



Ordinary Council Meeting

Notice of Meeting | 30th September 2021

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 30th September 2021 commencing at 2.00 pm.

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

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED

Graeme Fardon

Graeme Fardon
CHIEF EXECUTIVE OFFICER

Date: 24th September 2021

Disclaimer

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

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CONTENTS

Agenda Item		Page
ITEM 1	OPENING & ANNOUNCEMENTS.....	3
ITEM 2	ATTENDANCE AND APOLOGIES	3
ITEM 3	PUBLIC QUESTION TIME.....	3
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS.....	4
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
ITEM 6	DECLARATIONS OF INTEREST.....	4
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING	5
7.1	Confirmation of Minutes: Ordinary Council Meeting – 26 th August 2021.....	5
7.2	Business Arising.....	5
ITEM 8	RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)	32
8.1	Reconciliation Action Plan Committee Meeting Minutes – 11 th August 2021.....	32
8.2	Local Emergency Management Committee Meeting Minutes – 9 th September 2021.....	40
8.3	Quairading Medical Executive Committee Meeting Minutes – 16 th September 2021.....	47
ITEM 9	RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION.....	48
9.1	Audit and Risk Committee Meeting Minutes – 14 th September 2021.....	48
	<i>1)2020/2021 Financial Audit – Office of the Auditor General (OAG).....</i>	<i>48</i>
	<i>2)Grant Funding Status Report</i>	<i>48</i>
	<i>3)Report on Excess Annual Leave and Long Service Leave.....</i>	<i>49</i>
	<i>4)Risk Management Dashboard Review – June 2021.....</i>	<i>49</i>
ITEM 10	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING	72
ITEM 11	MATTERS FOR CONSIDERATION – FINANCE & AUDIT	73
11.1	Accounts for Payment – August 2021.....	73
11.2	Financial Information – Statements of Income and Expenditure for the Period Ending – 31 st July 2021	80
ITEM 12	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION.....	83
12.1	Shire Administration Centre and Works Depot Reception Closure between Christmas and New Year	83
12.2	Business Support Grants Program (2021/22) – September 2021.....	86
ITEM 13	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING	94
ITEM 14	MATTERS FOR CONSIDERATION – WORKS	95
14.1	RFQ Bituminous Surfacing Application Works for 2021/22 Year	95
ITEM 15	URGENT COUNCILLORS' BUSINESS	98
ITEM 16	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)	99
ITEM 17	NEXT MEETING DATE.....	99
ITEM 18	CLOSURE.....	99

SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Deputy Shire President opened the Meeting at _____ pm.

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

Cr Cowcill requested through the CEO that Michelle Magdy of Tennis West be invited to make presentation to Council in regard to Community Tennis Clubs.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mrs LM Horton	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy
Mrs AG Strauss	Executive Officer

Observers/Visitor

Apologies

Leave of Absence Previously Granted

Shire President Cr Wayne Davies for the 30th September 2021 Ordinary Council Meeting.

Cr John Haythornthwaite for the 30th September 2021 Ordinary Council Meeting.

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Michelle Magdy Head of Tennis - South, Western Australian Tennis Association Inc (Tennis West) will be presenting to Council in regard to a revised service model for stakeholders called Thriving Tennis Communities.

"In moving to a more value driven approach to servicing our clubs, we are shifting the dial from the main drivers of affiliation being insurance and access to funding to seeing Tennis West staff as the valued resource through a more tailored approach to individual clubs needs and requirements.

Changing the legacy is the challenge we are currently working through with so far very positive results thus far."

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 26th August 2021

RECOMMENDATION

MOVED _____ SECONDED _____

That the Minutes of the Ordinary Meeting of Council held on the 26th August 2021 be confirmed as a true and accurate.

____/____

Voting Requirements – Simple Majority

7.2 Business Arising

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 26th August 2021 commencing at 2.01 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.01 pm.

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

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
Mrs LM Horton	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy
Mrs AG Strauss	Executive Officer

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Cr John Haythornthwaite

Disclosure of Interest

Cr Jo Haythornthwaite - Declared an Impartiality Interest with Item 5.1 Application for Leave of Absence – Cr John Haythornthwaite. Extent of Interest -Kinship.

An application for Leave of Absence has been received from Cr John Haythornthwaite for the Ordinary Meetings of Council scheduled for the 26th August 2021 and 30th September 2021. The Council in accordance with Section 2.25 of the *Local Government Act 1995* may by resolution grant Leave of Absence to an Elected Member.

RECOMMENDATION

That Cr John Haythornthwaite be granted Leave of Absence in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meetings of Council scheduled for the 26th August 2021 and the 30th September 2021.

RESOLUTION: 14-21/22

MOVED Cr Hippisley SECONDED Cr Stacey

That Cr John Haythornthwaite be granted Leave of Absence in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meeting of Council scheduled for the 30th September 2021.

CARIED 8/0

Reason for Variation from Recommendation

Cr John Haythornthwaite was in attendance at the Meeting, so the Application for Leave of Absence for the 26th August 2021 was withdrawn.

5.2 Application for Leave of Absence – Shire President Cr Wayne Davies

An application for Leave of Absence has been received from the Shire President Cr Davies for the Ordinary Meeting of Council scheduled for the 30th September 2021. The Council in accordance with Section 2.25 of the *Local Government Act 1995* may by resolution grant Leave of Absence to an Elected Member.

RESOLUTION: 15-21/22

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That Shire President Cr Davies be granted Leave of Absence in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meeting of Council scheduled for the 30th September 2021.

CARIED 8/0

ITEM 6 DECLARATIONS OF INTEREST

Cr Jo Haythornthwaite - Declared an Impartiality Interest with Item 5.1 Application for Leave of Absence
- Cr John Haythornthwaite. Extent of Interest - Kinship.

Cr Hippisley - Declared an Impartiality Interest with Item 14.1 QDHS Bush Tucker Garden Project. Extent
of Interest - Chairman of School Council.

INTENTIONALLY LEFT BLANK

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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

RESOLUTION: 16-21/22**MOVED Cr Cowcill SECONDED Cr Jo Haythornthwaite**

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

CARRIED 8/0

7.2 Business Arising

Nil

7.3 Confirmation of Minutes: Special Meeting of Council – 10th August 2021

RESOLUTION: 17-21/22**MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness**

That the Minutes of the Special Meeting of Council held on the 10th August 2021 be confirmed as a true and accurate.

CARRIED 8/0

7.4 Business Arising

Nil.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

No matters for consideration.

INTENTIONALLY LEFT BLANK

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

9.1 Quairading and Districts Sport & Recreation Council Meeting Minutes – 27th July 2021

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 18-21/22

MOVED Cr Stacey SECONDED Cr Hippisley

That Council receive the Minutes of the Quairading & Districts Sport & Recreation Council for its Meeting of 27th July 2021.

CARRIED 8/0

That Council consider the Quairading and Districts Sport & Recreation Council's Recommendation:-

1) Precinct Concept Plan

RESOLUTION: 19-21/22

MOVED Cr McGuinness SECONDED Cr Cowcill

RECOMMENDATION

That the Quairading and Districts Sport & Recreation Council recommend to Council: -

1. That the Concept Plan be revised to include a second ladies Changeroom, a second umpire's facility and modifications to the hard court layout;
2. That the feasibility of hockey field location and surface be researched and considered; and
3. That once the Final Design Revisions has been received, Council proceed to engage a Quantity Surveyor to provide an Estimate of Probable Costs for Forward Planning and future Grant Funding Applications.

CARRIED 8/0

IN BRIEF

- Quairading and Districts Sport & Recreation Council Meeting held on the 27th July 2021.
- One (1) Recommendations for Council's Consideration.

MATTER FOR CONSIDERATION

For Council to be informed of discussions and recommendations of the Quairading and Districts Sport & Recreation Council and to determine its position in regard to the Recommendations.

BACKGROUND

The Quairading and Districts Sport & Recreation Council met on 27th July 2021 from which there one (1) recommendation for Council consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

The Sport & Recreation Council is a formal Occasional Committee of Council.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Council has budgeted for Recreation Consultancy Expenses in both the 2020/2021 and 2021/2022 Financial Years. All Costs incurred to date are within Budget parameters.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. Governance and Leadership
5.1 Shire communication is consistent, engaging and responsive
5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

COMMUNITY CONSULTATION

Not required as an operational matter.

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

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

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

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

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

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

9.2 Strategic Planning Committee Meeting Minutes – 10th August 2021

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes of Meeting
Owner/Applicant	N/A
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

RESOLUTION: 20-21/22

MOVED Cr McGuinness SECONDED Cr Cowcill

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 10th August 2021.

CARRIED 8/0

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

1) Ageing in Place Concept Plan

RESOLUTION: 21-21/22

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: SP02-21/22

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Concept Plan for the layout of Lot 501 Suburban Road as drafted by Slavin Architects.
2. That Council proceed to further develop the Concept Design and obtain a Quantity Surveyor Estimate of the Lot 501 Suburban Rd Independent Living Units Precinct of 5 x Duplex ILU, a Community Building and precinct infrastructure and services.

CARRIED 8/0

2) Project Management Status Report

RESOLUTION: 22-21/22

MOVED Cr Stacey SECONDED Cr Hippisley

RECOMMENDATION: SP03-21/22

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

IN BRIEF

- Strategic Planning Committee Meeting held on the 10th August 2021.
- Two (2) Recommendations for Council's Consideration.

MATTER FOR CONSIDERATION

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

BACKGROUND

The Strategic Planning Committee met on 10th August 2021 from which there are two (2) recommendations for Council consideration, namely: -

- RESOLUTION: SP02-21/22
- RESOLUTION: SP03-21/22

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP02-21/22– Council has budgeted for Architectural Consultancy Services to assist with the Aging in Place Precinct Concept in both the 2020/2021 and 2021/2022 Financial Years. Services provided are and will be within the Budget Allocations.

SP03-21/22 –Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. Community	
1.1	Work collaboratively with local and regional service providers to engage the community as active citizens.
1.3	Advocate for the provision of quality health services, health facilities and programs in the Shire
5. Governance and Leadership	
5.1	Shire communication is consistent, engaging and responsive
5.2	Forward planning and implementation of plans to determine Strategic Plan and service levels
5.3	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

COMMUNITY CONSULTATION

Ageing in Place Working Group consulted as part of the Precinct Planning.

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.

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – July 2021

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) July 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 23-21/22

MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill

That Council note the following:

1. That Schedule of Accounts for July 2021 covering Municipal Vouchers 23846 to 23852, EFT 9512 to EFT 9686, totalling \$741,563.36 be received (Attachment i); and
2. That Police Licensing payments for the month of July 2021 totalling \$25,077.50 be received (Attachment ii); and
3. That fund transfers to the Corporate Credit Card for July 2021 balance totalling \$651.72 be received (Attachment iii); and
4. That Net Payroll payments for the month July 2021 totalling \$123,955.10; and
5. That the Lease payment for the month of July 2021 on the CESM Vehicle totalling \$2,423.72.

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.11/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during July 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2021/2022 Budget.

Payments made for the 2021/22 Year in the Payments List have been included in Council's Budget in accordance with section 6.8 of the Local Government Act 1995.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. Governance and Leadership
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

11.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st July 2021 (to be presented in September 2021)

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

IN BRIEF

- Monthly Financial Statements for the period ending 31st July 2021 were unable to be completed in time for the 26th August 2021 Ordinary Council Meeting.
- The year-end processes for the 2020/21 financial year are being performed by Bob Waddell and Associates (Contractor) and are yet to be finalised. 2020/21 Closing Balances for Accounts have not been rolled-over, therefore the Accounts do not yet have Opening Balances for 2021/22. Due to this, accurate Financial Statements for the July 2021 period cannot be produced for this Meeting.
- The Financial Statements for July and August 2021 will be presented at the 30th September 2021 OCM.

BACKGROUND

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

STATUTORY ENVIRONMENT

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

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

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

Regulation 34 (4)(a) allows for a statement of financial activity and the accompanying documents to be presented at an ordinary council meeting that is within 2 months after the end of month to which the statement relates. Regulation 34 (4)(b) further prescribes that such statements presented will then be recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Model Monthly Financial Statements cost \$430 (2018/19), \$1,595 including Budget Templates (2019/20) and was provided as complimentary by Moore Australia for 2020/21. There will be an ongoing annual expense if the latest model is needed. Council budgets for this expense each year.

Staff time is used to update and customise the template for Council preferences.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. Governance and Leadership
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 WALGA – Annual General Meeting: Executive and Member Motions

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Extract: WALGA Annual General Meeting
Owner/Applicant	WALGA – CEO Nick Sloan
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 24-21/22

MOVED Cr McGuinness SECONDED Cr Hippisley

Council to provide direction to Council's voting delegates for the WALGA Annual General Meeting.

