessment Act 1936* (Cwlth). Where the council is an ELGB, it is deemed to have an employer/employee relationship with its elected council members and this attracts the application of a number of statutory obligations. Alternative arrangements described in Australian Taxation Office (ATO) Interpretative Decision ATO ID 2007/205 allow for elected council members and councils to agree for whole or part of meeting attendance fees to be paid into a superannuation fund. Where the council is an ELGB, fees for attendance at council, committee and prescribed meetings (whether paid via a per meeting fee or annual allowance) are to be inclusive of any superannuation guarantee liability. This information is not published by way of legal or financial advice.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Chief Executive Officer's Performance Review - Appointment of Consultant

Meeting Date	30 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Copy of Proposals (Under separate cover)
Owner/Applicant	n/a
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

That Council: -

1. Engage _____ to assist Council with the Chief Executive Officer's Performance Review Process for the 2019/2020 Year and establish the Key Performance Indicators for the 2020/2021 Year; and
2. That the Appraisal Process for the 2019/2020 Year to be completed by the 31st July 2020.

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Statutory Compliance to undertake Annual CEO Performance Review.
- Pursuant to Section 5.38 of the Local Government Act 1995.
- Council has supported engaging a suitable HR Consultant to assist Council with the Review Process and to facilitate the setting of KPI's for the 2020/21 Financial Year.
- 3 Proposals have been received for Council's Consideration.

MATTER FOR CONSIDERATION

The Appointment of a suitable Consultant to assist Council with the conduct of the Chief Executive Officer's Performance Review Process and to assist Council with the establishment of the Key Performance Indicators for 2020/2021.

BACKGROUND

Council is seeking to appoint a suitably qualified and experienced independent facilitator to provide the following services:

To coordinate and facilitate the CEO's annual performance review against KPIs and in accordance with the requirement of the Local Government Act 1995

- (a) To guide Councillors in undertaking the performance review and its associated processes, including review the CEO KPIs; and
- (b) To present the findings and recommendations resulting from this process in a formal report to Council.

Council at its March 2020 Ordinary Council Meeting resolved that: -

RESOLUTION: 132-19/20

Council engage a suitable Independent HR Consultant to facilitate the Chief Executive Officer's Annual Performance Review.

Previously this Work has been undertaken by an external Consultant Mr John Philips of JPC.

Three (3) experienced HR / LG Consultants have been identified and have been invited to submit Proposals for Council's consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.38. Annual review of employees' performance

- (1) A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.
- (2) The CEO must ensure that the performance of each other employee who is employed for more than 1 year is reviewed.
- (3) A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment.

POLICY IMPLICATIONS

Audit & Risk Committees Terms of Reference: -

"7.7 CEO Performance Appraisal

The Audit and Risk Committee also be responsible for facilitating / arranging Chief Executive Officer's Performance Review Process."

FINANCIAL IMPLICATIONS

2019/20 Budget Allocation \$4,000 YTD Expenditure \$2,000

Cost to Council to engage an external Consultant to oversee the Chief Executive Officer's Performance Review Process and establish the Key Performance Indicators.

Budget Allocation to be included in the Draft Budget for 2020/21 Year - GL0372.

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. Competitive Consultant Proposals have been sought and received from three (3) Consultants. Budget Provision in the 2019/2020 Adopted Budget of \$4,000 (2 x \$2,000) and an appropriate Budget provision is to be included in the 2020/2021 Draft Budget.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Review is a Statutory Compliance Requirement. Failure to undertake CEO Performances Review will result in non-compliance which may impact on the Organisational Reputation.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low. n/a

COMMENT

All three Consultants have submitted their respective Proposals detailing Experience, Methodology and Delivery Timeframes and Consultant Fees Applicable.

Given the current Restrictions due to Covid-19 all Consultants have offered a Remote Service.

Several Consultants have offered a Face to Face Proposal, if Government Restrictions permit.

10.2 Strategic Planning Committee Minutes – 15th April 2020

Meeting Date	30 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	CEO - Nil.

Elected Members – Various Councillors to declare Impartiality Interests as Office-bearers and/or Members of the various Community Groups.

OFFICER RECOMMENDATION

1. That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 15th April 2020; and

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

1) Review of Cuneata Rise Estate Land Prices and Strategy

RECOMMENDATION: SP17-19/20

That the Strategic Planning Committee Recommend to Council that: -

- 1 To retain the current Sales Prices for the 12 Vacant Lots for the next 12 Months; and
- 2 Continue with the House and Land Package Promotion for a further 12 Months
- 3 That Council budget for the sale of one (1) Lot in the 2020/21 Budget to facilitate the Consideration of Purchasing Bids.

2) District Promotion

RECOMMENDATION: SP18-19/20

That the Strategic Planning Committee Recommend to Council that: -

1. That Council receive the Chief Executive Officer's Report on District Promotion; and
2. That the Matter of the timing and quantum of a District Promotion be listed for the Draft Budget Workshops for the 2020/21 Financial Year.

3) Drought Communities Extension Programme

RECOMMENDATION: SP19-19/20

That the Strategic Planning Committee recommend to Council: -

1. That Council receive the Chief Executive Officer's Report on the Drought Communities Extension Programme.
2. That Council support the identified Projects for submission for Grant Funding under the Drought Communities Extension Programme to a value of \$1.0M in Grant Funding.
3. That Council authorise the Chief Executive Officer to proceed with the finalisation of the Project Costings and any funding alternatives required, to achieve all the identified Projects.

4) Community Grants Program (2020/21) – Round 1

RECOMMENDATION: SP20-19/20

That the Strategic Planning Committee recommend to Council: -

- 1. That Council accepts the Officer's Report on Round 1 of the 2020/21 Community Grants and supports the Grant Assessment Document submitted by the Grants and Project Officer.**
- 2. That Council allocates funds and resources in the 2020/21 Budget for Round 1 to the value of \$21,150.00 to the eight clubs and organisation listed in the Grant Assessment Document; and**
- 3. That Council allocates the equivalent of 50% of the above figure (\$10,000) in the 2020/21 Budget for Grant 1 In-Kind funding and Round 2 of the Community Grant Program 2020/21.**

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

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

MATTER FOR CONSIDERATION

Minutes of the Strategic Planning Committee.

BACKGROUND

The Strategic Planning Committee met on 15th April 2020 from which there are four (4) recommendations for Council consideration, namely: -

- RESOLUTION: SP17-19/20
- RESOLUTION: SP18-19/20
- RESOLUTION: SP19-19/20
- RESOLUTION SP20-19/20.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP17-19/20 – Nil – Review of Land Sale Prices. No Sales interest during the past 12 months. Proposed to include the sale of one (1) Lot in the 20/21 Draft Budget to enable CEO to use Delegated Authority to Sell, if a Reasonable offer is presented. No ongoing Sales Commission Fees for the Land.

SP18-19/20 – Nil – Recommendation is for District Promotion to be listed for inclusion in the 2020/2021 Draft Budget Workshops

SP19-19/20 – Nil for the 2019/20 Financial Year. Subject to the outcome of Council's Application to the Drought Communities Extension Programme, an additional \$1.0M in Grant Funding for the identified Projects in the 2020/2021 Financial Year.

SP20-19/20 – Nil for the 2019/2020 Financial Year. Recommendation is the amount of \$31,150 for the Community Grants Program be included in the 2020/2021 Draft Budget. Being \$21,150 for Round 1 and \$10,000 for Ongoing In Kind Grants and Round 2 of the Program which closes on the 30th September 2020.

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

SP17-19/20 – Ongoing low key Publicity for the Cuneata Rise Land sales.

SP18-19/20 – District Promotion is see an integral component of the Tourism and Business Attraction Strategies which were both informed by Community and Business Consultation.

SP19-19/20 – No Specific Consultation on the Drought Communities Extension Programmes, however many Project Proposals have been the subject of broad Community Consultation.

SP20-19/20 – The Community Grants Program was extensively promoted in the Community over a period of 3 months. Applications for Round 1 closed on the 31st March 2020.

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.

COMMENT

Minutes of the 15th April 2020 Meeting of the Strategic Planning Committee include four (4) recommendations to Council for which the background of each recommendation is contained in the Minutes.

SHIRE OF QUAIRADING

The Minutes of the Strategic Planning Committee Meeting held on Wednesday 15th April 2020 commencing at 5.04 pm.

The Meeting was held electronically in accordance with Regulation 14D(2)(a) of the Local Government (Administration) Regulations 1996.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.04 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Apologies

Mrs A Strauss	Executive Officer
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Leave of Absence Previously Granted

Nil

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 4 DECLARATIONS OF INTEREST

The following pro forma written declarations were received by the CEO and read aloud: -

- Cr McGuinness - Impartiality Interest with Item 11.1 Community Grants Program (2020/21) – Round 1 – Doodenanning Sports Club
- Cr Cowcill - Impartiality Interest with Item 11.1 Community Grants Program (2020/21) – Round 1 – Wamenusking Sports Club
- Cr Jo Haythornthwaite - Impartiality Interest with Item 11.1 Community Grants Program (2020/21) – Round 1 – Wamenusking Sports Club
- Cr John Haythornthwaite - Impartiality Interest with Item 11.1 Community Grants Program (2020/21) – Round 1 – Quairading Bowling Club
- Cr Smith - Impartiality Interest with Item 7.2 District Promotion – Chairperson of the Tourism Steering Group and Item 11.1 Community Grants Program (2020/21) – Round 1 – Doodenanning Sports Club and the Quairading Agricultural Society.

Cr Davies verbally declared an Impartiality Interest with Item 11.1 Community Grants Program (2020/21) – Round 1 – Doodenanning Sports Club

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 11th February 2020

RECOMMENDATION: SP15-19/20

MOVED Cr Hippisley SECONDED Cr Smith

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

CARRIED 8/0

5.2 Business Arising

Cr McGuinness

Page 6 of the Agenda Item 5.2 "Cr John Haythornthwaite Page 22 of the Agenda – Councillor's future proposals". It was noted that the statement was corrected at the February 2020 Ordinary Council Meeting, that the correction to the Minutes of the Strategic Planning Meeting held on the 15th October 2019, being that Cr McRae was the Mover of SP09-19/20 – Regional Airport Program.