Motion #	Title	Support	Not Support
3.1	Amendments to WALGA's Constitution (01-001-01-0001 TL)	✓	
3.2	Cost of Regional Development	✓	
3.3	CSRFF Funding Pool and Contribution Ratios	✓	
3.4	Regional Telecommunications Project	✓	
3.5	Review of the Environmental Regulations for Mining	✓	

CARRIED 8/0

IN BRIEF

- The Annual General Meeting of the Western Australian Local Government Association will be held on Monday 20th September 2021.
- Five Motions will be discussed and voted upon at this meeting. Council is requested to provide Council's two (2) voting delegates with voting directions on any Motions relevant to Council.
- Council's Nominated Voting Delegates for the 2021 AGM are: -
Cr McGuinness
Deputy Shire President Cr Jo Haythornthwaite
Proxy 1 – Shire President Cr Davies
Proxy 2 – Cr Hippisley

MATTER FOR CONSIDERATION

5 Motions to the Annual General Meeting submitted for consideration by Council and give direction to Council's Voting Delegates.

BACKGROUND

The detailed wording of the Motions, Member Council Comment and WALGA Secretariat Comments are provided in the AGM Agenda Papers Extract provided with this Report.

Each Consideration of Executive and Member Motions (Item 3 in the AGM Agenda) are as follows: -

- 3.1 *Amendments to WALGA's Constitution (01-001-01-0001 TL)*
- 3.2 *Cost of Regional Development*
- 3.3 *CSRFF Funding Pool and Contribution Ratios*
- 3.4 *Regional Telecommunications Project*
- 3.5 *Review of the Environmental Regulations for Mining*

Item 3.1 - Motion relates to a number of Amendments to the Association's Constitution and has been proposed by the WALGA Executive and has been supported by a Special Majority Vote of State Council. Recommend Council support the Executive Motion.

Item 3.2 - Council should strongly support this Motion proposed by the Shire of Gnowangerup, given Council's recent experience of the extreme Costs of providing Utilities (and the additional Headworks Charges) for the Light Industrial Area Subdivision with no avenue for realistic Cost Recovery through the Sale of the Lots.

Item 3.3 - Motion proposed by the Shire of Dardanup calls upon WALGA to lobby for a doubling of the Funding Pool available under the Community Sporting and Recreation Facilities Fund (CSRFF) and for a review of the Funding Model to increase the State Government Contribution from 33:33:33 basis to a 50:50 basis. This is particularly relevant when a local Sporting Club is unable to contribute it's one third portion and is then responsibility falls upon the Council to fund up to the 66% of the Project Cost.

Item 3.4 - Motion proposed by the Shire of Esperance calling for WALGA to lobby for an increase in State Government Funding towards Regional Telecommunications Projects. State Government Funding has decreased from a high of \$60.0M to \$5.0M while the Federal Government has increased Funding to \$80.0M.

STATUTORY ENVIRONMENT

Annual General Meeting convened in accordance with WALGA Constitution.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

N/A - WALGA AGM Motions to be considered by the Member Councils' Delegates.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. Governance and Leadership
5.1 Shire communication is consistent, engaging and responsive
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating is assessed as Low. Motions to be debated at the WALGA AGM.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating is assessed as Low. Council is a Member Council of WALGA and active Participant at Central Country Zone level and the Annual General Meeting.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

14.1 QDHS – Bush Tucker Garden Project

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) QDHS Bush Tucker Garden Proposal (ii) EMWS - Works Cost Estimate (iii) Western Stabilisers Quote
Owner/Applicant	Quairading District High School
Disclosure of Interest	Cr Hippisley - Declared an Impartiality Interest with Item 14.1 QDHS Bush Tucker Garden Project. Extent of Interest - Chairman of School Council.

OFFICER RECOMMENDATION

RESOLUTION: 25-21/22

MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

1. That Council provide "In Kind" assistance in the form of Site Preparation Works on the Quairading District High School Campus for the Bush Tucker Garden Project.
2. That Council note that the Request from the Quairading District High School was received after the Council's Adoption of the 2021/2022 Budget and will be an additional Project.
3. That Council fund the Works from the existing Adopted Budget Allocations for Employee Costs, Materials and Contractors to the maximum Value of \$4,439.00.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- Council received a Presentation from representatives of the Quairading District High School on the 26th August 2021 detailing the Plans for the proposed Bush Tucker Garden Project.
- The School has established a number of Partnerships to bring the various components of the Project to fruition in the 2021 School Year.
- The School has sought "in kind assistance" from Council to assist with the removal of the old bitumen from the tennis court and to rip the ground for the Plantings.
- A Second Request, was for financial assistance towards the extension of the water supply pipe to the Bush Tucker Garden Site. In discussion with the P&C President, this request has been directed for the P&C to fund.
- The CEO and EMWS have subsequently liaised with the School Principal on the proposed Project.
- Due to the confined working area, a regional contractor has been called upon to quote on the stripping of the bitumen surface and to break up the gravel basecourse.
- Council Labour & Plant could then be utilised to cart the material to the Waste & Recycling Facility for reuse of suitable material as clean fill.

MATTER FOR CONSIDERATION

Extent of "In Kind" assistance towards the Quairading District High School's Bush Tucker Garden Project.

BACKGROUND

The EMWS has identified that Council does not have small enough Plant to strip the bitumen surface or to rip the basecourse, however Council Labour & Plant could be utilised to transport the stripped material to the WRF for reuse.

Attached is the costings for the removal of bitumen and disposal and preparing base for establishment of gardens.

The area is half of the tennis courts being 15metres x 29 metres (435M2)

Due to the confined area, regional Contractor Western Stabilisers were requested to quote:

Bomag to 20mm depth so Shire can remove existing seal.

Bomag to 220mm depth for base to be prepared for planting.

Shire Works Staff to remove 20mm of seal surface and transport to WRF site to be used as fill material.

In Summary, the total Cost of the Contractor component is \$3880.00 and Council Labour & Plant \$559.00, totalling \$4,439.00.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has not specifically budgeted for this Request as it has come after Council's Budget Workshops and Budget Adoption.

However, Council has budgeted for an overall Amount of \$1.46M in Materials & Contractors across all Council's Projects & Programs.

The Labour & Plant Cost of \$559.00 can be accommodated within the Townsite Road Maintenance and WRF Operating Budgets.

Council may support the Project for it to proceed and if necessary, any Variations required can be considered as part of Council's Budget Reviews in November 2021 and February / March 2022.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. Community
1.2 Provide social and cultural activities for all members of the community
3. Built Environment
3.1 Safe, efficient and well maintained road and footpath infrastructure
5. Governance and Leadership

5.1 Shire communication is consistent, engaging and responsive

5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

COMMUNITY CONSULTATION

Consultation has occurred with the Acting Principal and the Quairading District High School and the President of the School P&C Association.

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

Financial – Risk Matrix Rating is assessed as Low. Whilst a relatively small financial commitment, Council has not budgeted specifically for this Project. Amount can be accommodated from the existing Adopted Budget for Materials & Contractors. Full extent of Council's Financial commitment has been identified.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low. In Kind Work and engagement of Contractor within Council's normal Operations and Structure. Contractor utilised by Council for Road Stabilising Work.

Natural Environment – Risk Matrix Rating is assessed as Low. Materials from the Project Site can be utilised as Fill at the Waste & Recycling Facility.

ITEM 15 URGENT COUNCILLORS' BUSINESS

RESOLUTION: 26-21/22**MOVED Cr Smith SECONDED Cr Hippisley**

That Council accept Urgent Councillors' Business.

CARRIED 8/0**Cr Smith**

Cr Smith enquired if Council needs to endorse his intention to register for Day 1 of the WALGA Convention 2021.

The Chief Executive Officer advised that Registration Costs for the Annual WALGA Convention was provided for within Council's Budget and secondly, Council does not have a Policy which limits the number of Elected Members attending the Convention.

Further, Councillors were encouraged to attend the Convention and other Professional Development opportunities.

ITEM 16 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

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

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

RESOLUTION: 27-21/22**MOVED Cr McGuinness SECONDED Cr Hippisley**

That Council consider the confidential report listed below in a meeting closed to the public at 2.41 pm in accordance with Section 5.23(2) of the Local Government Act 1995:

- 16.1 Chief Executive Officer's Annual Performance Review (Confidential Item)
- 16.2 Chief Executive Officer – Offer of Employment (Confidential Item)

CARRIED 8/0**2.41 pm**

Council Staff - Mr Allan Rourke, Mr Richard Bleakley, Mrs Leah Horton and Mrs Anthea Strauss left the Meeting.

The CEO, Mr Fardon remained in the Meeting.

16.1 Chief Executive Officer's Annual Performance Review (Confidential Item)

A full report was provided to Elected Members under separate cover. The report is not for publication.

RESOLUTION: 28-21/22**MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite**

That Council: -

1. Notes that Mr Graeme Fardon's Performance Review in his role as Chief Executive Officer for the Shire of Quairading for the Period 1st July 2020 to 30th June 2021 has been undertaken.
2. Endorses the Performance Review Report for the 2020/2021 Review Period and the KPI's for the next Review Period 1st July 2021 to 17th December 2021*
3. Approves the Variation of the Total Reward Package to provide for a 1.0% increase in Mr Fardon's Base Salary and to acknowledge the increase in the Compulsory Superannuation Guarantee from 9.5% to 10.0% effective from the 1st July 2021 and notes that the Total Reward Package is within Band 4 of the 2021 Determination of the Salaries and Allowances Tribunal (as revised by SAT).

CARRIED BY ABSOLUTE MAJORITY 8/0

* Absolute Majority

16.2 Chief Executive Officer – Offer of Employment (Confidential Item)

A full report was provided to Elected Members under separate cover. The report is not for publication.

RESOLUTION: 29-21/22

MOVED Cr Smith SECONDED Cr Jo Haythornthwaite

That Council:-

1. Is satisfied with the proposed Terms of the CEO Employment Contract (in accordance with Section 5.36(2)(b) of the *Local Government Act 1995*) as detailed in Confidential Attachment (ii), being for a period of 5 Years and inclusive of a Total Reward Package valued at \$191,600 calculated in accordance with the 2021 Salaries and Allowances Tribunal Local Government Determination and within Band 4 and approves the Contract being offered to the preferred Candidate. *
2. Authorises the Shire President and the CEO, Mr Fardon to execute the CEO employment contract and apply the Common Seal in accordance with section 9.49A(1)(a) of the *Local Government Act 1995*, subject to the Candidate agreeing to enter into the proposed terms of the CEO Employment Contract without amendment; and
3. Notes that subject to the Candidate named in Confidential Attachment (ii) accepting the proposed terms of the CEO Employment Contract, the Candidate is appointed to the position of CEO at the Shire of Quairading from the 1st December 2021.*
4. Authorises the Shire President to present the Contract to the Candidate and, if the Candidate negotiates under clause 12 of Schedule 2 of the *Local Government (Administration) Regulations 1996* terms different to the proposed terms, the amended proposed Contract will be provided to Council for approval before the Contract is executed.
5. Authorise that following the execution of the Employment Contract referred to in Resolution 2 & 4 above, the name of the preferred Candidate be made public and notification to be given to the Department of Local Government, Sport and Cultural Industries.
6. Considers that the Recruitment and Appointment of the new CEO has been undertaken and completed in accordance with *the Local Government Act 1995, Local Government (Administration) Regulations 1996* and the Shire of Quairading CEO Standards for Recruitment, Performance and Termination.

CARRIED BY ABSOLUTE MAJORITY 8/0

* Absolute Majority

RESOLUTION: 30-21/22

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That the meeting be open to members of the public at 3.04 pm.

CARRIED 8/0

3.04 pm

Council Staff - Mr Allan Rourke, Mr Richard Bleakley, Mrs Leah Horton and Mrs Anthea Strauss returned to the Meeting.

16.3 Public Reading of Resolution

Should there be any members of the public in attendance at the re-opened Meeting, the Shire President is to read aloud the decisions made by Council while the Meeting was closed to the public.

No Members of the public in attendance.

ITEM 17 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 30th September 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

Shire President Cr Wayne Davies advised the Meeting the Deputy Shire President Cr Jo Haythornthwaite will Chair the September Ordinary Council Meeting in his absence.

Shire President Cr Wayne Davies commented that this is the last Ordinary Council Meeting and thanked Councillors and Staff for their support over the years, and commented that it had been a very interesting 10-years on Council. He further stated that it has been a privilege to represent the Community.

Shire President Cr Wayne Davies thanked the CEO Graeme Fardon for his 28 years of Service to Council and the Community.

The Chief Executive Officer thanked Shire President Cr Wayne Davies for his outstanding leadership and commitment to Council and the Community over his 10 Years on Council. Mr Fardon also thanked Cr Davies for the excellent working relationship developed between the Shire President and the CEO over the past 4 years and wished Cr Davies well for the future.

ITEM 18 CLOSURE

There being no further business, the Shire President closed the Meeting at 3.09 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26th August 2021 were confirmed on the 30th September 2021 as recorded on Resolution No. _____

Confirmed..... 30/09/2021

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

8.1 Reconciliation Action Plan Committee Meeting Minutes - 11th August 2021

RECOMMENDATION

MOVED _____ **SECONDED** _____

That the Minutes of the Reconciliation Action Plan Committee Meeting held on the 11th August 2021 be received.

____/____

Voting Requirements - Simple Majority

SHIRE OF QUAIRADING

Reconciliation Action Plan Committee

The Reconciliation Action Plan Committee Minutes of Meeting held on Wednesday 11th August 2021 commencing at 10.05 am.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson, Cr Davies welcomed everyone to the Meeting and declared the Meeting open at 10.05 am.

Cr Davies commenced meeting with Acknowledgement of Country: -

"Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar / Balladong 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

2.1 Committee Members

Cr Wayne Davies	Shire President
Cr Trevor Stacey	Councillor
Ms Margaret Collard	Nyoongar Representative – Blurton Family
Mrs Muriel Collard	Nyoongar Representative – Collard Family
Mrs Winnie McHenry	Nyoongar Representative – Winmar Family
Mrs Cynthia Dann	Nyoongar Representative – Yarran Family - Proxy
Ms Jill Hayes	Quairading CRC / Wadjala Representative

2.2 Council Officers

Mr Richard Bleakley	IPR&SPO, Shire of Quairading
Mr Graeme Fardon	Chief Executive Officer

2.3 Observers / Invited Guests

Mrs Leah Boehme	A/Principal QDHS
Ms Danielle Hayden	Nyoongar Community
Mr Murray Yarran	Nyoongar Community
Mr Charlie Colbung	Nyoongar Community
Mr David Collard	Nyoongar Pathways
Mr Peter Smith	Quairading Agriculture Society
Mrs Jedda Trueman	A/Deputy Principal QDHS

2.4 Apologies

Ms Dallas Yarran	Nyoongar Community
Mrs Marilyn Reidy	Nyoongar Community
Mrs Janet Colbung	Nyoongar Representative – Colbung Family
Mrs Karleen Walling	Shire Medical Centre
Sgt Annette Herod	Quairading Police

ITEM 3 DECLARATIONS OF INTEREST

Committee Members to use pro forma declaration of interest handed to Chairperson prior to meeting or verbal declaration of interest.

Nil, at this time.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 16th June 2021

MOVED Cr Stacey SECONDED Mrs Margaret Collard

That the Minutes of the Reconciliation Action Plan Committee Meeting held on 16th June 2021 be confirmed as a true and correct record of that Meeting.

CARRIED

4.2 Business Arising

- Location of Hockey Stick and Ball.
 - Question asked as to whether they had been located.
 - Response:**
 - Not in the Cabinet in the Council Foyer but will continue search for the items.
- CRC Inclusion in the RAP Innovate Plan.
 - CRC raised question whether their input had been taken onboard following the previous RAP Meeting.
 - Response:**
 - Apologies that it had not, but will follow up.
- Aboriginal Cultural Awareness.
 - To be extended beyond just Shire Workers
 - Feedback provided on the excellent Footy Club Event for NAIDOC Round.
- Badjaling – Yoting Road / Drainage.
 - Discussion on history and past processes.
 - Concern about past maintenance of the drainage and lack of consultation.

ITEM 5 ITEMS FOR DISCUSSION

5.1 Reconciliation Action Plan 2019-2021

Report provided by Richard Bleakley

Presentation, discussion and distribution of a draft Innovate Reconciliation Action Plan - 2021-23.

Request for further feedback on draft prior to submission to Reconciliation Australia.

Matters agreed upon:

- Meetings should be held every two months.
- Revisit the RAP Committee Terms of Reference.
- Selection of Family members for the RAP Committee to be on an annual basis.

5.2 Strategic Community Plan Review

Brief on the Strategic Community Plan Review and update by Richard Bleakley.

Strategic Community Plan 2021-31 adopted by Council at the July 2021 OCM.

Link: [Strategic Community Plan - 2021-31](#)

5.3 NAIDOC 2021 – THEME "Heal Country"

NAIDOC Week Sunday 04/07/21 – 11/07/21 (This is the National Dates).

Brief provided by Jeddah Trueman of QDHS:

Program to be conducted by QDHS in the 10th Week of Term 3.

Date	Program
Monday 20 th September 2021	Guest Speakers including Head Space.
Tuesday 21 st September 2021	Community Walk from Memorial to School
Wednesday 22 nd September 2021	Science Stem Cultural Day – Farm to Plate!
Thursday 23 rd September 2021	Cultural Day including Music and Art
Friday 24 th September 2021	Closing Assembly

5.4 Youth Program/Centre Update

Report provided by Richard Bleakley

(a) Centre Program

- Renovations to the Centre – Tentative date for completion is end of August 2021.

(b) Staffing:

- Two positions linked to the Youth and Community Engagement Program.
 - Youth Engagement and Inclusion Officer (0.6 FTE).
 - Youth Services Trainee (1 FTE).
- Youth Engagement and Inclusion Officer advertised with closing date 20th August 2021.

5.5 Naming of the Caravan Park Cabins

Display of Charlie Colbung's art work which will be used in the cabin signage.

Mr Collard attended briefly to describe his artwork.

The Meeting congratulated Charlie Colbung on the outstanding artwork.

5.6 Groves Access

Brief update provided by Graeme Fardon on the current status of the program.

- Shire has been engaging with local politician Mia Davies, PTA and ARC Infrastructure.
- There is broad agreement that an "easement" is the way forward.
- There is recognition by Mia Davies of the role RAP Committee is playing to exert pressure on relevant bodies and organisations to conclude this long drawn out process of securing access to the Groves with its historical and cultural significance to the local Noongar Community.

5.7 Centenary Agricultural Show

Discussion on the Noongar Cultural Display at the Centenary Agricultural Show.

Mr Peter Smith provided an update on the programming for the Show.

Centenary Show two years in the making!

Changes:

- No shearing competition this year.
- Will be opening at 12:00 pm.
- Will be closing late!

Currently finalising the Show program.

Seeking members from the Noongar Community to participate in the planning process.

Next Agricultural Society meeting on Tuesday 17th August 2021 with further meeting in September.

The Show will be held on 9th October 2021.

Volunteer Noongar representatives to liaise with Centenary Show Committee are:

- Murray Yarran and Jasmine Yarran.

5.8 2021 National Census

Brief by Richard Bleakley on the importance and significance of the National Census 2021.

- Scheduled for the 11th August 2021.
- Important that Quairading gets true documentation on the composition of the Quairading Community.

5.9 Council Elections

Brief by Graeme Fardon on Council Election process.

- 4 vacancies to be contested.
- Election Timetable
 - Electoral Roll – to be completed by 27th August 2021.
 - Nominations – 1 week – 2nd to 9th September 2021.
 - Elections- to be held on 16th October 2021.
- There is compulsory training for Councillors.
- Council is seeking diversity of the Community on Council.
- Mr Fardon invited anyone to contact him to discuss any aspect of being a Councillor or role of Council.

5.10 Cultural Tourism

Open discussion:

- Noongar Representation on Tourism Steering Group is sought.
- Names of Representatives to be discussed and determined at the next RAP Meeting.
- Development of a Cultural Tourism Program.

ITEM 6 COMMUNITY RESOURCE CENTRE

Report presented by Jill Hayes.

- CRC is a key partner in the RAP process.
- Promotion of Charlie Colbung's Art Workshop on 3rd September 2021.
- Role of the CRC in the development and promotion of Cultural Tourism.
 - Winnie McHenry and Janet Colbung.
 - Planning another cultural trip.
- Census 2021.
 - Significance of Census and assistance provided by the CRC to the Community.

ITEM 7 QUAIRADING DISTRICT HIGH SCHOOL

Presented by Leah Boehme

- Introduction and background from Leah Boehme, Acting Principal, whilst Pauline Wray is on Leave.
- Topics.
 - Noongar Language program- David Collard and Team.
 - Two Way Science program.
 - Bush Tucker Program.
 - Marine Industries program – robotic machinery / solar power.
- Question
 - Cynthia Dann – Location of the Bush Tucker Garden?

Response:

 - Proposed to be developed on half of the old Tennis Court Area.
 - Significance of current site so kids are familiar with and can relate to QDHS.

ITEM 8 QUAIRADING POLICE REPORT

- Nil Report
Apology from Sergeant Annette Herod as she was unable to attend this Meeting.

ITEM 9 SHIRE MEDICAL CENTRE

- Nil Report
Apology from Karleen Welling as she unable to attend this Meeting.

ITEM 10 NOONGAR PATHWAYS PROGRAMME

Presented by David Collard

Provided a brief update on the program.

Goal –Creating employment opportunities for Local Youth.

Program:

- STEM Program – 2 Way Learning at QDHS.
- Language.
- Bush Tucker Program.

Recognition by David Collard of the role played by Quairading District High School in the delivery of the Program.

Pathways Program funded through LotteryWest will conclude at the end of 2021 but seeking further extension of the Grant Funding.

Other items:

- Elders Workshops for the Elders from Balladong Region (up to 40 participants).
 - Balladong Corporation – two Quairading Committee members appointed.
 - Murray Yarran.
 - David Collard.
 - Climate change.
 - Recognition of Beryl Dick at the Quairading Centenary Agricultural Show with art display.
- Balladong Trail 25th to 27th September 2021.
 - Hosted by the Northam Elders.

ITEM 11 OTHER MATTERS RAISED BY THE MEETING

As Raised by RAP Participants / Members and to be considered by the Meeting.

Muriel Collard

- Raised concerns about verge green waste and rubbish pick up.

Response by CEO:

- Council has resolved that there be no entry charges for waste at the tip for residents of the Shire.
- Exceptions are for items such as tyres, gas bottles, cars and asbestos which require additional handling and disposal.

ITEM 12 NEXT MEETING DATE

The next Reconciliation Action Plan Committee Meeting is scheduled to take place on Wednesday 13th October 2021, commencing at 10.00 am in the CRC Meeting Room.

ITEM 13 CLOSURE

There being no further business, the Chairperson thanked Members and Community for their active participation and declared the Meeting closed at 12.01 pm.

I certify the Minutes of the Reconciliation Action Plan Committee Meeting held on 11th August 2021 were confirmed on 13^h October 2021.

Confirmed.....13/10/2021

8.2 Local Emergency Management Committee Meeting Minutes – 9th September 2021

RECOMMENDATION

MOVED _____ SECONDED _____

That the Minutes of the Local Emergency Management Committee Meeting held on the 9th September 2021 be received.

____/____

Voting Requirements – Simple Majority

SHIRE OF QUAIRADING

Local Emergency Management Committee

The Local Emergency Management Committee Minutes of Meeting held on Thursday 9th September 2021 commencing at 4.30 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 4.33 pm.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr W Davies	Shire President / Chairperson
Mr G Fardon	Chief Executive Officer
Mr R Bleakley	Executive Manager Community, Projects and Strategic
Mr S Bell	Community Emergency Services Manager
Mr T Sandercock	St John Ambulance
Cr P Smith	Councillor
Ms L Boehme	Quairading District High School - Acting Principal

2.2 Observers / Visitors

Mrs L Horton	Executive Manager of Corporate Services
Cr JN Haythornthwaite	Deputy Shire President

2.3 Apologies

Mrs Y Grigg	DFES – District Emergency Management Advisor
Mr J Corrigan	DFES – Acting District Officer
Ms S Cutts	Quairading Co-op Manager
Mr A Duncan	Quairading Central BFB and Quairading VFERS
Mr D Richardson	St John Ambulance
Mrs D Ellison	HSM – Quairading District Hospital
Ms J Spadaccini	Department of Communities
Sgt A Herod	OIC Quairading Police
Mr N Gelmi	Chief Bush Fire Control Officer

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 10th June 2021

RECOMMENDATION: LEMC1- 21/22

MOVED Mr Sandercock SECONDED Cr Smith

That the minutes of the Local Emergency Management Committee Meeting held on 10th June 2021 be confirmed as a true and correct record of that Meeting.