ITEM 6 REFERRED STRATEGIC PROPOSALS

6.1 Referred Strategic Proposals/Matters Report April 2020

#	MATTER	SCP	CBP	LTFP	19/20 BUDGET
1	Building Strategy	G1, B2.1, B2.2	Y	Y	Y - In house Development In Progress after Condition Reports have been inputted to Building Spreadsheets.
3	Progressing the potential bituminising of the airstrip	B2.2	Y	N	N (\$30,000 listed for 20/21 for Apron only) Grant application has been submitted for Asphalt of Apron with increased Area Awaiting outcome of Grant Application - Due End of April.
4	Community Park / Trail	S1.1, S1.2, NE2.2, S2.2, S4.5, B2.2, G3.2	Y	Y	Y - \$20K Concept and Design in 2019/20 Progression is subject to Applications for Grant Funding. \$73,227 - Rural Youth Donation \$75,000 retained in Building & Infrastructure Reserve Fund. Concept adopted by Council December 2019 OCM. Project Design and Costings being finalised - Quantity Surveyor to verify Project Estimates Grant Application by the end of May 2020
5	Business Attraction Strategy	ED1.1, ED2.1	Y	Y	N - In House Development of Strategy Strategy and Prospectus Adopted at March OCM
6	Energy Efficient Street Lighting	NE1.1	Y	Y	N
7	Tourist Layby, Opposite the Shopping Precinct Carpark in Heal Street	B2.1, B2.2, S4.5	Y	Y	Y- Concept Design completed Public Consultation Y - Detailed Design Nov 2019 Budget Review Approved. N- Construction
8	Configuration of Entry Western End Heal Street	B2.1, B2.2, S4.5	N	N	Y- Concept Design funded in 2019/20 Budget - Engineering Consultancy Y- Detailed Design Nov 2019 Budget Review Approved N- Construction

#	MATTER	SCP	CBP	LTFP	19/20 BUDGET
9	Pink Lake Layby Concept (Western side of the Lake)	NE2, NE2.1, NE2.2	N	N	<p>N – Construction</p> <p>Concept submitted back to Main Roads</p> <p>Previous Cost Estimates provided to Council</p> <p>19/03/2020 - Main Roads supports the proposal to develop and our preference would be option 1, the off road Option. Given the vertical geometry of York Merredin Road (M041) at this location, the design will need to ensure that safe sightlines are available from the two proposed accesses from M041.</p> <p>This will also be considered a Shire asset, for the purposes of construction and on-going maintenance.</p> <p>Main Roads does not have a source of funding that would be suitable for this. The Shire may have ability to source some type of Tourism funding.</p> <p>Potential Project</p>
10	Tourism Strategy	ED1.1, ED2, ED2.1,	Y	Y	<p>Y – Provision of \$10K in 2019/20 Budget for Strategy Actions - Commenced</p> <p>Y - Street Signage Upgrade \$30K in 2019/20 Budget (of which \$10K from Grant)</p> <p>All Signage due for delivery and erection by the end of April 2020.</p> <p>Y – Area Tourist Promotion \$5K in the 19/20 Budget - Commenced</p> <p>Tourism Development Strategy adopted by Council in Feb 2020.</p> <p>Community Launch of the Strategy occurred on the 19th Feb 2020.</p>
11	Solar Power for Caravan Park/ Swimming Pool / Oval Alternative Power	ED2.1, S1.1, NE1.1 NE1.1, NE1.2	N	N	<p>N – Further Research to be undertaken</p> <p>Electricity Tariff Change has seen significant reduction in Power Charges.</p>

#	MATTER	SCP	CBP	LTFP	19/20 BUDGET
12	Fuelled Waste Power Generation	NE1.1, NE1.2	N	N	N
13	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
14	Traffic Control – Review Paper on In House versus Contractor Model	B2, G1.1, G4	N	N	Contractor Model in 19/20 Adopted Budget. Council received EMWS Report at Feb 2020 SPC
15	Asset Management Plans	B2, G1.1, G4	Y	Y	Y – In House development with external specialist expertise where required. Road Condition Data Collection and inputting to RAMM Software undertaken in Feb and March 2020. EMWS classifying each Road according to Road Hierarchy to then have RAMM produce Reports to prepare 1 Year and 10-year Road Programs. 5 Year Bridge Program developed Building Condition Reports completed and being inputted into Building AM Spreadsheets. In Progress – not completed by End of March 2020 <i>Attachment 6.1 (i)</i>
16	Review of Strategic Community Plan, Long Term Financial Plan and Corporate Business Plan	G4, G4.3	Y	Y	Y – In House development with external specialist expertise where required. Review of SCP completed Dec 2019 OCM CBP to be reviewed for April / May 2020 prior to Annual Budget Cycle LTFP to be reviewed upon completion of the Roads and Buildings Asset Plan

The CEO and Executive Staff provided a Progress Report on the preparation of the various Asset Plans and Condition Reports which were nearing completion.

5.22 pm

The Chairperson dropped out of Videoconference Meeting.

The Chief Executive Officer sought the appointment of an Acting Chairperson until the re-connection of Cr McGuinness.

RECOMMENDATION: SP16-19/20

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Committee elect Cr Davies as the Acting Chairperson in the absence of the Chairperson.

CARRIED 7/0

ITEM 7 ECONOMIC: GROWING ECONOMY & EMPLOYMENT OPPORTUNITIES

7.1 Review of Cuneata Rise Estate Land Prices and Strategy

Meeting Date 15th April 2020

Responsible Officer CEO Graeme Fardon

Reporting Officer CEO Graeme Fardon

Attachments Current Land Price List

Owner/Applicant Shire of Quairading

Disclosure of Interest Nil.

5.26 pm Cr McGuinness re-entered the Meeting

OFFICER RECOMMENDATION

RECOMMENDATION: SP17-19/20

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Strategic Planning Committee recommend to Council: -

- 1 To retain the current Sales Prices for the 12 Vacant Lots for the next 12 Months; and
- 2 Continue with the House and Land Package Promotion for a further 12 Months
- 3 That Council budget for the sale of one (1) Lot in the 2020/21 Budget to facilitate the Consideration of Purchasing Bids.

CARRIED 8/0

Committee Discussion

The Chief Executive Officer confirmed that Council had the ability to sell land alone and that the Land and House transactions were independent of each other.

IN BRIEF

- Council owns 12 Vacant Residential Lots in the Subdivision developed in 2002/2003.
- House & Land Package Promotion with Country Builders has been in place for an estimated 2 years.
- No Purchase Bids have been presented to the Chief Executive Officer during the past 12 Months
- Current Pricing still considered Fair and Reasonable compared to Development Cost of \$42,000 per Lot (based on 13 Lots).
- No Sales evidence for any Freehold Vacant Lots in Quairading in the past 12 months.

- Sale of 3 Vacant Lots (including Council selling Land for Unpaid Rates)
- 6 Residences have been Sold in the past 9-12 months.

MATTER FOR CONSIDERATION

Scheduled 12 Month Review of Marketing Strategy and Sales Prices for the Edwards Way (Cuneata Rise) Subdivision.

BACKGROUND

Council at its April 2019 Ordinary Council Meeting resolved: -

RESOLUTION 177-18/19

1. *To retain the current adjusted prices for the 12 Vacant Lots for the next 12 Months;*
2. *Continue with the House and Land Package Promotion for a further 12 Months, subject to the Agreement of Country Builders and Primaries Real Estate; and*
3. *That Council budget for the sale of one (1) Lot in the 2019/2020 Budget.*

The House and Land Promotion has been in place April 2018 with no success to date.

It may be considered by prospective Purchasers that the Packages are unattractive given the High Entry Prices for the varied House & Land Packages. Prices Range from \$299K to \$349K (2018/2019).

This is compared to the many established Houses (old and newer) that are currently advertised for Sale in Quairading.

Country Builders are refreshing the Floorplans and Land packages.

Country Builders have reported that interest in new Homes is currently very low with Toodyay district showing a few signs of activity.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 3.58 applies, which enables Council to sell Property by private Treaty (instead of by Public Tender or Auction)

Local Government (Functions and General) Regulations 1996

Regulation 30 prescribes Dispositions which are excluded from the provisions of 3.58

Each land sale disposition would need to advertised in a newspaper circulating in the District prior to Council determining to Accept the Offer and proceed to a Sales Contract

Delegated Authority to the CEO

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

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

Conditions and Exceptions:

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

Delegation applies to:

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council reduced the Sales Price effective 26th April 2018 and then reaffirmed these Prices in April 2019 with a 12-month review period.

Council budgeted the amount of \$35,000 in the 2019/2020 Year for the sale of one (1) Lot. Any Lot sold would become Rateable as a Minimum Rate property and then be revalued by the Valuer General once a Residence had been completed and occupied.

The CEO has re-appointed Primaries Real Estate for any Sales Enquiries. Primaries Real Estate are engaged on a Commission basis only and no Retainer Fee is paid.

Aside from the Country Builders House & Land Package promotion there has been no other paid Advertising / Promotion during the Year.

The re-commencement of advertising the Land Sale is subject to Council considering a District Promotion through GWN7 and leveraging the Launch of the "Take a Closer Look" Branding.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience

COMMUNITY CONSULTATION

House & Land Package Promotion has been on Country Builders & Real Estate Websites and also displayed on the Shire Website. The Land Sale is also advertised on the Signage in Edwards Way.

RISK ASSESSMENT

Financial – Risk Matrix Rating considered as Low. There is no Cost to Council to participate in the Promotion. Agreed Sales Commission would be payable to Council's Real Estate Agent upon the successful Sale of any Lot. Council does hold the 12 Lots as Non-Current Assets in Council's Annual Financial Reports.

Health – Risk Matrix Rating considered as Low.

Reputation – Risk Matrix Rating considered Low, however Reputation Risk escalates the longer the Lots remain unsold and undeveloped.

Operation – Nil

Natural Environment – Nil

7.2 District Promotion

Meeting Date	15 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	N/A
Disclosure of Interest	Nil

5.26 pm

Cr McGuinness assumed the Chair.

Cr Smith's prior Declaration of Interest was noted.

OFFICER RECOMMENDATION

RECOMMENDATION: SP18-19/20

MOVED Cr Hippisley SECONDED Cr Davies

That the Strategic Planning Committee recommend to Council: -

1. That Council receive the Chief Executive Officer's Report on District Promotion; and
2. That the Matter of the timing and quantum of a District Promotion be listed for the Draft Budget Workshops for the 2020/21 Financial Year.

CARRIED 8/0

Committee Discussion

The Meeting noted that the promotion should be a whole of Town/District promotion including local businesses and the light industrial land, rather than a sole focus on Tourism.

The Meeting considered timing of the campaign will be critical and to be ready and active coming out of the Pandemic restrictions.

IN BRIEF

- Council at its February 2020 Meeting resolved.
That The Chief Executive Officer is to investigate the opportunity to advertise the Quairading District through GWN7.
- GWN7 have provided an Advertising Campaign with primary focus of the District's new Brand and Tag line "Take a Closer Look".
- The Proposal is based on the Broadcaster's "Tourism Package" which provides a greatly reduced Cost per Advertisement.
- Initial Campaign Proposal offered broadcasting consistently from May to October 2020.
- Committee to consider the merit and timing of a Promotion given the rapidly evolving Covid-19 situation (Refer to Financial Risk Section).