CARRIED

4.2 Business Arising

- WAPOL Community Recognition Certificate presented to Ms Danielle Hayden by the Shire President
 - Cr Davies informed that he has presented the award to Ms Hayden and informed there was one other community member, Mr Jason Colbung that had also received a Community Recognition Award for assisting the Police.
- Lessons Learnt from TC Seroja – Debrief Reports from State Agencies
 - Due to Limited agencies in the room, this has been deferred to the December meeting.
- Desktop Exercise – Refer to Item 7
- Update on Bushfire Risk Management Plan Project
 - Due to the Bushfire Risk Planning Coordinator, Mr Brian Humfrey currently being on secondment to DFES Narrogin, he was unable to attend the meeting, a report will be provided at the December meeting.
- LEMA Due for Major review in 2022 – CESM to outline Review process at the December 2021 Meeting

ITEM 5 CORRESPONDENCE

5.1 Inward

Nil

5.2 Outward

Nil

ITEM 6 STANDING ITEMS

6.1 Update of Contacts

A contact list was emailed out with the agenda and will be emailed out with the Minutes for update.

No Changes were submitted at the meeting with the Contacts list to again be emailed out with the minutes requesting for updates.

6.2 Training Dates

No training dates have been scheduled.

ITEM 7 LEMC EXERCISES

An Exercise was scheduled to be held during this LEMC meeting, however due to Ms Grigg being unable to attend, the exercise has now been rescheduled to the March 2022 meeting.

The Exercise held will primarily be a desktop recovery exercise following the aftermath of a significant earthquake impacting the Quairading District and the utilisation of the Contacts and Resources section of the LEMA.

ITEM 8 AGENCY UPDATES

8.1 WA Police

Sgt Herod

Was not in attendance at this meeting.

8.2 St John Ambulance (SJA)

Mr Richardson

Was not in attendance at this meeting.

Mr Sandercock

Current issue with reduced active volunteer numbers, resulting in a neighbouring town being requested to attend a priority one call recently due to being unable to fill a local Crew.

Training has been reasonably well attended by those volunteers that are active.

Asked about a funeral that is to be held on Friday 17th September 2021 and information received from local sources that there will be eastern states travellers (Victoria, New South Wales) in attendance.

This was briefly discussed and Mr Sandercock was informed to speak to the Local Police in regard to the Funeral and COVID implications.

8.3 Fire and Emergency Services

Mr Corrigan

Was not in attendance at this meeting.

Ms Grigg

Was not in attendance at this meeting.

Mr Duncan

Was not in attendance at this meeting.

8.4 Quairading Co-op

Ms Cutts

Was not in attendance at this meeting.

8.5 Department of Communities

Mrs Spadaccini

Was not in attendance at this meeting.

8.6 Department of Education

Ms Boehme

Informed that the School had recently undertaken a lock down drill where all students and staff were to shelter in place in class rooms behind locked doors. Coming out of the drill it has been noted that there are many faulty locks within the school which are required to be replaced.

The school currently does not run on a keyed-alike system, making it difficult to organise and know what key is used for what room. This will also make it difficult if an emergency arose and first responder required immediate access to a key, as it could take some time to find the correct key.

8.7 Department of Health

Mrs Ellison

Was not in attendance at this meeting.

8.8 Local Government

Cr Davies

Informed that the Shire is currently in the final stages of the new CEO employment, with contracts being signed recently, further information will be distributed to Council staff and the Community in due course.

Welcomed Mrs Leah Horton to the Shire being the newly appointed Executive Manager of Corporate Services.

Local Government Council nominations closed at 4pm Thursday 9th September with four nominations for four positions available, with no requirement for an election to be held, informing that current Councillors, Cr Peter Smith and Cr Trevor Stacey, re-elected, and new councillors Cr EJ Chang and Cr Jo Hayes elected..

Cr Smith

Attended the WACHS Local Health Advisory Group Meeting with four delegates in attendance for the inaugural meeting. The LHAG discussed the Term of Reference, and other details and format of future meetings which are to be held quarterly.

Quairading Ag Society has erected a permanent shelter at the Greater Sports Ground and this will be utilised at the Quairading Show for many attractions targeted at children under 16 years old.

Mr Gelmi

Was not in attendance at this meeting.

Mr Duncan

Was not in attendance at this meeting.

Mr Fardon

Mr Fardon asked if any contingency plans were in place for St Johns during the time of the funeral if required. Mr Sandercock informed that no arrangements have been made at this stage.

Asked when Mrs Grigg was due to return. Mr Bell informing that he had not heard at this point in time.

Currently understaffed on the Works / Parks & Gardens Crew being three members down.

Recruitment was underway for several of the Positions.

Generators are services on a monthly basis at the Hall, Shire Admin Building and the Medical Practice, with WACHS being in charge of looking after the generator at Parker House / Arthur Kelly Village.

Ms Boehme asked where is the Evacuation Centre for the School should they be required to evacuate. Mr Fardon informed that the Town Hall is the Primary Welfare Centre. The Community Building and Bowling Clubhouse as listed as secondary evacuation points.

Mr Bleakley

Noongar representation at the LEMC meetings was raised at the last RAP meeting. This was agreed upon, although there has not been a delegate appointed to undertake this role at this time.

The Shire Hall draft Plans are currently being worked on to include showers, rendering the facility more functional as a Welfare Centre.

Drought Communities Program required an Adverse Events Plan to be prepared. This has been drawn up although not circulated. The document is a basic framework plan for events to assist in guiding in the right direction.

Mr Bell

The Fire Appliances have recently undergone major servicing ready for the commencement of this fire season. Current outlook for the Season, while still early, predictions have shown that there will be an increase in high fire danger weather and the increased chances of dry thunderstorms. There is also significant risks due to recent weather producing high fuel loadings around the district.

Within the CESM vehicle there is now an Iridium Go satellite communications device, which can also be removed and used elsewhere due to it being portable, although limiting capability when not connected to the main aerial mounted on the vehicle. Multiple users can connect to the device at any one time although due to the device having its on sim card, all calls out and SMS's sent will come from the same number and alternately all users will receive all calls and SMS's inbound.

Quairading BFAC meeting is scheduled to take place on the 14th October, with Brigade AGM's to be convened this time. Quairading Central have now attempted to hold their AGM twice although have not had a quorum, and requiring to postpone until further notice.

Mr Bell advised he would be on Leave from 20th September until the 11th October with the first week being time off in Lieu, but will still be available for emergencies. Support can and will be provided from neighbouring CESM's and the DFES regional office should it be required.

Mr Fardon asked if the Fire Control Officer Refresher Course had been rescheduled. Not at this time due to lack of availability from those requiring to take part, with the probability that the course will now be postponed to early next year.

ITEM 9 URGENT BUSINESS

There was no urgent business requiring discussion.

ITEM 10 NEXT MEETING DATES

Quarterly Meetings – 4.30pm Commencement

Thursday 2nd December 2021

ITEM 11 CLOSURE

There being no further business, the Chairperson closed the Meeting at 5.08pm.

I certify the Minutes of the Local Emergency Management of Council held on 9th September 2021 were confirmed on 2nd December 2021 as recorded.

Confirmed.....02/12/2021

8.3 Quairading Medical Executive Committee Meeting Minutes – 16th September 2021

The CEO has deemed the Minutes as confidential due to the information being of a commercial nature.

Local Government Act 1995 5.23 (2)(e)

The Minutes were provided to Elected Members under separate cover. The Minutes are not for publication.

RECOMMENDATION

MOVED _____ **SECONDED** _____

That the Minutes of the Quairading Medical Executive Committee Meeting held on the 16th September 2021 be received.

____/____

Voting Requirements – Simple Majority

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

9.1 Audit and Risk Committee Meeting Minutes – 14th September 2021

Meeting Date	30 th September 2021
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

MOVED _____ **SECONDED** _____

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 14th September 2021.

____/____

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

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

MOVED _____ **SECONDED** _____

RECOMMENDATION: AR2-21/22

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

1. Council receive the Interim Management Letter and Interim Management Letter Attachment from Anna Liang, Assistant Director Financial Audit; Office of the Auditor General for the audit Year ended 30th June 2021.
2. Council notes the Management's Responses and Planned Actions from the Auditor's Letter.
3. Council notes the Request submitted to the Department of Local Government, Sport and Cultural Interests for an Extension of time to the 31st October 2021 for the submission of the Annual Financial Statements to the Auditor.

____/____

2) Grant Funding Status Report

MOVED _____ **SECONDED** _____

RECOMMENDATION: AR3-21/22

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

Council notes the Grants Status Reports dated September 2021.

____/____

3) Report on Excess Annual Leave and Long Service Leave

MOVED _____ SECONDED _____

RECOMMENDATION: AR4-21/22

That the Audit and Risk Committee Recommend to Council that: -
Council receive the report on the Shire's Leave Liabilities.

___/___

4) Risk Management Dashboard Review – June 2021

MOVED _____ SECONDED _____

RECOMMENDATION: AR5-21/22

That the Audit & Risk Committee Recommend to Council:-
That Council receive the Risk Management Quarterly Report for June 2021.

___/___

Voting Requirements – Simple Majority

IN BRIEF

Minutes of the 14th September 2021 Meeting of the Audit and Risk Committee include four (4) Recommendations to Council.

MATTER FOR CONSIDERATION

Committee Recommendations to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 14th September 2021 from which there are four (4) Recommendations for Council's consideration, namely: -

RECOMMENDATION: AR2-21/22

RECOMMENDATION: AR3-21/22

RECOMMENDATION: AR4-21/22

RECOMMENDATION: AR5-21/22

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Long Service Leave Regulations)

Local Government Industry Award 2020

POLICY IMPLICATION

AR4-21/22 - Council's ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS

AR2-21/22 - The Office of the Auditor General have advised the indicative fee for conducting the External Audit for the 2020/21 Annual Financial Statements to be \$27,000 (ex GST). The amount of \$30,000 has been

included in the 2021/22 Budget to ensure coverage of this indicative fee and any additions that may be incurred.

AR3-21/22 - All Approved Grants have been included in Council's Adopted Budget for the 2021/2022 Financial Year.

AR4-21/22 - The current Liability for both types of Leave (if all Claimed on 31st August 2021) is calculated at \$209,613.

The current position represents 79.3% Coverage of the Liability by the Leave Reserve Fund.

AR5-21/22 - Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP	
5.1	Shire communication is consistent, engaging and responsive
5.3	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4	Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating considered Low.

AR2-21/22 - Cost of the Annual Audit is included in the Budget. The Audit's purpose is not to uncover any financial fraud, however having strong financial processes, as raised in the Management report can reduce the risk of this occurring.

AR4-21/22 - Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low. External Audit is a legislative requirement.

Operation – Risk Matrix Rating considered Low. All Audit and Risk Matters are undertaken as part of Council's operations and within Council's structure and resources. Interim Audit undertaken by independent Audit Contractor for the OAG.

Natural Environment – Risk Matrix Rating considered Low.

SHIRE OF QUAIRADING

Audit & Risk Committee

The Quairading Audit & Risk Committee Minutes of the Meeting held on 14th September 2021 commencing at 5.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.00 pm.

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

Cr Jo Haythornthwaite welcomed Mrs Leah Horton to her first Audit & Risk Committee Meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mrs LM Horton	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	Executive Manager Community, Projects and Strategy

Observers/Visitor

Nil

Apologies

Cr JW Haythornthwaite

Approved Leave of Absence

Nil.

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

ITEM 4 DECLARATIONS OF INTEREST

Nil received at this time.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 8th June 2021

RECOMMENDATION: AR1-21/22

MOVED Cr Cowcill SECONDED Cr Stacey

That the Minutes of the Audit & Risk Committee Meeting held on the 8th June 2021 be confirmed as a true and accurate record.

CARRIED 7/0

5.2 Business Arising

Nil.

ITEM 6 STANDING ITEMS – EXTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.6

6.1 2020/2021 Financial Audit – Office of the Auditor General (OAG)

Meeting Date	14 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) Interim Management Letter Attachment (Under Separate Cover) (ii) Interim Management Letter to President – 30.06.2021 (iii) Audit Fee Letter - 31.05.2021 (iv) Audit Engagement Letter - 16.07.2021 (v) Annual Financial Report Extension Request – 10.09.2021
Owner/Applicant	Office of the Auditor General (OAG)
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR2-21/22

MOVED Cr Davies SECONDED Cr Smith

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

- Council receive the Interim Management Letter and Interim Management Letter Attachment from Anna Liang, Assistant Director Financial Audit; Office of the Auditor General for the audit Year ended 30th June 2021.
- Council notes the Management’s Responses and Planned Actions from the Auditor’s Letter.
- Council notes the Request submitted to the Department of Local Government, Sport and Cultural Interests for an Extension of time to the 31st October 2021 for the submission of the Annual Financial Statements to the Auditor.

CARRIED 7/0

IN BRIEF

- AMD Chartered Accountants (AMD) have been contracted by the Office of the Auditor General (OAG) to perform the Shire’s Financial Report Audit on the OAG’s behalf for a 3-year period, commencing with the audit for the year ended 30 June 2021.
- The Pre Audit (Entrance) Meeting was conducted with Tim Partridge, Director of AMD; Anna Liang, OAG Representative Director, the Audit and Risk Committee and Executive Staff on the 8th June 2021. This meeting was conducted via phone conference.
- The Interim Audit has been completed by AMD, through Offsite work and an Onsite Audit Visit from 13-14 July 2021. The (draft) Interim Management Letter showing seven findings with recommendations was received from AMD on 20th August 2021.

- Management have provided Comments on the Findings & Recommendations and these have been incorporated into the Letter and forwarded to the OAG by AMD.
- The Interim Management Letter and Interim Management Letter Attachment was received from the OAG on 9th September 2021, attachment (i) and (ii).
- Council requested Minister's approval for an extension to the 30th September 2021 deadline for completing the Annual Financial Report due to a delay advised by Bob Waddell and Associates. The extension request to 31st October 2021 is detailed in attachment (v).
- Council staff are now planning for the Final Audit of the Shire's Annual Financial Statements for 30 June 2021, preparing for the Onsite Final Audit by AMD (to be rescheduled).

MATTER FOR CONSIDERATION

Receipt of the Interim Management Letter and Attachment for the Year Ended 30th June 2021.

BACKGROUND

The External Audit, also known as Financial Audits or Audit of the Annual Financial Statements, focuses on providing an objective and independent examination of the Financial Statements prepared by the Shire, increasing the value and user confidence in the Financial Statements.

The *Local Government Amendment (Auditing) Act 2017* made legislative changes to the *Local Government Act 1995* to provide for the auditing of local governments by the Auditor General. This Act allows the Auditor General to contract out some or all of the financial audits, but all audits will be the responsibility of the Auditor General.

The changes also allow for the Auditor General to undertake performance audits that focus on the economy, efficiency and effectiveness of any aspect of local government operations. These performance audits are similar to that of an Internal Audit, therefore the Auditor General may undertake both External and Internal Audits.

AMD Chartered Accountants (AMD) have been contracted by the Office of the Auditor General (OAG) to perform the Shire's Financial Report Audit for a 3-year period, commencing with the audit for the year ended 30th June 2021. The Audit occurs in two steps, the first being an Interim Audit, with the final stage being the Audit work to attest the balances and notes that comprise the Annual Financial Statements.

The Annual Interim Audit of Council's Financials for the audit year ending 30th June 2021 was conducted with an initial Entrance Meeting via phone on 8th June 2021 and an Onsite Audit Visit from 13-14 July 2021, with subsequent offsite work completed by AMD until mid-August 2021.

The draft Interim Management Letter was then received by AMD on 20th August 2021, with Management Comments and Planned Actions provided and returned on 25th August 2021.

As representatives of the Office of the Auditor General (OAG), AMD submitted the Interim Management Letter for finalisation to the OAG. The OAG completed the Internal Audit Review and returned the Interim Management Letter and Interim Management Letter Attachment on 9th September 2021, attachments (i) and (ii).

Bob Waddell and Associates have been engaged to complete the Shire's Annual Financial Statements for the year ended 30th June 2021. Due to Work Scheduling for multiple Council Clients, he will not be able to finalise the Annual Financial Report (ARF) and Supporting documents for the 30th September 2021 deadline. Mr Waddell has undertaken to have the AFR completed ready by 11th October 2021.

As a result, the Shire's Chief Executive Officer wrote to the Department of Local Government, Sport and Cultural Interests on 10th September 2021, pursuant to Section 6.4 (3) of the *Local Government Act 1995*, to seek Minister's approval for an extension to the 31st October 2021 for completion of the AFR for the

year ended 30th June 2021, attachment (v). This will consequently delay the Onsite Final Audit by AMD that was scheduled to be completed on 11-13 October 2021, however it is expected that the Extension Period (if granted) will enable full accounting compliance to be achieved within the statutory timeframes.

Despite this, Council staff are in the preparation stages to gather the required documentation requested by AMD for the Onsite Final Audit and will continue to work towards the statutory timeframes.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

The Office of the Auditor General have advised the indicative fee for conducting the External Audit for the 2020/21 Annual Financial Statements to be \$27,000 (ex GST). The amount of \$30,000 has been included in the 2021/22 Budget to ensure coverage of this indicative fee and any additions that may be incurred.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

5. GOVERNANCE AND LEADERSHIP

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is considered Low. Cost of the Annual Audit is included in the Budget. The Audit's purpose is not to uncover any financial fraud, however having strong financial processes, as raised in the Management report can reduce the risk of this occurring.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Compliant with legislative requirements. Failure to complete the Annual Financial Audit would lead to increased Reputational Risk and possible actions by the OAG.

Operation – Risk Matrix Rating is assessed as Low. Council's Management and Administration Staff assisted the Auditor by providing all information and documents requested by AMD.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Between June to August 2021 the Interim Audit was conducted, with the Interim Management Letter and Interim Management Letter Attachment being produced. The Attachment Letter is confidential and includes findings, risk ratings, recommendations and management comments.

As represented in the table below, the Attachment Letter includes seven findings, with the detail included in the attachment. This report is presented for the Committee's consideration.

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Key Account Monthly Processes	✓		
2. Creditor Master File Review	✓		
3. Purchase Orders	✓		
4. Information Technology Environment	✓		
5. Daily Banking Preparation		✓	
6. Interim Rating		✓	
7. Termination Checklist		✓	

The CEO and the EMCS have prepared and provided Management's responses on the Findings and detailed Actions that have already been taken or will be taken to ensure that the Recommendations are implemented.

Any matters to be discussed resulting from the telephonic meeting with the OAG and AMD.

ITEM 7 STANDING ITEMS – INTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.5

No Matters for Consideration

ITEM 8 STANDING ITEMS – FINANCIAL REPORTING

Audit & Risk Committee - Terms of Reference 7.2

8.1 Grant Funding Status Report

Meeting Date	14 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCPS Richard Bleakley
Attachments	(i) Grants Register Status Report 1 (ii) Grants Register Status Report 2 (Summary Report)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR3-21/22

MOVED Cr Hippisley SECONDED Cr Stacey

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

Council notes the Grants Status Reports dated September 2021.

CARRIED 7/0

IN BRIEF

- This Report provides an update on the status of grants submitted and new grant opportunities and is provided for information.
- This Report includes Grants that are continuing /carried over from the 2020/2021 and are being acquitted in the current Financial Year.
- This report includes Grant Funded Projects that are scheduled to be delivered in 2021/22.
- Report details current successful Grants (Competitive and Non Competitive).
- No Grant Applications were declined in 2020/2021.
- Application to Lotterywest for the Community Park has been submitted in the past month.
- Further Grant Funding avenues being explored by the Grants Team are detailed.

MATTER FOR CONSIDERATION

Noting the Grants Status Report.

BACKGROUND

Council requires the Chief Executive Officer to report on the Eligible Grant Eligibility and Grant Activity during the 2021/2022 Year.

Report is to include Grant funding success rate i.e. number of applications, number achieved and value / timelines of received funding.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

All Approved Grants have been included in Council's Adopted Budget for the 2021/2022 Financial Year.

Council will receive \$786,694 under the Local Roads and Community Infrastructure Program Extension (COVID-19) – Phase 3. The Guidelines and Conditions of this additional funding have yet to be received, however it is expected that the Guidelines and Eligible Project Criteria will be similar to those applied in Phase 1 and Phase 2 of the Program.

Council has budgeted for \$493,049 of the Phase 3 Grant Funding to be utilised in the current Financial Year with the balance of \$293,049 to be allocated in the Draft Budget and expended in the 2022/2023 Year (Completion date by 30th June 2023). Utilisation of the balance of Phase 3 will also be dependent upon the outcome of Council's Community Park Application to Lotterywest.

Details of Council's Cash and In-Kind Contributions are listed in the Grants Register Status Report (Attachment No. 1).

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031**5. GOVERNANCE AND LEADERSHIP**

5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. All Grants approved have been included in the 2021/2022 Adopted Budget.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. The Report provides transparency on the treatment and use of the Government Grant Funding and provides Committee with information to assess how Management is administering the various Grants.

Operation – Risk Matrix Rating is assessed as Low. Preparation and maintenance of the Grants Register is undertaken within Council's existing Organisational Structure and resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

Attachment 1 – Grants Register Report as at 9th September 2021 provides a summary of current project grant portfolio.

Attachment 2 – Grant Program Status Report details the Shire’s grant inventory status – competitive and non-competitive.

Status	Number	Grant Funding
Acquittal Period	2	\$1,074,790
Active	9	\$4,259,176
Approved	1	\$2,000
Applications	1	\$570,000
New research	8	\$55,500 (Estimated Value)
Total	21	\$5,961,466

ITEM 9 STANDING ITEMS – CONTROLS, SYSTEMS AND PROCEDURES

Audit & Risk Committee - Terms of Reference 7.3

No matters for consideration.

ITEM 10 STANDING ITEMS – RISK MANAGEMENT REPORTS AND ISSUES

Audit & Risk Committee - Terms of Reference 7.1, 7.3

10.1 Report on Excess Annual Leave and Long Service Leave

Meeting Date	14 th September 2021
Responsible Officer	EMCS Leah Horton
Reporting Officer	SFO Jodie Yardley
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR4-21/22

MOVED Cr Cowcill SECONDED Cr Hippisley

That the Audit and Risk Committee Recommend to Council that: -
Council receive the report on the Shire's Leave Liabilities.

CARRIED 7/0

IN BRIEF

Since 2017, Council has requested that excess Annual Leave and Long Service Leave be reported to the Audit and Risk Committee.

MATTER FOR CONSIDERATION

Report on Excess Annual Leave and Long Service Leave Entitlements and Leave Liabilities.

BACKGROUND

The current Policy defines excess leave as when the Employee has accrued more than eight weeks paid annual leave.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Long Service Leave Regulations)

Local Government Industry Award 2020

The Industry Award defines Excess Leave as -

*"An Employee has an **excess leave accrual** if the employee has accrued more than eight weeks paid annual leave"*

POLICY IMPLICATIONS

Current Policy: Leave Management Policy (ORG.2)

FINANCIAL IMPLICATIONS

Annual and Long Service Leave Reserve Fund Cash Balance as at 31st August 2021 is \$166,319

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 31st August 2021) is calculated at \$209,613.

The current position represents 79.3% Coverage of the Liability by the Leave Reserve Fund.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

5. GOVERNANCE AND LEADERSHIP	
5.3	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4	Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating is considered as Medium Risk. Financial exposure and therefore Risk escalation if Leave accruals are not monitored and managed. Adequate Reserve balances reduce the risk of Financial exposure.

Health – Risk Matrix Rating is considered as Low Risk

Reputation – Risk Matrix Rating is considered as Low Risk

Operation – Risk Matrix Rating considered Low Risk

Natural Environment – Risk Matrix Rating is considered as Low Risk.

COMMENT

This report has been prepared to inform the Audit and Risk Committee of the current leave liabilities and of any employees who have excess leave and the steps taken to reduce these liabilities.