- Campaign would be broadcast Statewide in all the Regions on GWN7, 7Two and 7Mate.
- Advertisement can be modified into further Advertisements promoting Council's land sale or light industrial land.

MATTER FOR CONSIDERATION

Future Budget Provision for a District Promotion Campaign

BACKGROUND

Council though a Recommendation of the Strategic Planning Committee requested that a Promotion / Advertising Proposal be sought from Regional Broadcaster GWN 7.

Council Staff received an initial Proposal and with subsequent contact with the Broadcaster a meeting was conducted in Quairading on the 12th March 2020 with a GWN7 representative to discuss a tailored Promotion Package to highlight the new Branding, District Attractions and also promote the residential land subdivision and the future Light Industry land.

At the Ordinary Council Meeting on the 26th March 2020 RESOLUTION: 134-19/20 – Motion Lapsed due to the lack of a Secunder

1. *That Council receive the Chief Executive Officer's Report on District Promotion with GWN7; and*
2. *That the Matter be submitted for Council consideration.*

The issue of District Promotion is resubmitted to enable the Strategic Planning Committee for further consideration as both the Tourism Strategy and the Business Attraction Strategy adopted by Council are underpinned by Area Promotion.

It is acknowledged that the Regional Travel Restrictions imposed under the State Pandemic Emergency and the general state of the Economy will make the success of any promotion (electronic or hard copy) problematic at this time.

However, Committee is requested to consider the merits of Council budgeting for a future Area Promotion.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Area Promotion to attract more Visitors, Businesses and Prospective Residents was identified in Council's Adopted Strategic Community Plan and also in the Tourism Strategy recently adopted by Council.

Council has the following Budget Provisions in the 2019/2020 Budget: -

- Area Promotion \$5000 YTD Commitment estimated at \$1050
- Tourism Strategy \$10,000 YTD Commitment estimated at \$1278

Please refer to below to Costs allocated to the relevant Financial Year.

The GWN 7 proposal is classed as a District Tourism Network Package and attracts significantly discounted rate for the Advertisement Slot and there are a further 9 Complimentary advertisements for each paid Advertisement.

In discussion with GWN7, it was proposed that the Prime months to promote Quairading would be May to and including October 2020. This would obviously need to be adjusted given the impact of Covid-19.

The proposed Package valued at \$9000 (exc GST) will have 1177 x 15 second promotions of Quairading. In addition, there are Production Costs for the Advertisement at the Cost of \$950 for the original Advertisement and a further \$450 for the adaption of the Advertisement to promote Cuneata Rise land sale. A further \$450 Cost would be incurred if a 3rd variant of the Advertisement was required.

Discussions were held with the GWN7 representative on the Split between District promotion and the Land sale promotion. The consensus view was 80% District Promotion and 20% Land sale Promotion.

Timing of the expense of the District Promotion Campaign is as follows: -

2019/2020

Production of the 3 Advertisements \$1850

Advertising Slots to 30/6/2019 \$4068

Total Expense 2019/2020 \$5918

2020/2021

Advertising Slots to 25/10/2020 \$4932

Total Expense 2020/2021 \$4932

Total Campaign Cost \$10850

Any Promotion of the Quairading 100th Agricultural Show would be a separate Package negotiated with and paid for by the Agricultural Show Society, but with Council approval the Ag Show Advertisement could be adapted from the original Advertisement at a cost of a further \$450 or alternatively a new Advertisement produced for \$950.

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

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

No 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. Council would need to budget appropriately for Area Promotion as an Action from the Tourism Development Strategy and the Business Attraction Strategy.

Given the rapidly evolving situation with the Covid-19 Virus it is recommended that Committee discuss the provision of a Budget allocation for the later part of the 2020/21 year.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. District Promotion would improve the District's and Council's image and encourage Visitors to travel to the District and potentially purchase land and/or relocate to existing housing stock. There could be Reputational Risk is an Area Promotion was to proceed at an inappropriate time (i.e. before the Pandemic passes)

Operation – Risk Matrix Rating is assessed as Low. All Production and Display of the campaign would be undertaken by External Suppliers.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 8 SOCIAL: ACTIVE, HEALTHY, SAFE AND INCLUSIVE COMMUNITY

No matters for consideration.

ITEM 9 BUILT ENVIRONMENT: PLANNING & INFRASTRUCTURE TO MEET THE NEEDS OF THE COMMUNITY

9.1 Drought Communities Extension Programme

Meeting Date	15 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Guideline (ii) Potential Project List
Owner/Applicant	N/A
Disclosure of Interest	Nil

5.58 pm

Cr John Haythornthwaite left the Meeting.

6.05 pm

Cr John Haythornthwaite re-joined the Meeting.

OFFICER RECOMMENDATION

RECOMMENDATION: SP19-19/20

MOVED Cr Smith SECONDED Cr Hippisley

That the Strategic Planning Committee recommend to Council: -

1. That Council receive the Chief Executive Officer's Report on the Drought Communities Extension Programme.
2. That Council support the identified Projects for submission for Grant Funding under the Drought Communities Extension Programme to a value of \$1.0M in Grant Funding.
3. That Council authorise the Chief Executive Officer to proceed with the finalisation of the Project Costings and any funding alternatives required, to achieve all the identified Projects.

CARRIED 8/0

Committee Discussion

The Chief Executive Officer provided an overview of the Project List and commented on the Eligibility Feedback provided on each of the Projects by the Department of Industry, Innovation and Science.

Committee discussion ensued on each of the Project proposals.

The Meeting noted that the intention is for the Grant Application to be submitted by the end of May 2020.

IN BRIEF

- On the 28th January 2020, the Federal Government announced that Council had been included in the Drought Communities Extension Programme
- Council is able to apply for funding up to \$1.0M to complete local infrastructure projects and other drought relief projects.
- Applications are open now and close on the 1st June 2021
- Successful Projects must be completed by 30th June 2021.
- Multiple unrelated projects can be applied for up to the \$1.0M
- Only 1 Application can be submitted by Council.

Funding Guideline Section 6 states - "each project must meet at least one of the following project requirements: -

- The project is expected to lead to the employment of locals.
- The project is expected to contribute to the economic activity of communities/regions.
- The project is expected to lead to the retention of businesses, services and facilities (this includes increased tourism, increased trade for local businesses, improved services from enhanced facilities.
- A detailed Listing of possible Projects with firmer Cost Estimates and Criteria Satisfaction is attached to this Report for Consideration at this Committee Meeting.
- The Total Estimated Cost of the Potential Projects is \$1.4M.
- It is recommended that the identified Projects (up to total of \$1M Funding) be prioritised for Recommendation to Council.

MATTER FOR CONSIDERATION

Consideration of the list potential Projects for inclusion in Council's Application for the Drought Communities Extension Programme.

BACKGROUND

The 52 Councils announced on the 28th January 2020 were deemed eligible based on need and the economic impact of drought in the region and we assessed using the following:

- rainfall deficiency data from the Bureau of Meteorology
- population and industry data – particularly reliance on agriculture.

The Department of Industry (Funding Body) will **not** be responsible for expenditure that Council incurs prior to the Grant Funding being executed by both Parties.

The Department has advised that it is able to provide preliminary advice on Projects being considered by Council before the Application is submitted. The CEO has forwarded the Preliminary List for Departmental comment.

The expected lead time from the Submission of the Application to the Grant Determination is 4-6 Weeks.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

The Funding does not require Matching Funding or a Contribution from Council however Projects will be considered that do include Applicant Contributions and Government and non - Government Grants / Contributions.

Subject to consideration and determination of the eligible Projects and the successful outcome of the Application progress the Projects will need to be incorporated into the 2020/21 Capital Budget.

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
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

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. Federal Government Funding is provided on the basis of 100%, however Projects with Council Contributions or other Grant Funding are also eligible. Non Competitive Funding Round. Risk elevated if all Projects were not able to be completed by the 30th June 2021.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council will have increased Reputational Risk if Council were not to respond to the Government's invitation to apply for \$1.0M of Funding.

Operation – Risk Matrix Rating is assessed as Low. The CEO considers that Project Management can be undertaken with the existing Organisational Structure with support from external Technical Consultancies and designated Project Overseers (i.e. Community Park – Project Consultant Sarah Caporn).

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 10 NATURAL ENVIRONMENT: TO PRESERVE & SUSTAIN OUR NATURAL ENVIRONMENT

No matters for consideration.

ITEM 11 GOVERNANCE: STRONG GOVERNANCE & COMMUNITY ENGAGEMENT

11.1 Community Grants Program (2020/21) – Round 1

Meeting Date	15 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Jen Green
Attachments	(i) Community Grant Assessment (ii) Grant Applications – Under separate cover
Owner/Applicant	N/A
Disclosure of Interest	CEO - Nil

The Elected Members' prior Declarations of Interest were noted for this Item.

OFFICER RECOMMENDATION

RECOMMENDATION: SP20-19/20

MOVED Cr Davies SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Officer's Report on Round 1 of the 2020/21 Community Grants and supports the Grant Assessment Document submitted by the Grants and Project Officer.
2. That Council allocates funds and resources in the 2020/21 Budget for Round 1 to the value of \$21,150.00 to the eight clubs and organisation listed in the Grant Assessment Document; and
3. That Council allocates the equivalent of 50% of the above figure (\$10,000) in the 2020/21 Budget for Grant 1 In-Kind funding and Round 2 of the Community Grant Program 2020/21.

CARRIED 8/0

Committee Discussion

Cr Smith advised that the if the Agricultural Show did not proceed this year, the Agricultural Society would not be drawing on the Grant Fund.

IN BRIEF

- Community Grant Process was reviewed, updated and endorsed by the Council in December 2019.
- Eight applications were received for Round 1 to the value of \$21,150.
- 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.

MATTER FOR CONSIDERATION

- Evaluation of Community Grant Applications received by Grants Project Officer on 31st March 2020.
- Allocation of financial resources in the 2020/21 Shire's Annual Budget.
- Allocation of financial resources in Round 1 of Community Grant Program.

- Allocation of financial resources for Grant 1 – In-Kind funding 2020/21.
- Allocation of financial resources for Round 2 of Community Grant Program 2020/21.

BACKGROUND

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

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

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

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

Four categories of Grant Funding were promoted:

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

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

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

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

A second round of Grant 2 - (Minor projects) funding will be open from 1st July 2020 to 30th September 2020.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Community Grant Policy

FINANCIAL IMPLICATIONS

Nil – 2019/2020 Financial year

Submitted for 2020/21 Budget deliberations

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

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

Governance Objective: Strong governance and community engagement

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

- Eight grant applications were received and assessed.
- Assistance was provided to a number of clubs to ensure the applications were completed correctly.
- All 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.
- If there is an appetite for further support in Grants to Community Groups, as called for by the Minister for Local Government and WALGA State Council, Council has the opportunity to review the amounts to be provided for in the 2020/21 Budget for Community Groups.