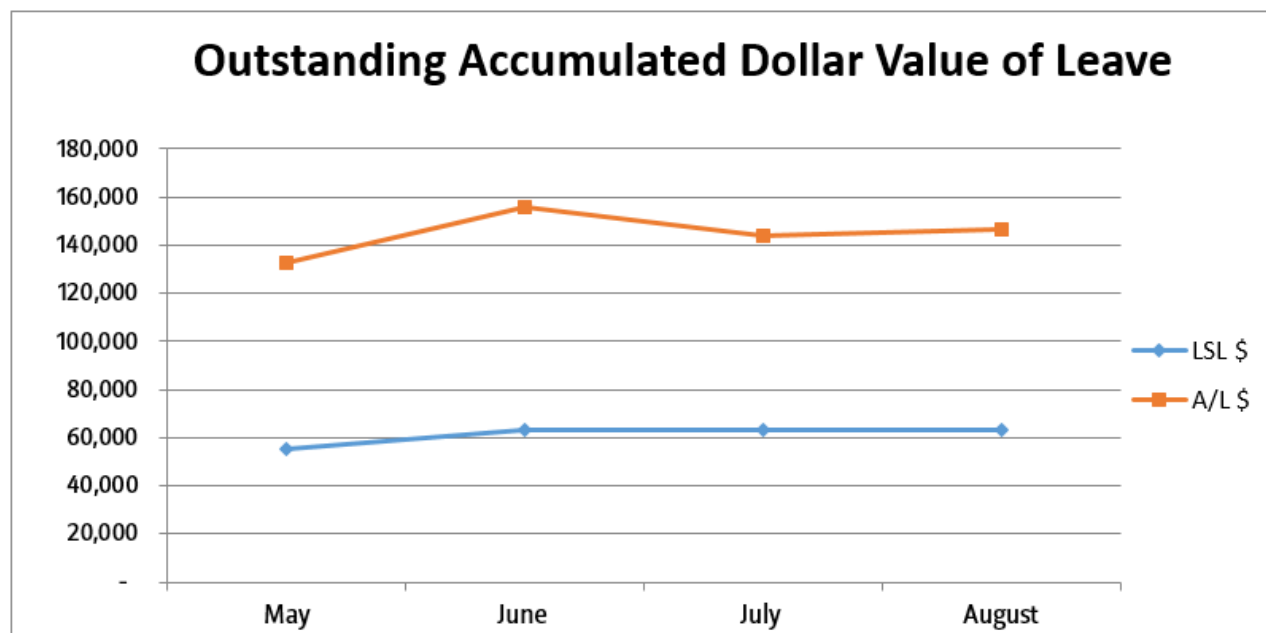
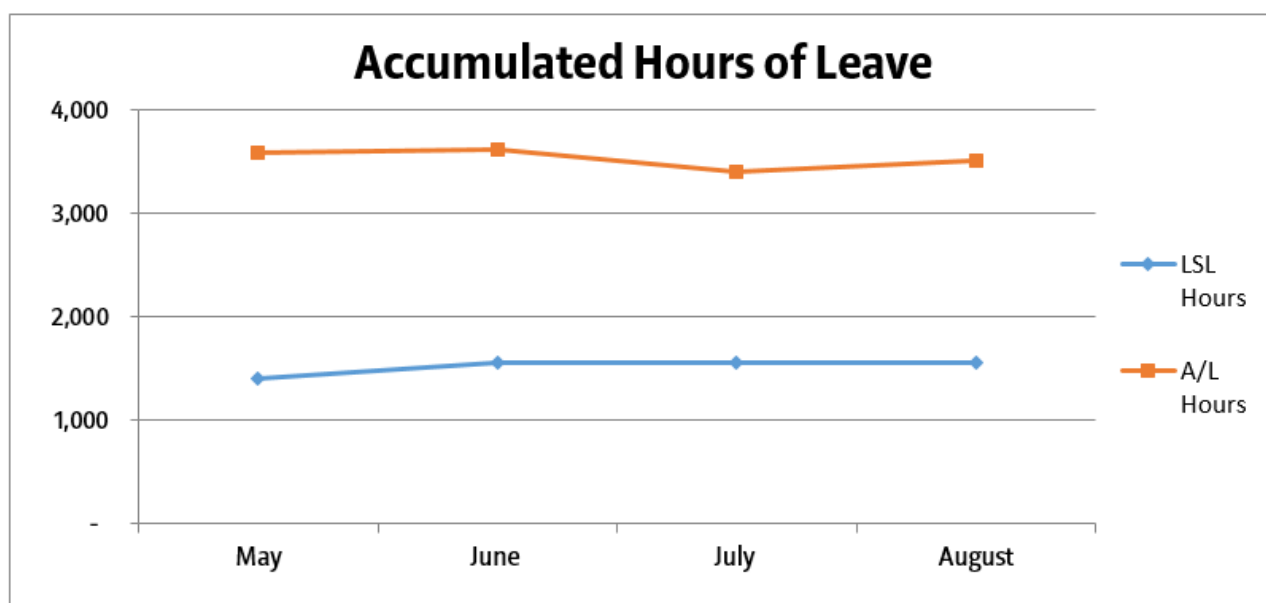
As at the 31st August 2021, two employees have taken recently annual leave, reducing their annual leave entitlement balance to a non-excess level, and some employees have left Council's employment. Currently, there is one employee with excess annual leave, which is being managed by the CEO.

Since May 2021, there has been an increase of 11% (in Dollar Value) in the Annual Leave Liability. Although an employee has accrued, we have recruited two new employees and some employees have separated, the result exhibits a natural increase during this period where employees have taken less Leave.

The Long Service Leave Liability has had a 14% increase since May 2021. This is due to a reporting error in May 2021, which has been corrected. Two employees have also accrued long service leave. Since June, Long Service Leave Liability has maintained its stability throughout August.

	<i>LSL Hours*</i>	<i>LSL \$*</i>	<i>AL Hours</i>	<i>AL \$</i>
<i>May</i>	2,190 / 1,407	77,633 / 55,555	3,640 / 3,592	134,746 / 132,553
<i>June</i>	1,555	63,101	3,625	156,032
<i>July</i>	1,555	63,101	3,409	144,028
<i>August</i>	1,555	63,101	3,517	146,512

*An error in the system generated LSL liabilities was found and has been fixed. This has altered the LSL liabilities for the full year.



10.2 Risk Management Dashboard Review – June 2021

Quarterly progress and tracking report on issues identified as high risk to Council.

Meeting Date	14 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Risk Dashboard Report (Under separate cover)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR5-21/22

MOVED Cr Davies SECONDED Cr McGuinness

That the Audit and Risk Committee recommends to Council that it:

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

CARRIED 7/0

VOTING REQUIREMENTS –Simple Majority

IN BRIEF

- Council has requested that the Chief Executive Officer conduct a review of its Risk Management and report progress on issues identified as High Risk.
- Council last reviewed its Risk Management Policy in December 2020.
- The Executive Management Team (EMT) last formally reviewed the Risk Dashboard Report in July 2019.
- The CEO conducted a Desktop Review in February 2021 and presented it to the February 2021 Strategic Planning Meeting.
- Risk Dashboard is to be formally reviewed every 2 Years.
- Review was scheduled to be completed by the 31st July 2021.
- The LGIS Risk Team facilitated a Risk Workshop with the Executive Management Team and relevant Staff on the 28th June 2021 to conduct the formal Review of the Dashboard.
- Attached Risk Dashboard has been further considered by the EMT and now submitted to the Audit & Risk Committee.

MATTER FOR CONSIDERATION

For the Audit and Risk Committee to review the Chief Executive Officer's Risk Dashboard Review Report.

That Committee recommend that Council receive the Risk Management Dashboard – June 2021

BACKGROUND

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

The Risk Management Governance Framework requires that:

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

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

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

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

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

Employment Practices
 Errors, Omissions & Delays
 External Theft & Fraud (including Cyber)
 Project & Change Management

Risk profiles are included in all Officers Reports to Council and Committees and the Risk Matrix is used to identify known perceived risk causes.

Currently the following headings are utilised to assess risk:

Financial
 Health
 Reputation
 Operation
 Natural environment

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

LEVEL	DESCRIPTION
Strategic Risks	<p>Strategic Level Risks for Council are associated with achieving the organisation's long term objectives. These risks can be of an internal or external nature. They are usually owned and managed by Council and/or the Executive Team.</p> <p>In the context of Integrated Planning and Reporting, Strategic Level Risks may include: -</p> <ul style="list-style-type: none"> • Risks associated with achieving the objectives of the Strategic Community Plan; and • Risk associated with delivering the Corporate Business Plan.

LEVEL	DESCRIPTION
Operational Risks	<p>Operational Level Risks are associated with developing or delivering the operational plans, functions or activities of the local government. These risks have day to day impacts on the organisation. These risks are owned and managed by the person who has responsibility for the activity or function to the level of their delegated authority or capacity.</p> <p>In the context of Integrated Planning and Reporting, Operational Level Risks may include: -</p> <ul style="list-style-type: none"> • Risks associated with the development or delivery of the Long Term Financial Plan • Risks associated with the development or delivery of the Asset Management Plan. • Risks associated with the development or delivery of the Workforce plan.
Project Risks	<p>Project Level Risks are associated with developing or delivering projects or discrete activities. Project risks should be managed at each stage of the project by the person who has responsibility for that project.</p>

Risk Appetite

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 2.7 – Role of Council

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

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

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

POLICY IMPLICATIONS

ORG.3 Risk Management Policy – Reviewed and Confirmed in December 2020.

Shire of Quairading – Risk Management Governance Framework.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

5.1 Shire communication is consistent, engaging and responsive

5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels

5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

5.4 Implement systems and processes that meet legislative and audit obligations

CONSULTATION

No public consultation required or undertaken in the preparation of this Report

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

ITEM 11 STANDING ITEMS – OTHER

Audit & Risk Committee - Terms of Reference 9.1, 9.2 & 9.5

No Matters for Consideration

ITEM 12 COUNCILLORS' EMERGING ISSUES

Cr Smith

Cr Smith sought a timeframe for the Gravel Road Maintenance to be undertaken in the North Western part of the District and in particular on the Dulbelling North Road.

The EMWS advised that the Maintenance Grading was well underway and the Crew are scheduled to be in the North Western sector in the next two weeks and additional loads of gravel are planned for the identified section of road.

Cr Davies

Cr Davies reported to the meeting on the arrangements to date for the CEO's Farewell Function on the 5th November 2021.

Cr Davies briefed Councillors on the Public Announcement of the Appointment of the new CEO which has now been authorised to be published and circulated to the Staff and the Community.

Cr Davies received Committee support to send Thankyou letters to Mrs Lyn Baker and to Consultant Emily Bulloch of BDT Recruitment for their role in the Recruitment and Selection of the new CEO.

Cr Jo Haythornthwaite

Cr Jo Haythornthwaite commented that is the last Audit & Risk Committee Meeting before Council Election Day and thanked all Councillors for their active participation on this Committee and that it has been a privilege to Chair the Committee.

CEO Graeme Fardon

The CEO informed the Meeting that he had received the Resignation of Executive Manager Works & Services, Mr Rourke who has provided 3 Months' Notice of his Resignation date, being 17th December 2021. Mr Rourke then addressed the Meeting.

The Shire President and the CEO both paid tribute to Mr Rourke on his significant Contribution to the Executive Management Team and to lead the Works / Parks & Gardens Team to achieve some many Projects over the past 4 years.

ITEM 13 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

No matters for consideration.

ITEM 14 NEXT MEETING DATE

The next Audit & Risk Committee Meeting is scheduled to take place on Tuesday 7th December 2021, commencing at 5.00 pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 15 CLOSURE

There being no further business, the Chairman closed the Meeting at 6.10 pm.

I certify the Minutes of the Audit & Risk Committee Meeting held on 14th September 2021 were confirmed on 7th December 2021 as recorded on Resolution No. _____.

Confirmed..... 07/12/2021

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – August 2021

Meeting Date	30 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) August 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council note the following:

1. That Schedule of Accounts for August 2021 covering Municipal Vouchers 23853 to 23857, EFT 9730 to EFT 9857, totalling \$966,603.70 be received (Attachment i); and
2. That Police Licensing payments for the month of August 2021 totalling \$29,523.20 be received (Attachment ii); and
3. That fund transfers to the Corporate Credit Card for August 2021 balance totalling \$467.00 be received (Attachment iii); and
4. That Net Payroll payments for the month of August 2021 totalling \$126,163.32; and
5. That the Lease payment for the month of August 2021 on the CESM Vehicle totalling \$2,423.73.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 11.1 (i), (ii), and (iii)

MATTER FOR CONSIDERATION

Note the Accounts paid during August 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2021/2022 Budget.

Payments made for the 2021/22 Year in the Payments List have been included in Council's Budget in accordance with section 6.8 of the Local Government Act 1995.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP	
5.3	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4	Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

List of Accounts - August 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT9730	04/08/2021	GODFREY COLBUNG	CARAVAN PARK - 7 X ARTWORK IMAGES FOR DUAL NAMING CABINS / SINGLE PERSON ROOMS	700.00	PARTIAL
EFT9731	05/08/2021	QUAIRADING TYRE & BATTERY SUPPLIES	VARIOUS SUPPLIES; FUEL CAP, OIL AND UNLEADED PETROL	121.95	
EFT9732	05/08/2021	WA TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE JUNE 2021	1,851.29	
EFT9733	05/08/2021	QUAIRADING AGRI SERVICES	VARIOUS SUPPLIES - CLEANING, PPE, WHITEGOODS FOR CARAVAN PARK SINGLE PERSON UNITS AND CARETAKER HOUSE.	5,532.25	PARTIAL
EFT9734	05/08/2021	QUAIRADING CLUB INC.	REFRESHMENTS FOR COUNCIL	225.00	
EFT9735	05/08/2021	SUNNY SIGN COMPANY PTY LTD	HAZARD SIGNAGE REQUIRED FOR VARIOUS RURAL ROADS	1,821.60	
EFT9736	05/08/2021	WATER CORPORATION	WATER USAGE AND CHARGES 18/05/21 TO 19/07/21 - LGA AND COMMUNITY STANDPIPES	940.32	
EFT9737	05/08/2021	SYNERGY	POWER USAGE AND CHARGES 22/05 TO 13/07/2021 - TOAPIN RD, DANGIN	96.74	
EFT9738	05/08/2021	PORTER CONSULTING ENGINEERS	CIVIL ENGINEERING CONSULTANCY SERVICES FOR LOT 1 & LOT 75 WINMAR ROAD (LIGHT INDUSTRIAL SUBDIVISION) - CLAIM FOR WORK COMPLETED TO 27 JULY 2021	8,525.00	
EFT9739	05/08/2021	PETER ROBERT YORK	MAINTENANCE WORKS FOR MEDICAL CENTRE, ARTHUR KELLY VILLAGE AND RESIDENTIAL PROPERTIES	360.00	
EFT9740	05/08/2021	WAMENUSKING SPORTS CLUB	BOND REFUND - PORTABLE TOILET	250.00	FULLY
EFT9741	05/08/2021	DIGGING DOCKER	CARAVAN PARK - BACKFILL SOIL FOR CARETAKER SITE PREPARATION	1,500.00	PARTIAL
EFT9742	05/08/2021	QUICK CORPORATE	MEDICAL - LASER TONER CARTRIDGE BLACK	131.46	
EFT9743	05/08/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES JULY 2021	467.50	
EFT9744	05/08/2021	WCP CIVIL PTY LTD	ARTHUR KELLY VILLAGE ROAD UPGRADE - RETENTION & QUAIRADING AIRSTRIP APRON WIDENING - RETENTION	21,630.52	PARTIAL
EFT9745	05/08/2021	QC ULTIMATE CLEAN	TOWN HALL CARPET CLEANING	694.65	
EFT9746	05/08/2021	LOCAL GOVERNMENT PROFESSIONALS	SENIOR FINANCE OFFICER ADVERTISEMENT	150.00	
EFT9747	05/08/2021	STATE NRM OFFICE	RECOUP OF UNSPENT NRM FUNDS PROJECT - CONTINUING TO COMBAT VEGETATION DECLINE WITHIN SHIRE	5,274.50	FULLY
EFT9748	05/08/2021	AVON VALLEY MITSUBISHI	30,000 KILOMETRE SERVICE & DIAGNOSE CHECK ENGINE LIGHT Q661	633.59	
EFT9749	05/08/2021	CWB ELECTRICAL & A/C	REPLACE DAMAGED SWITCH ON HOTPLATE - ARTHUR KELLY VILLAGE	221.38	
EFT9750	05/08/2021	THE PERTH MINT	2X 2021 AUSTRALIAN CITIZENSHIP \$1 COIN	20.90	
EFT9751	05/08/2021	SHERRIN RENTALS PTY LTD	DRY HIRE MULTI ROLLER FOR WINTER GRADING FOR 20 DAYS - ROAD MAINTENANCE	5,060.00	
EFT9752	05/08/2021	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKING SYSTEM) MONTHLY SERVICE FEE JULY 2021	220.00	
EFT9753	05/08/2021	MEG CAPORN	CARAVAN PARK GRAPHIC DESIGN WORK - RECEPTION SIGNAGE	100.00	
EFT9754	05/08/2021	BOC LIMITED	GAS CONTAINER SERVICE 28.06.21 TO 28.07.21	50.72	
EFT9755	05/08/2021	CENTRAL COUNTRY ZONE OF WALGA	CENTRAL COUNTRY ZONE SUBSCRIPTION 2021/2022	2,200.00	
EFT9756	05/08/2021	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	LHAAC ANALYTICAL SERVICES 2021/2022	509.30	
EFT9757	12/08/2021	TELSTRA	PHONE USAGE AND CHARGES TO JULY 2021	1,359.13	
EFT9758	12/08/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	20.41	
EFT9759	12/08/2021	WESFARMERS KLEENHEAT GAS PTY LTD	18KG FL LS CYL - FACILITY FEE / CYLINDER SERVICE CHARGES - WORKS DEPOT	78.65	
EFT9760	12/08/2021	HERSEY'S SAFETY PTY LTD	VARIOUS SAFETY EQUIPMENT AND PPE FOR DEPOT WORKSHOP	388.16	
EFT9761	12/08/2021	QUAIRADING COMMUNITY RESOURCE CENTRE	VARIOUS SERVICES JULY 2021	1,283.79	
EFT9762	12/08/2021	SUNNY SIGN COMPANY PTY LTD	200X GUIDE POSTS AND 4X 90KM ROAD SIGNS	2,890.80	
EFT9763	12/08/2021	MARNHAM'S MECHANICAL SERVICES	SERVICING OF GENSET GENERATOR AND CHECK/REPAIR OF MULCHER	1,226.50	
EFT9764	12/08/2021	LGISWA	LGIS INSURANCE PREMIUMS 2021/22: BUSHFIRE, MEMBERSHIP CONTRIBUTIONS, ENVIRONMENTAL IMPAIRMENT, CASUAL HIRERS LIABILITY, COMMERCIAL CRIME AND CYBER LIABILITY, MANAGEMENT LIABILITY, PERSONAL ACCIDENT, TRAVEL, PUBLIC LIABILITY.	46,432.66	
EFT9765	12/08/2021	SOUTHERN CROSS AUSTERO PTY LTD	AROUND THE TOWNS 2021/2022 RADIO ADVERTISING JULY 2021	99.00	

Chq/EFT	Date	Name	Description	Amount	Funded
EFT9766	12/08/2021	CWB ELECTRICAL & A/C	CARAVAN PARK - SUPPLY & INSTALL ELECTRICAL CONNECTIONS TO BACKPACKERS MODULE INCL 4 X AIR CONDITIONER UNITS, TV ANTENNA & UPGRADE MAIN SITE CIRCUIT BREAKER.	3,724.00	PARTIAL
EFT9767	12/08/2021	LGIS	LGIS INSURANCE PREMIUMS 2021/22: SALARY CONTINUANCE, GOODS IN TRANSIT.	4,573.80	
EFT9768	12/08/2021	IMPRINT PLASTIC	ADMIN - ACRYLIC WHITE DESK SIGN WITH BLACK WRITING	43.95	
EFT9769	12/08/2021	OFFICEWORKS	CARAVAN PARK - SUPPLIES FOR NEW BACKPACKERS AND CARETAKERS ACCOMMODATION, POSTER FRAMES AND RUBBER MATS	294.95	PARTIAL
EFT9770	12/08/2021	FUTURE POWER WA PTY LTD	SUPPLY AND INSTALLATION OF SPORTS LIGHTING ON THE AFL OVAL AT QDG SPORTS GROUND, PAYMENT CLAIM NO.6.	4,629.79	PARTIAL
EFT9771	12/08/2021	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES JULY 2021	2,658.64	
EFT9772	12/08/2021	BEILBY DOWNING TEAL	SECOND STAGE INVOICE - CEO RECRUITMENT (PRESENTATION AND ENDORSEMENT OF SHORTLIST)	3,630.00	
EFT9773	12/08/2021	THINKPROJECT AUSTRALIA PTY LTD	RAMM ANNUAL SUPPORT AND MAINTENANCE FEE FOR THE PERIOD 01 JUL 2021 TO 30 JUNE 2022	7,799.68	
EFT9774	12/08/2021	RINGA CIVIL	LOT 1 & LOT 75 WINMAR RD (LIGHT INDUSTRIAL SUBDIVISION) STAGE 1, CLAIM 1 - WORK COMPLETED TO 31 JULY 2021	432,145.91	
EFT9775- EFT9788	25/06/2021	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS	14,793.15	
EFT9789	19/08/2021	ARROW BRONZE	MCRAE DOUBLE BRONZE NICHE WALL PLAQUE	483.34	FULLY
EFT9790	19/08/2021	NEU-TECH AUTO ELECTRICS	100 AMP FUSES - DYNAPAC RUBBER ROLLER	44.00	
EFT9791	19/08/2021	WATER CORPORATION	TRADE WASTE PERMIT 62057 01/07/2021 TO 30/06/2022 - RV DUMP	235.45	
EFT9792	19/08/2021	SYNERGY	POWER USAGE AND CHARGES 25/06/2021 TO 24/07/2021	2,472.84	
EFT9793	19/08/2021	BENT NAIL BUILDING & MAINTENANCE	YOUTH CENTRE RENOVATIONS	33,000.00	FULLY
EFT9794	19/08/2021	LGISWA	LGIS INSURANCE PROPERTY INSTALMENT 1 30/06/2021 TO 30/06/2022	109,879.38	
EFT9795	19/08/2021	LOCAL GOVERNMENT PROFESSIONALS	YOUR PERSONAL BRAND - MANAGING WORK PRESSURE WEBINAR REGISTRATION	95.00	
EFT9796	19/08/2021	ROAMING TECHNOLOGIES PTY LTD	CESM NEW SAMSUNG TABLET AND INSTALLATION	2,337.50	PARTIAL
EFT9797- EFT9810	23/08/2021	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS	18,786.35	
EFT9811	26/08/2021	QUALITY PRESS	VARIOUS SUPPLIES - CESM	481.80	FULLY
EFT9812	26/08/2021	QUAIRADING TYRE & BATTERY SUPPLIES	FORTNIGHTLY UNLEADED FUEL FOR SHIRE STAFF AND BATTERY CHARGE/REFIT Q657	124.00	
EFT9813	26/08/2021	AVON WASTE	AVON WASTE SERVICES JULY 2021	11,045.72	
EFT9814	26/08/2021	QUAIRADING FARMERS CO-OP	CO-OP EXPENSES JULY 2021	853.32	
EFT9815	26/08/2021	TELSTRA	PHONE SERVICE CHARGES 02/08/2021 TO 01/09/2021	150.00	
EFT9816	26/08/2021	TOLL TRANSPORT PTY LTD	FREIGHT SERVICES 2021	50.77	
EFT9817	26/08/2021	QUAIRADING EARTHMOVING CO.	GRAVEL RESHEETING LIVINGSTONE ROAD - PROGRESS CLAIM AT 50%	56,834.91	FULLY
EFT9818	26/08/2021	BURGESS RAWSON	WATER USAGE CHARGES - PTA LAND	237.66	
EFT9819	26/08/2021	SURGICAL HOUSE	MEDICAL SUPPLIES	275.22	
EFT9820	26/08/2021	SHIRE OF BROOKTON	CHAIRPERSON 1/18 ANNUAL HONORARIUM 2021/2022 WHEATBELT SOUTH REGIONAL ROAD GROUP	100.00	
EFT9821	26/08/2021	CONSTRUCTION TRAINING FUND	JULY BCITF 2021	353.50	FULLY
EFT9822	26/08/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	ADMIN: IT MAINTENANCE AND SUPPORT AUG 2021	255.00	
EFT9823	26/08/2021	ARTHUR COMMONS	REIMBURSEMENT - TRAINING EXPENSES	33.49	
EFT9824	26/08/2021	WATER CORPORATION	WATER USAGE AND CHARGES 09/06/2021 TO 10/08/2021 - VARIOUS SHIRE PROPERTIES	9,731.09	
EFT9825	26/08/2021	CLAW ENVIRONMENTAL	COLLECTION OF STEEL AND PLASTIC DRUMS, INCLUDING INSPECTION FEE	1,440.12	FULLY
EFT9826	26/08/2021	BORAL CONSTRUCTION MATERIALS GROUP LTD	VARIOUS ASPHALT SUPPLIES	2,233.00	
EFT9827	26/08/2021	SYNERGY	POWER USAGE AND CHARGES 14/07/2021 TO 10/08/2021 - PARKER STREET	763.18	
EFT9828	26/08/2021	BENT NAIL BUILDING & MAINTENANCE	CARAVAN PARK - INSTALL AND HANDOVER OF CARETAKER/BACKPACKER ACCOMMODATION, AND 1 DAY EXCAVATOR HIRE FOR ROAD MAINTENANCE	3,190.00	PARTIAL
EFT9829	26/08/2021	PETER ROBERT YORK	MAINTENANCE TO ARTHUR KELLY VILLAGE AND CHILDCARE CENTRE	250.00	