ITEM 12 COUNCILLOR'S FUTURE PROPOSALS

12.1 District Bus Tour

Timing and Arrangements for a District Road Inspection and Bus Tour to be rescheduled to after seeding.

12.2 State Governments call for a freeze on Council Rates in 2020/2021

Attachments noted with further discussion to be held at the Draft Budget Workshops.

12.3 Other Councillor's Future Proposals**Cr Jo Haythornthwaite**

Cr Jo Haythornthwaite commented on the alternative media used for the Council Meeting and this Meeting and suggested that Staff continue to explore options to improve connectivity for future meetings.

ITEM 13 NEXT MEETING DATE

The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 11th August 2020, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading. (Venue to be confirmed)

ITEM 14 CLOSURE

There being no further business, the Chairman closed the Meeting at 6.40 pm.

I certify the Minutes of the Strategic Planning Committee Meeting held on 15th April 2020 were confirmed on the 11th August 2020 as recorded.

Confirmed.....11/08/2020

10.3 Participation in the National Redress Scheme

Meeting Date	30 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Local Government Information Paper (December 2019). (ii) Facilities Spreadsheet
Owner/Applicant	Shire of Quairading
Disclosure of Interest	The Author does not have any Impartiality, Financial or Proximity Interests that requires disclosure.

OFFICER RECOMMENDATION

That Council:

1. **Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries in regarding the National Redress Scheme and the participation of WA local governments;**
2. **Supports the participation of the Shire of Quairading in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;**
3. **Grants authority to Shire of Quairading to execute a service agreement with the State, if a Redress application is received;**
4. **Notes that a confidential report will be provided if a Redress application is received by the Shire of Quairading.**

VOTING REQUIREMENTS - Simple Majority

IN BRIEF

This item is for the Shire of Quairading to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Quairading to participate in the National Redress Scheme;
- Formally endorse the Shire of Quairading's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received.

MATTER FOR CONSIDERATION

Council's participation in the National Redress Scheme as a State Government Institution.

BACKGROUND

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's Redress and Civil Litigation (September 2015) Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1st July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1st January 2019.

Under the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth), local governments may be considered a State Government institution.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

STATUTORY ENVIRONMENT

The Shire of Quairading in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the Local Government Act 1995.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances and location. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme

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
S3	Safe community
S3.1	Support emergency services planning, risk mitigation, response and recovery

CONSULTATION

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings, including the Central Country Zone Meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;
- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3rd July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

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

Financial - Risk Matrix Rating is assessed as Low. Council is mitigating the Financial Risk by agreeing to participate in the National Government Redress Scheme as a State Government Institution. The majority of financial costs are then borne by the State Government. Financial Risk is escalated if Council do not participate in the Scheme and a Redress Claim was made and substantiated against Council.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. If Council participate in the Scheme any Claims are dealt with by the State Government and therefore reputational risk can be mitigated.

Operation – Risk Matrix Rating is assessed as Low. It is considered that the administration / research work involved if a Claim is submitted would be within Council's normal operational structure.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the State Records Act 2000); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4th March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended to include local governments and this report seeks endorsement of the Shire of Quairading's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that Council formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Quairading will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for Council to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should Council formally decide (via a resolution of Council) not to participate with the State or in the Scheme altogether, considerations for Council include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Quairading having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Quairading.

Considerations for the Shire of Quairading include: -

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Quairading will receive a Redress application. A Service Agreement will only be executed if the Shire of Quairading receives a Redress application.

Council needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore it is necessary to provide the authorisation to execute an agreement in advance.

2. Reporting to Council if / when an application is received

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. Application Processing / Staffing and Confidentiality

Administratively the Shire of Quairading will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. Record Keeping

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the State Records Act 2000 (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Quairading's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in The Act.

5. Redress Decisions

Council should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the Shire of Quairading do not have any influence on the decision made and there is no right of appeal.



Department of
**Local Government, Sport
and Cultural Industries**

National Redress Scheme for Institutional Child Sexual Abuse

**Department of Local Government, Sport
and Cultural Industries**

Information Paper

3 February 2020

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1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

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APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks (August 2015)*; *Redress and Civil Litigation (September 2015)* and *Criminal Justice (August 2017)*. The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> No responsibility for local governments. The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> ACT has no municipalities, and the ACT Government is responsible for local government functions. ACT has therefore not been required to explore the issue of local government participation in the Scheme.
New South Wales (NSW)	<ul style="list-style-type: none"> In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. The NSW Office for Local Government is leading communications with local councils about this decision. NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.
Northern Territory (NT)	<ul style="list-style-type: none"> The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. NT is in the process of amending Territory's declaration of participating institutions to include local governments.
Queensland	<ul style="list-style-type: none"> Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.
South Australia (SA)	<ul style="list-style-type: none"> Local governments are not currently included in the SA Government's declaration The SA Government is still considering its approach to local governments.
Tasmania	<ul style="list-style-type: none"> Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.
Victoria	<ul style="list-style-type: none"> The Victorian Government's declaration includes local governments. The Victorian Government is covering local governments' redress liability.
Western Australia (WA)	<ul style="list-style-type: none"> The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

10.4 Child Care –Transition to REED

Meeting Date	30 th April 2020
Responsible Officer	EMCS Nathan Gilfellow
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Merger Agreement (Under separate cover) (ii) Lease Agreement (Under separate cover) (iii) REED Background
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

1. That Council approve the Merger Agreement for Little Rainmakers Child Care Centre with Regional Early Education and Development Inc.
2. That subject to the Consent of the Minister for Lands, Council approve the Lease Agreement for the premises at 14 Murphy St Quairading with Regional Early Education and Development Inc.
3. That subject to Item 2, Council authorise the Shire President and the Chief Executive Officer to execute the Merger Agreement and Lease documents.

VOTING REQUIREMENTS –Simple Majority

IN BRIEF

- Over the past couple of years, Council's Management has been working with Regional Early Education and Development Inc ('REED') towards the transfer the operations of the Little Rainmakers Child Care Centre from Council Management to REED.
- Council has previously supported in principle the transfer of the Child Care Centre responsibilities to REED subject to the development and presentation of a suitable Lease and Transfer Agreement.
- The Merger Agreement outlines the key characteristics of the transfer to REED.
- The Lease Agreement is for 14 Murphy St Quairading and is for a Term of 10 years with an option to extend for a further 10 Years.
- The Minister for Land's Consent is required for the Lease to be proceeded with.
- Council's CEO and REED Officers have negotiated the Transition Agreement and the Terms of the proposed Lease.
- Subject to Council's Approval and the Minister's Consent, it is planned for the transfer of the Management and Operations of the Little Rainmakers Child Care Centre to occur on the 1st July 2020.

MATTER FOR CONSIDERATION

To approve the Lease of the Child Care Centre building at 14 Murphy Street Quairading and the Transfer Agreement with REED.

BACKGROUND

The Shire of Quairading took over the licence and management of the Little Rainmakers Child Care Centre in 2013 and has run the Centre since. The Centre is currently run 3 days a week, Tuesday to Thursday from 8am to 5pm. The Childcare Centre is used by the Quairading Playgroup on Mondays between 9am and Noon.

The Childcare Centre has 5 employees currently employed, 2 part-time Permanent staff and 3 Casuals. The Centre normally runs with two part-time staff and one casual for after school care or on busier days.

The Council employees will terminate their employment with Council with Council paying out their Leave entitlements and Staff will be offered employment by REED.

The Shire of Quairading has been responsible for all Licensing and Compliance with Early Childhood Education Regulations which are onerous.

The History and background of the REED is provided on this [link](#)

STATUTORY ENVIRONMENT

Local Government Act 1995, S3.58

Local Government (Function and General) Regulation 1996, Reg.30 – Exempt Transaction

POLICY IMPLICATIONS

n/a.

FINANCIAL IMPLICATIONS

The transfer of the operations to REED will reduce the Income from Childcare charges (Current Budget: \$125,000) and decrease the operational costs of maintaining the Service (Current Budget: \$139,162). Under the lease agreement the Shire will still be responsible for the maintenance of the Childcare Premises including the maintenance of the gardens (Current Budget \$13,885).

The result is expected to lead to operational savings, with last year's deficit being \$17,539. The current YTD surplus is \$17,823, however includes the Sustainability Grant of \$36,000 already fully collected.

Council will payout any unused Leave entitlements upon termination of the Permanent Staff.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES	WORKING WITH
S4	Inclusive community	
S4.3	Support economic participation through child care provision	-

CONSULTATION

Council Staff have consulted with the Little Rainmakers representatives and Staff have been kept fully informed over the past 2 years. REED representatives have met with the Centre's Staff over the past 12-months.

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

Financial - Risk Matrix Rating is assessed as Low. There will be some savings from the operation of the Child Care Centre. The maintenance of the Centre however will remain a cost to Council, with the lease having no rental/ lease payments to offset the cost of maintaining the Centre.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Medium. The Transfer will end the Shire's control of the Child Care operations. This may present a reputational risk with the Community viewing the operations and governance of the Centre being made outside of the Community. However, this should be controlled with the presence of a Community Support Group being a mechanism for Child Care Stakeholders to communicate with REED Management.

Operation – Risk Matrix Rating is assessed as Low. The Transfer of the Centre is expected to reduce statutory risk, with the REED organisation in a better position to operate in the Childcare environment.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Transfer of the Little Rainmakers Centre to REED is expected to lead to some operational savings and will reduce the Operational Risk of running the Centre, with REED better placed to run the organisation in the complex Childcare environment. This should allow the Centre to continue to run to a high standard into the future.

The agreement includes a provision to allow the use of the Centre on Mondays for the Quairading Playgroup. REED will provide this to the Playgroup at no cost. The Shire currently charges \$210 annually for the use of the Centre.

REGIONAL EARLY EDUCATION AND DEVELOPMENT INC (REED) BACKGROUND

- For more than a decade, the sustainability of ECEC services in the Wheatbelt region has been a challenge. The ongoing operation of services has been supported by Commonwealth Government's sustainability grants, State Government Royalties for Regions one-off strategic and operational grants and local government grants or in-kind support. Notwithstanding this financial support, many services have not had the income to cover staff salaries, and volunteer management committees do not always have the expertise to identify the problems and take the actions necessary to resolve this situation.
- Management Committees have been operating in an increasingly complex, highly regulated industry and responsibilities associated with employment of staff. Across the region Committees consistently identified issues such as lack of knowledge of awards and employer obligations, limited knowledge and experience in dealing with Early Childhood Education and Care (child care) Legislation, Regulations, National Quality Standards and policy development, limited financial knowledge and experience related to the business of managing a children's service, limited knowledge and experience in marketing, difficulties in attracting and retaining qualified staff, difficulties in attracting volunteers to the Committee due to the demands and high expectations placed on the Committee. Fluctuations in children's attendance from year to year place financial pressures on services and the responsible Management Committees. Services in the Wheatbelt have been characterised by burnout and frequent turnover of Management Committee members and staff.
- Following multiple consultations, reports, lobbying, conferences and forums, service providers unanimously agreed that there was a need for change to the way of managing childcare in the Wheatbelt. There was agreement that a single ECEC organisation should be established which would be recognised in the region for its professionalism, sound governance and financial management together with the quality of the services it provides for children and a set of principles.
- Research undertaken showed that the successful not-for-profit community based Lady Gowrie Tasmania (LGT) model for the governance and management of small and medium sized services could be modified to meet the needs of smaller communities such as many in the Wheatbelt region.
- An independent Net Community Benefits Assessment of the proposed Wheatbelt Regional Model of Governance concluded that there was a strong case for undertaking the required investment to support the aims of the model developed. The allocation of funds for this purpose was supported by State Treasury for both the former government and the current government.
- The regional governance and management model, a version of the successful LGT model modified to suit the Wheatbelt context has been championed by Hon Mia Davies and supported by the previous Coalition Government, the current Labor Government and Lotterywest. The Wheatbelt Development Commission has also been a very strong supporter of this initiative.
- On 31st January 2018 the new Constitution and name change to Regional Early Education and Development Inc were endorsed at a Special General Meeting of Narrogin Regional Child Care Services Inc.

- On 14th February 2018, the name change Regional Early Education and Development Inc. was approved by Department of Mines, Industry Regulation and Safety as a not for profit organisation governed by the WA legislation - *Associations Incorporations Act, 2015*.
- An independent Nominations Committee recommended appointment of nine REED Board members. In addition to the range of relevant skills, knowledge and experience Board members bring to their governance responsibilities, the Board is structured to provide stability and continuity.
- Regional Early Education and Development Inc was officially launched by the Hon Simone McGurk MLA Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services Minister on 16th March 2018. With Royalties for Regions funding and a Lotterywest grant to implement the new model with a single governance and management organisation for not-for-profit ECEC services across the Wheatbelt. REED's primary responsibilities will be:
 - **The employment of staff**, for example, managing salaries, tax and professional development.
 - **Becoming the Approved Provider** of each service, ensuring regulatory requirements including continuous quality improvement are met, and liaising with the regulatory body in Western Australia, ECRU.
 - **Financial management** including the development of ECEC service budgets.
- Since its first meeting following the official launch, REED's Board has developed and adopted important governance policies and processes and a Strategic Plan 2018-2021 (ref www.reedwa.org.au). The four goals in the Strategic Plan are:
 - i. Delivering a range of high-quality services
 - ii. Ensuring the Organisation is sustainable
 - iii. Building our Organisation
 - iv. Engaging with the Community.
- The organisation is registered as a Charity with the Australian Charities and Not-for-profits Commission (ACNC) and has commenced the application process for ATO approval of Donor Gift Recipient (DGR) status.
- The senior staff management team is in place and is working with services across the region towards mergers which commenced in 2019. In addition to very high level strategic and analytic skills, the General Manager has a deep understanding of complex Commonwealth and State Government early childhood education and care policies and finance. The management team includes finance and administrative staff and importantly, Cluster Managers with the necessary qualifications and experience to guide improvements in the quality of services and achievement of National Quality Standards.
- Children and families in the Wheatbelt region (and in all regional and rural areas) have as much right to access the highest quality early childhood education and care programs as children and families in cities and metropolitan areas. In delivering on the first goal in the Strategic Plan, REED staff will be supported to bring the service they provide for children and families up to standards that meet or exceed national standards. Strategies for attracting and retaining high quality staff include provision of access to Professional Development and career path opportunities and the benefits of being valued members of a team.

- The ongoing provision of good quality ECEC services is important for children's development, for families, and importantly for the economic and social fabric of communities in the region. The renewed emphasis on agriculture and food security in a changing Western Australian economy highlights the importance of maintaining ECEC services in the Wheatbelt. The REED Board understands its obligation to ensure individual services and the regional organisation are financially viable. The Board is committed to building a financially sustainable, professionally managed regional organisation providing effectively and efficiently managed high quality services so that ECEC services in the Wheatbelt region continue to operate and thrive.

MERGER OF LITTLE RAINMAKERS CHILD CARE WITH REGIONAL EARLY EDUCATION AND DEVELOPMENT INC

- By Little Rainmakers Child Care merging with REED:
 - i. REED will become the Approved Provider of the ECEC service at Murphy Street Quairading, WA, 6383
 - ii. REED will be responsible for governance and management of the service at Murphy Street, Quairading, WA 6383. This includes all legal, financial and human resource management, IT, general administration, communications, ECEC service policies and procedures as well as responsibility for meeting ACECQA requirements;
 - iii. As REED is registered to deliver the Commonwealth Government's Child Care Subsidy, families attending the services will be eligible to apply for to access the child care subsidy to reduce out of pocket expenses for child care fees.
- Discussions are proceeding regarding the transfer of the Lease to REED and financial arrangements in place between Little Rainmakers Child Care and the Shire.
- REED's preferred position is:
 - i. that the Shire of Quairading enter into a 10-year peppercorn lease with an option to renew for a further 10 years with Regional Early Education and Development Inc for the continued use of the building and grounds at Murphy Street, Quairading, WA 6383 for the purpose of providing an early education and care service (and related family and community support services)
 - ii. that Regional Early Education and Development Inc enter into an agreement with the Shire of Quairading regarding the maintenance of the building and grounds;

In return, Regional Early Education and Development Inc is committed to the ongoing provision of high quality Education and Care in Quairading for the benefit of children, families, business, community services and the social and economic fabric of the Quairading area. Regional Early Education and Development will also monitor the potential for the building to be used by other social and community services and visiting services for children and families.

- The management of multiple services across the region will enable REED to respond to the fluctuations that are currently so challenging for individual small services, including fluctuations in the annual birth rate and seasonal factors outside of the control of communities.

In entering into a long-term lease with the Shire, the REED Board recognises and takes seriously the accountability and responsibility associated with the stewardship of an important community asset on behalf of the Shire and its ratepayers.

10.5 LEMC Minutes – 19th March 2020

Meeting Date	30 th April 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	Graeme Fardon
Attachments	(i) LEMC Minutes – 19 th March 2020
Owner/Applicant	LEMC Committee
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

1. That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 19th March 2020; and

That Council consider the Committee's following recommendation: -

Telstra Mobile Telephone System

RECOMMENDATION: LEMC4- 19/20

That the Local Emergency Management Committee recommend to Council: -

That Council further lobby Federal/State Governments and Telstra for the upgrading of the Telstra Mobile Base Stations to increase battery backup and Network capacity within the Shire of Quairading.

VOTING REQUIREMENTS –Simple Majority

IN BRIEF

- LEMC Meeting held on the 19th March 2020
- The Quairading St John's Ambulance Representative raised the issue that during the recent power outage on the 11th February 2020, there was no communications within the vicinity of the Quairading town site for an extended period of time.
- Once the power was restored there were still ongoing connectivity complications with the system.
- The concern about reliability of the Mobile Telephone was expressed by many of the LEMC Members
- This has been an ongoing issue with Council making previous Complaints to Telstra and lobbying approaches to both local Federal and State Members for Parliament.
- Council was also unsuccessful in its Complaint to the Telecommunications Ombudsman
- Telstra had previously advised of upgrades undertaken to the Quairading Mobile Base Station and also a new Mobile Tower at Pantapin to improve coverage to the eastern part of the District.
- Further lobbying approaches can be made including District Emergency Management Committee (DEMC), RDA Wheatbelt, Wheatbelt Development Commission.
- It is also understood that WALGA have had meetings with Telstra representatives on the broader issue of the reliability and coverage of the Telstra Mobile Network across the State.

MATTER FOR CONSIDERATION

Minutes of the LEMC Committee Meeting.

BACKGROUND

The Local Emergency Management Committee met on 19th March 2020 from which there is one (1) recommendations for Council consideration, namely: -

- RECOMMENDATION: LEMC4- 19/20

STATUTORY ENVIRONMENT

Emergency Management Act 2005 -

s.38 - Local emergency management committees

s.41 - Emergency management arrangements in local government.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

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

COMMUNITY CONSULTATION

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 Medium. However increased risk to public health given the lack of reliability of the mobile telephone system which is used by local emergency services.

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk Rating escalates as Emergency Services and the broader Community expect Council to be able to lobby for improved Services and Utilities.

Operation – Risk Matrix Rating is assessed as Low. Council operations are impacted also by the unreliability of the mobile telephone system.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Minutes of the 19th March 2020 Meeting of the Local Emergency Management Committee include one (1) recommendation to Council.

SHIRE OF QUAIRADING

The Local Emergency Management Committee Minutes of Meeting held on Thursday 19th March 2020 commencing at 4.32 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

In the absence of the Shire President, Cr Davies, the meeting consented to the CEO Mr Fardon assuming the Chair as Acting Chairperson. The Acting Chairperson welcomed everyone to the Meeting and declared the Meeting open at 4.32 pm.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Attendance

Mr G Fardon	Chief Executive Officer (Acting Chairperson)
Mr N Gelmi	Chief Bush Fire Control Officer
Mr T Sandercock	St John Ambulance
Mr R Bleakley	IPR/Strategic Projects Officer
Mr D Richardson	St John Ambulance
Mr S Bell	Community Emergency Services Manager
Cr P Smith	Shire of Quairading
SC E Duffy	WA Police – Quairading (2IC) (4.38pm to 6.35pm)
Mrs D Ellison	HSM – Quairading District Hospital
Ms J Spadaccini	Department of Communities
Mrs P Wray	Quairading District High School - Principal
Ms Y Grigg	DFES District Emergency Management Advisor – Via Telephone (left at 5:30pm)
Ms S Cutts	Quairading Co-Op – General Manager (left at 6pm)
Mrs T Fraser	Quairading Co-Op – Board Representative (left at 6pm)
Mr A Rourke	Executive Manager Works and Services (left at 5.20pm)
Cr J Haythornthwaite	Deputy Shire President (Observer)
Ms M Johnston	Quairading District High School – Deputy Principal
Ms K Wilton	Quairading Volunteer Fire and Rescue
SC E Duffy	2IC Quairading Police
Ms C Jeffrey	Wheatbelt District - Department of Health - Via telephone (left at 5:15pm)

2.2 Apologies

Cr W Davies	Shire President/Chairperson
Sgt L Collett	OIC Quairading Police
Ms T Patton	Quairading Volunteer Fire and Rescue
Mr J Corrigan	Department of Fire and Emergency Services

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 12th December 2019

RESOLUTION: LEMC3 – 19/20

MOVED Cr Smith SECONDED SC Duffy

That the Minutes of the Local Emergency Management Committee Meeting held on 12th December 2019 be confirmed as a true and correct record of that Meeting.

CARRIED

4.2 Business Arising

There was no business arising from the previous minutes.

ITEM 5 CORRESPONDENCE

5.1 Inward

- The Premier released the WA Government Pandemic Plan in response to COVID -19. This plan supports existing health and emergency management plans to prepare for the possible impacts of a pandemic situation here in WA
- Minister for Local Government; Heritage; Culture & the Arts – Letter to the Shire President
- Wheatbelt District Emergency Management Committee – Various Links.

5.2 Outward

There has been no outgoing correspondence.

ITEM 6 STANDING ITEMS

6.1 Update of Contacts

An updated Contacts List will be disseminated with the Minutes of the meeting.

6.2 Training Dates

Mr Bell informed that all proposed training as discussed at the last LEMC Meeting has been put on hold at this stage due to current restrictions. The intention is to provide training sessions to Volunteers at each of the Brigades' AGM's prior to the commencement of the 2020/21 Fire Season.

ITEM 7 LEMC EXERCISES

Due to the current emergency situation all Exercises have been put on hold.

Mr Fardon advised that 3-year Exercise Plans were now required to be developed by each LEMC. The Meeting was informed that the deadline for preparing these plans had been put on hold until further notice.

ITEM 8 AGENCY UPDATES – COVID 19 & GENERAL

8.1 DFES - District Emergency Management Committee

Ms Yvette Grigg

Ms Grigg advised the Meeting that she had been in attendance at the recent OASG (Operational Area Support Group) and spoke to the key points from that meeting including: -

Business continuity planning is an urgent point that requires attention, figures have been discussed with the potential for 40% of the workforce to become infected. Agencies are recommended to implement business continuity plans to allow for 25% - 30% of their staff being unavailable.

Individual staffing profiles are important to research due to some staff possibly being at higher risk with underlying medical conditions. It is suggested that if there are any staff that may be higher risk than others, to expedite a plan to keep them isolated from the rest of the staff or allow them to work from home where possible.

Community information remains a key point, providing as much information to the community as possible and give out tips and advice for the community to follow.

8.2 Department of Health

Ms Chantelle Jeffrey

Ms Jeffrey advised that the WA Country Health - Wheatbelt District had formed a new Communications Cell, which will be able to provide up to date and timely information to Health Facilities, which can then pass on information on to relevant agencies as required.

Currently 52 cases of COVID-19 in WA and 1 death and no confirmed cases in the Wheatbelt. The daily snapshot is updated daily on the Department of Health website. Other useful information on the website includes helpful public and personal health tips for all agencies to follow.

Mrs Diana Ellison

Mrs Ellison commented on the high level of information that is coming through daily and that instructions from higher levels of authority are being followed very strictly by the Hospital Staff.

Mrs Ellison provided an overview of local arrangements including: -

All people that believe they may have the virus have to answer and tick off certain questions before they will be tested for COVID-19. For those that answer the questions correctly (as far as the virus is concerned), they will be put in to an isolation room and be triaged and assessed further.

The person will be seen by a doctor via video conference as well as be swabbed for the virus should it be required. At this time proof of overseas travel is still required in order to be tested.

Those Community members that are being looked after by Health and Community Care (HACC) workers, will still be visited every few days to ensure they are okay. Home Visits will be brief and HACC workers will not be able to enter people houses.

For those persons that have been instructed to self-isolate, the Co-Op have agreed to deliver supplies, if and when required.

Those people that are residing in the Cuneata Wing are only allowed to have two visitors per day. The two persons can come at the same time or separate times, as long as no more than two persons per day with the aim of limiting the number of people entering the hospital.

Vigilance is key due to the amount of travelling that rural people can do and there is a chance that the virus could be brought back to town from a more densely populated area.

Mr Fardon asked if any information should be placed in the caravan park regarding the location of and contact information for the Hospital should they begin to feel unwell.

Mrs Ellison commented that this is a good idea, as visitors to Town people and become ill, they will most likely look on the internet as to the location of the Hospital and present without knowing correct procedures. It is also very critical for people that feel unwell to call ahead so the nurses are aware of the possible attendance of a patient.

Mr Bleakley asked if you someone presents with the conventional flu, will they still be put in to isolation?

Mrs Ellison commented that they more than likely would be put into isolation initially dependant on who surveys the person on entry as only the Emergency Department (ED) staff are taught the skill of Triage. If someone has been placed in the isolation room the Registered Nurse (RN) in charge will be notified and they will then come and triage the patient as required.

Mr Bleakley asked how communications are being carried out with the Noongar community?

Mrs Ellison advised that she had spoken to a Clinical Aboriginal Health Worker from Northam, asking for information and ideas on how best to inform the local Noongar community of the rules and regulations now in place at the Hospital.

Mr Sandercock asked about bringing patient via ambulance to the front door instead of the usual entrance around the back so they are able to go directly in to the isolation room without walking all the way through the facility should they have COVID-19 symptoms.

Mr Richardson advised that he has spoken with HSM's from all the hospitals within his area that all ambulance volunteers are to call ahead to the respective hospital they are travelling to, so the hospital are aware and can direct them as necessary.

St John Ambulance are also having a Clinician placed in the communications room to assist anyone that calls 000 and reporting of having a fever and seeking an ambulance.

Mrs Jeffrey spoke to an earlier point regarding information at the caravan park, and undertook to speak to the communications cell to find out if there is a standard template of information that could be provided.

8.3 Quairading Farmers' Cooperative

Ms Sharon Cutts

Ms Cutts advised that the current priority is to make sure that the Shop's surfaces are clean and disinfected on a regular basis. Hand sanitiser is currently in short supply although some is on order and will hopefully be arriving soon. When the sanitiser arrives, there will be a pump bottle based inside the entry way so all incoming customers can hand sanitise prior to commencing shopping.

There have been many more people coming through the doors of the shop both locals and visitors alike. Measures are being put in to place in order to maintain supply for locals and as such some stock is being kept out the back and will only be provided to Quairading locals upon request.

Current supplies are hit and miss with shortages of many goods, this is not due to a manufacturing shortage, but rather due to there not being enough delivery and transport trucks to keep up with the demand.

Mrs Tarnya Fraser

Mrs Fraser advised that the CO-OP are currently organising a letter drop for all residents within the Shire in order to inform everyone as to the methods and procedures being put in place at the shop.

Anyone that lives within the 6383 postcode can email/phone in their order and the CO-OP staff will complete their shop and deliver if required or the person can collect the shopping once it is completed. Payments for the shopping can be made via phone.

The CRC are working with the CO-OP to develop a series of short videos to provide information to the community.

The CO-OP are no longer operating under Independent Growers Australia (IGA) but are instead operating now under Foodworks brand. Most of Foodworks suppliers are WA based producers which is more beneficial in the event that the WA borders close to the rest of the Country.

8.4 Department of Education

Mrs Pauline Wray

School is still open and operating as per usual as the Government and Department of Health keep informing that this is the safest place for students at the moment. Currently there is 10% student absenteeism through the personal choice of Parents / Carers. Teachers are keeping up personal hygiene and encouraging students to use hand sanitisers.

One staff member has recently returned for overseas travel and are currently in self-isolation.

Many parents have heard about this teacher travelling and have now become very anxious and asking questions. The facts are that the staff member did not return to work after returning from their travels and has had no contact with other staff members, so the school is still virus free.

The cleaners are extremely focussed on keeping all "touch" surfaces clean and are maintaining that on a daily basis.

Teachers are currently looking at implications of the potential closure of the school, as well as trying to source online learning solutions for students in the event the closure does occur.

8.5 St John Ambulance

Mr Drew Richardson

Mr Richardson reported that regional resource plans are being prepared for every Sub Centre due to 30% of St John's volunteers being over 65 years of age.

All volunteers are currently being run through training in order to correctly use PPE such as masks and cleaning products. The ambulances are also receiving a full clean down after each of the patients to ensure there is no contaminants left in the vehicle.

With Quairading having 2 ambulances, one will be used as per normal and the other will be set aside, whenever possible for suspected COVID-19 cases.

Mr Trevor Sandercock

Mr Sandercock reported that the Sub Centre were still holding regular trainings at meetings at this stage and receiving Covid-19 information on a daily basis. Currently slightly down on volunteer numbers due to some being in self-isolation.

Mr Sandercock raised the issue that during the recent power outage on the 11th February 2020, there was no communications within the vicinity of the Quairading town site for an extended period of time.

Once the power was restored there were still ongoing complications with the system.
Many of the LEMC Members expressed their concern at this situation.

RECOMMENDATION: LEMC4- 19/20

MOVED Mr Sandercock SECONDED SC Duffy

That the Local Emergency Management Committee recommend to Council: -

That Council further lobby Federal/State Governments and Telstra for the upgrading of the Telstra Mobile Base Stations to increase battery backup and Network capacity within the Shire of Quairading.

CARRIED UNANIMOUSLY

8.6 WA Police

Snr Constable Duffy

SC Duffy advised that the Police Department have issued all officers with new phones and numbers, these numbers are only handed out to key people in the community and are not for public knowledge.

People requiring Police attendance are still required to either call 000 for emergencies or 131 444 for non-emergencies. The station number is 9645 1000 and this is diverted to Northam when Quairading Police are not on duty.

Currently there has been 3 serious offences in the State regarding shopping centres and people stealing or having major arguments. Police will be patrolling Shopping Centres.

There will be a Police van based in Northam available to transport anyone that may have COVID-19 symptoms and are under arrest.

Mr Fardon asked about the possibility of someone not self-isolating after coming back from overseas travel and what is the procedure for alerting the correct authorities of this?

SC Duffy advised that the Police are required to be notified and then they will contact the Health Department to find out if they are supposed to still be in self-isolation or not. There is the potential for major fines to be imposed for those that are not adhering to the correct self-isolation procedures.

All power was recently cut to the Police Station due to Contractor error and has been out for 16 days. The power supply has now been restored.

Mr Fardon commented that emergency services have access to Shire fuel supply in the event of a power outage, and for prolonged outages the community are able to also obtain a small amount of fuel, if deemed necessary.

8.7 Department of Communities

Mrs J Spadaccini

Mrs Spadaccini reported that the key plan for the Department of Communities is to ensure those people that have self-isolated are cared for and assisted in some way and particularly those that do not have any family or anyone to support them.

If there are financial hardship issues there is the potential for agreements to be made with local stores to provide supplies and the Department of Communities will cover the cost of the groceries.

Processes have been put in place in the event that evacuation centres are required to be opened.

8.8 Fire and Emergency Services

Mr J Corrigan

Mr Corrigan was unable to attend the meeting and Mr Bell spoke briefly during this section.

DFES has postponed all training courses until further notice.

VFRS and VFES brigades still have a requirement to turning out to incidents under the Fire Brigades Act, there had been some questions and concerns from some communities that brigades would not turn out in fear of becoming infected.

Ms K Wilton

Currently there is no training or meetings being held, volunteers have been instructed that if they feel unwell to not respond to incidents. All other business as usual.

8.9 Department of Health – Quairading Hospital

Mrs D Ellison

Mrs Ellison commented that it is imperative to increase community awareness about the flu vaccine to ensure that as many people get the shot as possible, so there is reduced risk for people to get both COVID-19 and the flu at the same time.

Mrs Ellison reported that most of the floor coverings in the Hospital have recently been changed from carpet to vinyl.

The Hospital has a Satellite phone in the event all other communications are down.

Ms Kath Wilton also commented that Flu Vaccinations were also provided through the Infant Health Nurse position.

8.10 Local Government

Cr P Smith

Reported that a recent bushfire / harvesting incident at the Kevill's property North West of Quairading had been dealt with very well. By the Farmer, Brigades and Volunteers.

Mr N Gelmi

Nil

Mr G Fardon

Mr Fardon reported on having participated in a webinar in which the Minister for Health and the Minister for Local Government had briefed all Council on the Covid-19 Pandemic.

Councils have a vital role in disseminating public health information to the local community with clear messaging from both Federal and State Government. Councillors and Staff also have a role in implementing methods to support the local community.

Hand sanitisers had been placed in all Council building and facilities.

Flu vaccines have also been organised for all Staff.

Additional Cleaning has been arranged for all facilities.

Arrangements were in place for identified Staff to be able to work remotely, if deemed necessary.

Bush Fire volunteers have also received the same public health messages as all LG staff and being advised not to attend incidents if they are feeling unwell.

The management team is meeting daily to collate information and developing methods for disseminating information quickly within the Community.

Reported that the generator is now connected permanently to the Town Hall.

Mr R Bleakley

Nil

Mr S Bell

Spoke in relation to the communications issues and informed on the Cel-Fi units. These are small reception boosters for mobile phones that can be used in vehicles or on buildings.

The Meeting requested that the information sheet on these units be attached to the Minutes.

ITEM 9 NEXT MEETING DATES

Next meeting will be called as required, with the Acting Chairman noting that the LEMC may need to meet more than Quarterly during the Covid-19 Pandemic.

ITEM 10 CLOSURE

There being no further business, the Acting Chairperson thanked everyone for their attendance and participation and declared the Meeting closed at 6.35 pm.

I certify the Minutes of the Local Emergency Management of Council held on 19th March 2020 were confirmed on _____ as recorded.

Confirmed....._/_/2020

10.6 Nyoongar Pathways Program

Meeting Date	30 th April 2020
Responsible Officer	Graeme Fardon - CEO
Reporting Officer	Richard Bleakley - IPR&SPO
Attachments	(i) Nyoongar Pathway Project Flier (ii) Nyoongar Pathways - Letter of Support (Dec 2018) (iii) Shire Memorandum of Understanding - Draft - Nyoongar Pathway 2020
Owner/Applicant	SWALSC (Mr David Collard)
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That the Council support the signing of the Memorandum of Understanding between South West Land and Sea Council and the Shire of Quairading to progress the Nyoongar NRM Pathway Pilot Project with the objective supporting the project's engagement with local schools, businesses and neighbouring local government organisations

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- In 2015 the WA Government agreed to a Native Title Settlement in the South West.
- Following on from this, concerns were raised that local capacity to manage these resources and derive the potential benefits from future opportunities was a limiting factor.
- The Nyoongar Pathways Pilot Program was formulated as a means for addressing this and was initially funded through the State NRM
- In 2017 the Program engaged with local institutions (Quairading District High School) as well as regional and state bodies.
- In 2018, Council provided a Letter of Support in Principal for the Nyoongar Pathways Project
- In 2019, South West Land and Sea Council (SWALSC) secured additional funding through Lotterywest to continue for a further three years - December 2021.
- SWALSC is seeking an MOU with the Shire of Quairading to facilitate the delivery of the Nyoongar Pathways Program through access to Shire facilities for workshops and training events.

MATTER FOR CONSIDERATION

The entering into the Memorandum of Understanding on the Noongar Pathway Pilot Project between SWALC and the Shire of Quairading.

BACKGROUND

Nyoongar Pathway Program is the initiative of a local Nyoongar member, Mr David Collard, arising from the Native Title Settlement Agreement entered into in May 2015 by the WA State Government.

In May 2015, the WA Government agreed to the largest native title settlement in Australia totalling about \$1.3 billion, affecting around 40,000 Nyoongar People and encompassing approximately 200,000 square kilometres in southwest WA. The Settlement is to resolve the Nyoongar Native Title Claims in exchange for a package of benefits that includes about 320,000 ha of land being transferred into the Nyoongar land estate as well as joint management of the State's conservation estate.

It is apparent though that there is currently very limited capacity amongst Nyoongar people to manage this land to meet contemporary requirements, capitalise on future opportunities and accommodate aspirations.

The Nyoongar NRM Pathways project was established in July 2017 with State NRM Program funding to support the building of long-term capacity in Nyoongar communities to enable them to lead caring-for-country and regional sustainability activities. Through the creation of community partnerships, embedded long-term learning pathways, and connections to industry, the project lays the framework to improve the long term social, economic, ecological, and cultural sustainability of regional communities.

The project focuses on four key areas:

1. Caring for Country:
2. Education
3. Traditional knowledge and scientific knowledge being complementary.
4. Capacity and authority

The project has been delivered through a series of programs at the Quairading District High School supported by both regional and state educational institutions, as well as a number of workshops and training events both at the Quairading Community Building and regionally.

In December 2018 the CEO on behalf of Council provided a Letter of Support in Principle for the Nyoongar Pathway Program. (See Attachment)

A further tranche of funding has been secured through Lotterywest in February 2019 for a period of three years (December 2021).

The Program currently is being delivered through the Quairading District High School, and also a series of workshop with Community Elders both regionally and on a number of occasions at the Quairading Community Building.

STATUTORY ENVIRONMENT

n/a

POLICY IMPLICATIONS

n/a

FINANCIAL IMPLICATIONS

Nil - The Shire will not incur additional costs through the signing of the MoU.

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"> ▪ work with stakeholders to determine facilitation approach to business and jobs growth

Social Objective: Active, healthy, safe and inclusive community

ITEM	OUTCOMES AND STRATEGIES
S4	Inclusive community
S4.1	Facilitate the Nyoongar Reconciliation and Cultural Awareness Process

Natural Environment Objective: To preserve and sustain our natural environment

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

Governance Objective: Strong governance and community engagement

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

CONSULTATION

Mr Collard has been a regular invited attendee at the Reconciliation Action Planning Committee Meetings to update Members and Observers on the progress of the Pathways Program.

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

Financial – Risk Matrix Rating is assessed as Low. Mr Collard has paid for the hire of the Community Building for Meetings / Workshops for the Program. The CEO has previously approved use of the Community Building for school children's Nyoongar language sessions conducted by Mr Collard and allocated the forgone Hire Fees (Sponsorship) to the Council's Reconciliation GL 4572.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. It is considered that Council's reputation and continued success on Reconciliation will be further enhanced through Council's support of the Pilot Project.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low. Potential long term benefits as it promotes intergenerational knowledge transfer, interaction of traditional knowledge and sciences, and the development of local capacity to manage reserves within the Shire.

COMMENT

The Program has selected the Quairading Community as the location to pilot the project.

The program is an innovative project designed to address a series of issues and actions highlighted in the Shire's Strategic Community Plan and its Reconciliation Plan as well as matters relating to the Native Title Settlement Agreement in the South West.

- The program is seeking a Memorandum of Understanding:
 - to promote the Nyoongar Pathways Program; and
 - to assist in the delivery of the program through access to facilities for workshops and training forums.

The Program has sufficient financial resources to deliver the project and is not seeking additional funding.

Overview: Nyoongar NRM Pathway (NNP) pilot

Education investment for future of Aboriginal communities in regional Australia must consider the role of Native Title. In the context of Aboriginal communities and any future utilisation or benefit from Native Title, that education investment should be guided by long-term considerations of natural and social capital as well:

- Social Capital Investment: Education that fosters improved networks and community partnerships.
- Natural Capital Investment: Education that improves the ability for communities to maintain their natural assets, manage resources in a sustainable way, which supports economic independence and derives benefit from ecosystem services.

For Australia's First Nation Peoples, their social and natural capital is already deeply embedded within their culture through their cultural responsibility to care for country. Therefore, education pathways that support sustainable development and capitalising on Native Title must successfully weave culture, community and the natural sciences into the education journey of future generations.

The NNP pilot seeks to establish education pathways that maximise the human and social capital within the next generation to assume the cultural, economic and ecological responsibilities of future land management. These pathways integrate local traditional ecological knowledge and cultural connections with education, scholarship, training and employment programs for local Nyoongar youths to develop them into future land managers, business owners and teachers who can take advantage of future opportunities in agriculture, NRM and regional economies while maintaining their cultural ties.

The project seeks to harness four important assumptions together:

1. **Caring for Country:** Participating in caring for country tied to improvements in social, economic and environmental wellbeing.
2. **Education:** Investment in education and skills is vital to sustainable and equitable economic development
3. **Traditional knowledge and scientific knowledge are complementary.** They are not mutually exclusive, and should be harnessed together.
4. **Capacity and authority:** Local leadership, knowledge and partnerships are the necessary base for successful implementation.

Each of these assumptions is evidence based from research both here in Australia and overseas and we believe to be mutually supporting of one and other.

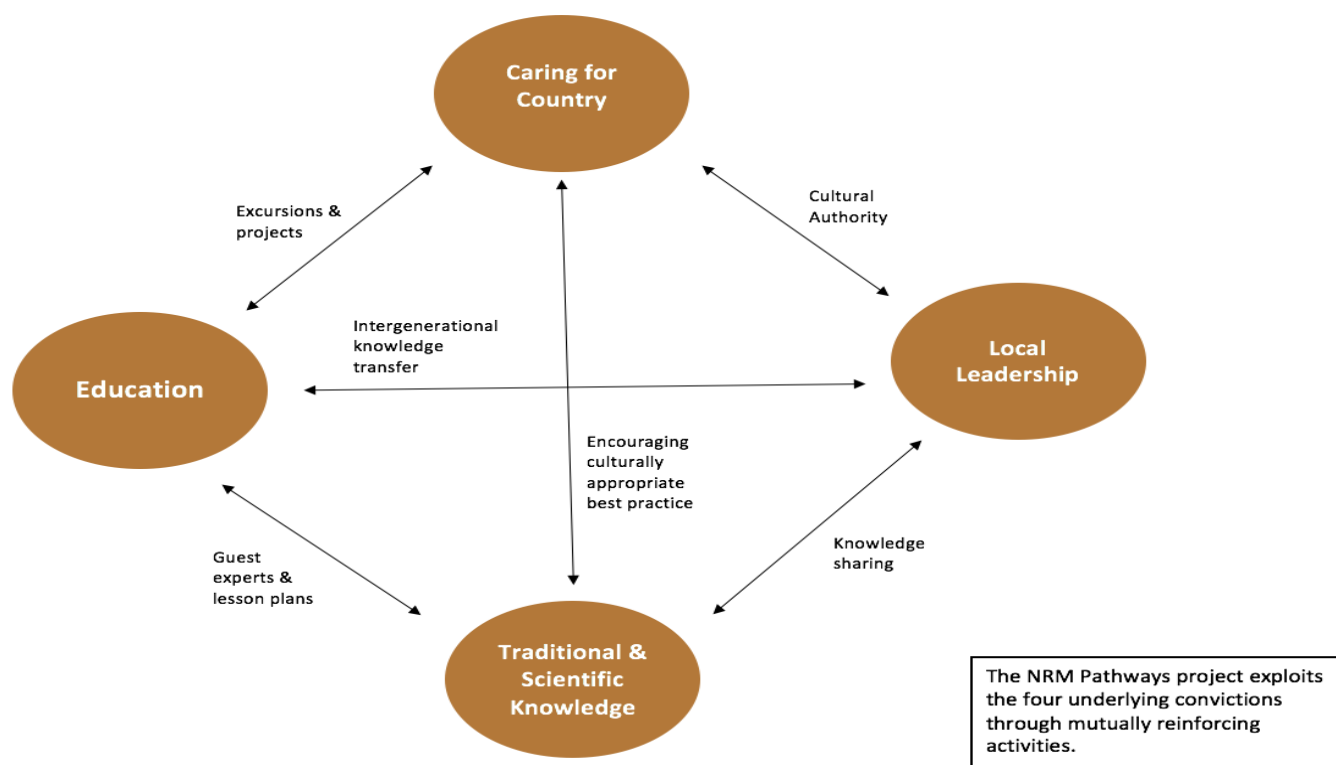
The project will endeavor to instill cultural change within the Ballardong Nyoongar community by the following processes:

- The intergenerational transfer of traditional cultural knowledge from the Elders to the young people to ensure the protection of the Nyoongar culture.
- The cooperation and support of the local school to include Nyoongar culture into the school and class plans over 2017 and 2018.
- The establishment of the Ballardong Elders Council which will encourage and support the Nyoongar NRM Pathway project.

Current Pilot Project Interventions:

1. Recruiting and engaging teachers, initially Quairading District High School, to incorporate local traditional knowledge along with the natural sciences into classroom activities and lessons.
2. Establishing linkages between schools, local organisations, university scientists and Elders through:
 - a. Forming Ballardong Elders' Council to guide activities, advise teachers and provide cultural authority to to various regional development and NRM activities.
 - b. Signing MOUs with local government, schools and businesses to secure ongoing support and participation.
 - c. Class incursions and excursions with elders, academics and community leaders.
3. Establishing formal pathways across primary, secondary and tertiary education, including Muresk College, that:
 - a. Support the retainment of skills and employment opportunities on Ballardong country
 - b. Provide clear options and pathways to employment and tertiary education
 - c. Foster innovation, entrepreneurship and business skills in future Nyoongar generations.

These interventions are designed to bring together the four key assumptions outlined above through a range of activities:



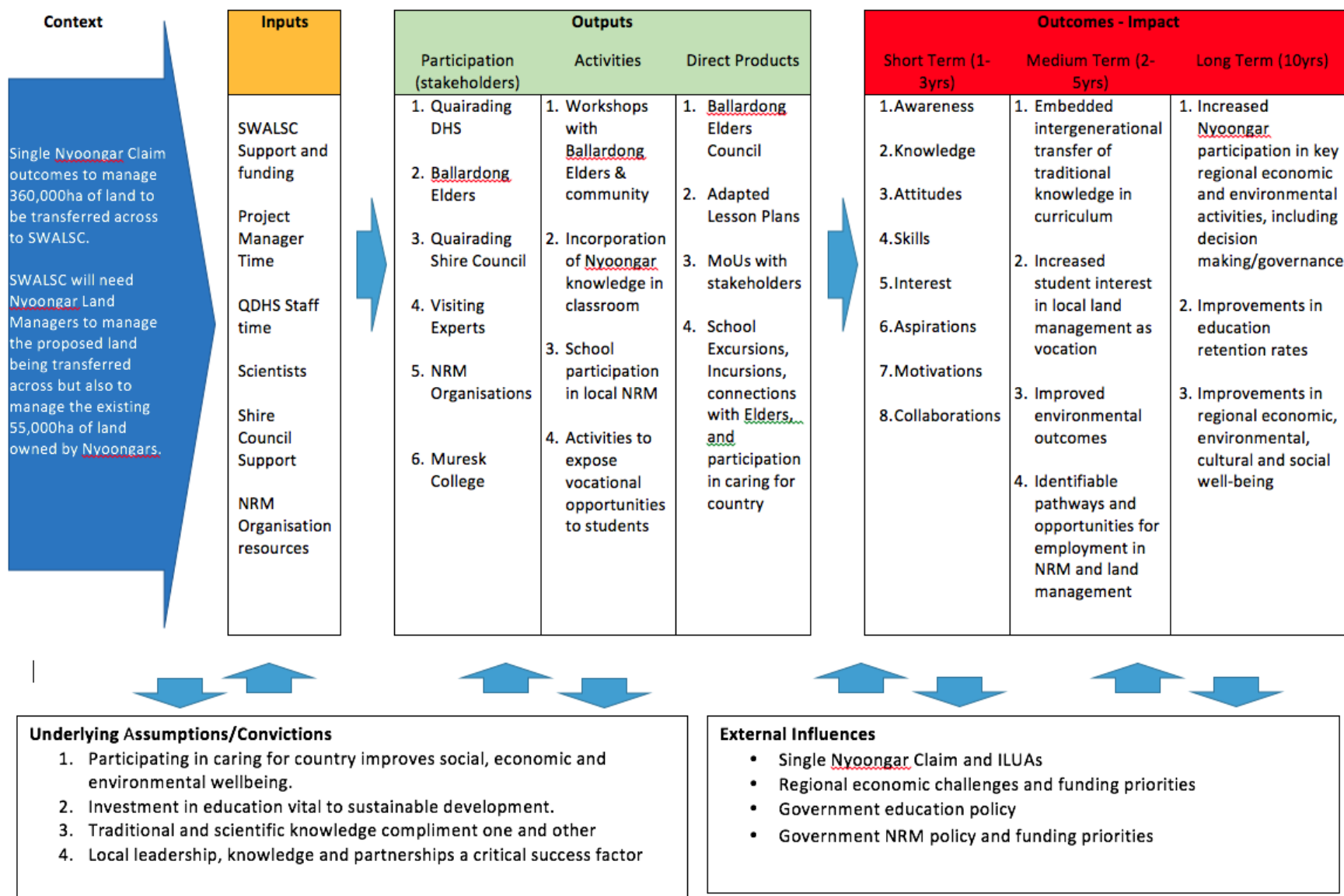
The activities are each designed to produce a range of short, medium and long term outcomes (see next page)

For more information:

David Collard
0433 137 277

wardong1@aapt.net.au

Nyoongar NRM Pathway Pilot Project - Program Logic





Shire of Quairading

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10 Jennaberring Road, Quairading WA 6383 ~ P.O. Box 38, Quairading WA 6383
Telephone (08) 9645 1001 ~ Fax (08) 9645 1126
All correspondence to be addressed to Chief Executive Officer

Your Ref:

Our Ref: Noongar Pathways Project
COMMUNITY SERVICES 03.04 #02

GAF:RMB

20th December 2018

To Whom It May Concern,

Letter of Support – Noongar Pathways Project

This is a Letter of Support by the Shire of Quairading for the Noongar Pathways Project.

The Shire of Quairading initiated the Reconciliation Action Plan process in 2012 promoting “*an inclusive community with strong relationships across cultures, based on mutual respect and understanding*”. This encourages and supports a number of initiatives generated within the Shire Administration, the local community and through external bodies.

The Shire sees the Noongar Pathways Project as a multidisciplinary program creating synergies between a number of departments and organisations within the Shire and regionally.

The Noongar Pathways Project is considered to be an initiative which actively addresses a number of objectives within the Shire’s Strategic Community Plan and Reconciliation Action Plan.

Strategic Community Plan

ECONOMIC OBJECTIVE: *Growing economy and employment opportunities*

SOCIAL OBJECTIVE: *Active, healthy, safe and inclusive community*

NATURAL ENVIRONMENT OBJECTIVE: *To preserve and sustain our natural environment*

Reconciliation Action Plan

RELATIONSHIPS - *Engagement: bringing people together; and cultural awareness training*

RESPECT - *Visible recognition of First Peoples of Australia cultures, history and peoples and protocols*

OPPORTUNITIES - *Inclusion, employment, health and healing and cultural opportunities*

David Collard as Program Manager for the Noongar Pathways Project has been a regular presenter at the RAP Committee Meetings providing progress reports on the delivery of the project and its vision moving forward.

The Shire sees the Noongar Pathways Project as an innovative and progressive program addressing a range of social, economic and environmental issues with tangible benefits at both a local and regional level.

Yours faithfully,

GRAEME FARDON
Chief Executive Officer

Draft Memorandum of Understanding (MOU) Nyoongar NRM Pathway Pilot Project

Memorandum of Understanding
between
South West Land and Sea Council (SWALSC) and
Shire of Quairading (Shire)

April 2020

The Shire of Quairading agrees to partner with SWALSC to progress the Nyoongar NRM Pathway Pilot Project to support the project's engagement with local schools, businesses and neighbouring local governments.

This MOU signals the intent of both the Shire and SWALSC to provide reasonable time and resources sufficient to ensure the project's success. As the lead organization in the process, SWALSC will be responsible for managing relationships with local Elders and NRM groups.

As a supporting partner the Shire will provide access to Shire facilities and promote the delivery of the Nyoongar NRM Pathway Pilot Project in alignment with the Shire's Strategic Community Plan and its Reconciliation Action Plan.

This agreement will be binding for a period of two years from the Date of Signing.

This Memorandum of Understanding will be effective XXXX, 2020.

Shire of Quairading

GRAEME FARDON
Chief Executive Officer

SWALSC

DAVID COLLARD
Project Coordinator

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 28th May 2020, commencing at 2 pm at the Council Chambers, 10 Jennaberring Road, Quairading. (Venue to be confirmed)

ITEM 16 CLOSURE

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