Chq/EFT	Date	Name	Description	Amount	Funded
EFT9830	26/08/2021	WESTRAC PTY LTD	MIRROR AND FREIGHT FOR CATERPILLAR LOADER	65.45	
EFT9831	26/08/2021	LGISWA	EXCESS FOR MOTOR VEHICLE CLAIM - SKELETON WEED UTILITY	1,000.00	
EFT9832	26/08/2021	DAVID GRAY & CO PTY LTD	SESHIN FOGGER PORTABLE SS150AF	2,695.00	
EFT9833	26/08/2021	QUICK CORPORATE	VARIOUS STATIONERY FOR ADMIN, MEDICAL, DEPOT AND CESM	928.76	PARTIAL
EFT9834	26/08/2021	YORK AUTO ELECTRICS & AIR CONDITIONING	ELECTRICAL REPAIRS TO CAB LIFTING HYDRAULIC PUMP AND FIT 2WAY RADIO - MULTI TYRED ROLLER	363.00	
EFT9835	26/08/2021	HARVEY NORMAN	FRONT LOADER WASHING MACHINE FOR 50B SUBURBAN	495.00	
EFT9836	26/08/2021	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL	6,820.77	
EFT9837	26/08/2021	LES JONES	REFUND - PAID INVOICE 18653 FOR POOL INSPECTION FEES TWICE	58.45	FULLY
EFT9838	26/08/2021	COMBINED PEST CONTROL	ANNUAL TERMITE INSPECTION FOR VARIOUS SHIRE PROPERTIES, RESIDENTIAL, COMMERCIAL, CARAVAN PARK AND AKV	6,642.90	
EFT9839	26/08/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 06/08/2021 AND 10/08/2021	561.00	
EFT9840	26/08/2021	NORTHAM MAZDA	25,000KM SERVICE Q0	336.11	
EFT9841	26/08/2021	HISCONFE	CARAVAN PARK - LINEN & BEDDING FOR SINGLE PERSON UNITS, TABLECLOTHS	1,095.84	PARTIAL
EFT9842	26/08/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY - JULY 2021	270.85	FULLY
EFT9843	26/08/2021	AVON VALLEY ISUZU UTE	75,000KM SERVICE Q551	723.99	
EFT9844	26/08/2021	MODULAR WA	CARAVAN PARK - SUPPLY AND INSTALL A CARETAKER RECEPTION, LAUNDRY AND RESIDENCE BUILDING. PRACTICAL COMPLETION FINAL INVOICES	65,809.00	PARTIAL
EFT9845	26/08/2021	CWB ELECTRICAL & A/C	CARAVAN PARK - REROUTE CABLE FOR ILLUMINATED SIGN & WALL MOUNTED TV CONNECTION IN CAMP KITCHEN	979.80	
EFT9846	26/08/2021	OFFICEWORKS	MEDICAL - NEW PRINTER FOR DOCTORS OFFICE	369.95	
EFT9847	26/08/2021	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES FOR JULY 2021	1,357.01	
EFT9848	26/08/2021	BRIAN KIMBER	SKELETON WEED EXPENSES; VENUE HIRE, TELEPHONE AND INTERNET, DIESEL	597.69	FULLY
EFT9849	26/08/2021	AUSTRALIA PACIFIC VALUERS PTY LTD	VALUATION FEES FOR THE REVALUATION OF LAND, BUILDING, ROAD, FOOTPATH, BRIDGES AND OTHER INFRASTRUCTURE	704.00	
EFT9850	26/08/2021	BEILBY DOWNING TEAL	THIRD STAGE INVOICE - CEO RECRUITMENT (FOLLOWING FINAL PANEL INTERVIEWS)	3,630.00	
EFT9851	26/08/2021	SLAVIN ARCHITECTS PTY LTD	CONCEPT PLAN FOR INDEPENDENT LIVING UNITS ON SUBURBAN ROAD AND ARTHUR KELLY DUPLEX MODIFICATION DESIGNS - FINAL INVOICES	5,500.00	
EFT9852	26/08/2021	REMOTE INDUSTRIAL TRAINING SERVICES	TESTING AND TAGGING VARIOUS SHIRE PROPERTIES; COMMERCIAL, MEDICAL, ADMIN AND DEPOT	1,691.75	
EFT9853	26/08/2021	AVON VALLEY AG	CHEMICALS FOR SKELETON WEED REQUIREMENTS	13,862.20	
EFT9854	26/08/2021	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	UNLEADED FUEL PURCHASES AUGUST 2021	337.00	
EFT9855	26/08/2021	WATERLOGIC AUSTRALIA PTY LTD	2X DRINKING WATER FOUNTAINS INCL SUPPLY & INSTALL	3,740.00	
EFT9856	26/08/2021	RINGA CIVIL	REFUND - CARAVAN PARK CABIN CANCELLATION	455.00	FULLY
EFT9857	26/08/2021	LYNDA BRADDICK	REFUND - CARAVAN PARK CANCELLATION	85.50	FULLY
23853	04/08/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	365.90	FULLY
23854	11/08/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	312.80	FULLY
23855	18/08/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	520.20	FULLY
23856	25/08/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	609.20	FULLY
23857	31/08/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	521.30	FULLY
				966,603.70	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
AUGUST 2021		Attachment 9.1.2
DATE	DESCRIPTION	AMOUNT \$
29/07/2021	TRANSPORT TAKINGS	1,308.70
30/07/2021	TRANSPORT TAKINGS	1,960.70
2/08/2021	TRANSPORT TAKINGS	1,741.95
3/08/2021	TRANSPORT TAKINGS	2,619.75
4/08/2021	TRANSPORT TAKINGS	866.45
5/08/2021	TRANSPORT TAKINGS	804.85
6/08/2021	TRANSPORT TAKINGS	3,437.00
9/08/2021	TRANSPORT TAKINGS	1,891.70
10/08/2021	TRANSPORT TAKINGS	203.50
11/08/2021	TRANSPORT TAKINGS	954.70
12/08/2021	TRANSPORT TAKINGS	118.15
13/08/2021	TRANSPORT TAKINGS	1,248.15
16/08/2021	TRANSPORT TAKINGS	500.80
17/08/2021	TRANSPORT TAKINGS	436.05
18/08/2021	TRANSPORT TAKINGS	1,836.50
19/08/2021	TRANSPORT TAKINGS	2,385.45
20/08/2021	TRANSPORT TAKINGS	1,394.70
23/08/2021	TRANSPORT TAKINGS	501.55
24/08/2021	TRANSPORT TAKINGS	1,325.25
25/08/2021	TRANSPORT TAKINGS	903.60
26/08/2021	TRANSPORT TAKINGS	1,843.05
27/08/2021	TRANSPORT TAKINGS	1,240.65
ACTUAL TOTAL TAKINGS IN AUGUST FROM BANK		29,523.20
AUGUST TAKINGS INTO SEPTEMBER		
30/08/2021	TRANSPORT TAKINGS	3,391.25
31/08/2021	TRANSPORT TAKINGS	399.00
AMOUNTS YET TO BE DRAWN		3,790.25
		33,313.45

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

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

BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
11 AUG	Purchases DEPARTMENT OF PRIMARY PERTH AUS GOVERNMENT SERVICES NOT ELSE	76.50	B17 Ram Shed Registration
25 AUG	SEEK AU 42505231 MELBOURNE AUS ADVERTISING SERVICES	390.50	5052 Advertising for Hood Gardens
	Sub Total:	467.00	
29 AUG	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	467.00 -	
	Sub Total:	467.00 -	
	Grand Total:	0.00	

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

Cardholder Signature

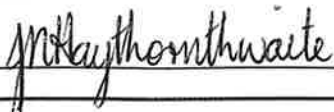


Date

6/9/2021

Transactions examined and approved.

Manager/Supervisor Signature



Date

23/09/2021

11.2 Financial Information – Statements of Income and Expenditure for the Period Ending – 31st July 2021

Meeting Date	30 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) Financial Statements for July 2021 – to be provided under separate Cover when provided by Council's Accounting Contractor.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

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

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The CEO engaged Local Government Accounting Contractor Bob Waddell to assist Council Staff with the preparation of the Annual Financial Statement to the 30th June 2021.
- Monthly Financial Statement for the period ending 31st July 2021 was unable to be completed in time for consideration at the 26th August 2021 Ordinary Council Meeting as the Year End balances were being verified by Mr Waddell as part of the Year End work.
- The CEO approved that the Contractor undertake additional work to assist the EMCS in the establishment and preparation of the Monthly Financial Statements template for the 2021/2022 Financial Year.
- The Monthly Financial Statement to the 31st July 2021 has been completed by Bob Waddell and Associates (Contractor) and is presented for the September 2021 OCM. The Financial Statement will be provided under Separate Cover to Councillors as soon as it is received from the Contractor (not in the Agenda Papers).
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new Reporting Template and Accounting Processes are utilised to optimise their capability and are prepared in a timely manner.

MATTER FOR CONSIDERATION

Council to receive the Monthly Financial Statement.

BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format.

Monthly Financial Statements have in recent years been based on the Moore Australia Template and modified by the then EMCS.

The Monthly Statement for 2021/2022 have been prepared based on the Bob Waddell and Associates Monthly Statements Model (Abridged Version).

It is expected that future Monthly Financial Statements will use the same methodology, however expanding from an abridged version to the automated and self-balancing model already developed by Bob Waddell and Associates.

The Monthly Financial Statements report include the Fund Balances Report and the Budget Variance Report.

The Financial Reporting methodology change from using the Moore Australia Monthly Statements Model to the Bob Waddell and Associates Monthly Statements Model was required to ensure accurate and reliable Financial Statements are produced with confidence by current Council Staff in the future. This additional work has caused a delay in being able to bring reporting up to date, with Management remaining one month behind in reporting to Council at this time.

The Financial Statements for August and September 2021 will be presented at the 28th October 2021 OCM.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Regulation 34 requires Local Governments to report on a monthly basis, although it is much more prescriptive as to what is required and its intention is to establish a minimum standard across the industry.

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

Regulation 34 (4)(a) allows for a statement of financial activity and the accompanying documents to be presented at an ordinary council meeting that is within 2 months after the end of month to which the statement relates. Regulation 34 (4)(b) further prescribes that such statements presented will then be recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has provided a Budget provision of \$25,000 for Accounting Support expenses in the 2021/2022 Year. It was estimated that the Cost of the preparation of the Annual Financial Statement was to be \$12,000 but the Scope of Works has been expanded by the CEO to include the loading of Council's Fair Valuations for all Assets and assistance with the commencement of the Monthly Financial Statements for the 2021/2022 Year.

Additional Costs will be incurred in early 2022 to complete the work by Bob Waddell and Associates to create an automated and self-balancing Financial Reporting Model for Council's use. The template is successfully used in a number of small rural Councils.

Any Contractor Fees in addition to the \$25,000 Budget Provision will need to be the subject of the Budget Review scheduled to be undertaken by Management and Council in February / March 2022.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

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

Financial - Risk Matrix Rating considered Low – Council has provided Budget Provision for Additional Accounting Services to assist the Council Staff, given the short handover in the EMCS Position at the end of the Financial Year. Overall Financial Risk is mitigated with Monthly Financial Reports being prepared and presented to Council for Review and Monitoring of Council's Financial Position throughout the Year.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Additional experienced Accounting Support and Templates obtained to ensure that full Compliance to the Act, Regulations and Accounting Standards is achieved and maintained.

Operation – Risk Matrix Rating considered Low. Additional External Accounting Contractor Services procured to support the new and existing Council Staff.

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

The Monthly Financial Statement templates have been updated by Bob Waddell and Associates (Contractor) using their own Monthly Statements Model developed for smaller rural and regional Councils.

For this to be completed in a short time-frame, Bob Waddell has used an abridged version of his Model that is fully compliant. It is planned that the Comprehensive Model will be implemented during this Financial Year. This Model is predominantly automated, fully self-balancing and with built in Checkpoints, ensuring that a high level of trust can be placed on the accuracy of the Financial Reports being presented to Council.

The Shire had already contracted Bob Waddell and Associates to complete the End of Financial Year processes and produce the Annual Financial Report for 2020/21.

In discussions with the Contractor to complete this work, it was identified that for the Shire to proceed with Monthly Financial Reporting, a change in the template and methodology was required. Bob Waddell and Associates were then able to very quickly utilise an abridged version of their Financial Reporting model to enable Financial Reports for July 2021 to be completed.

This should now ensure that delays to future Monthly Financial Reports do not occur and that timely and accurate Monthly Reporting by Council Staff is reinstated as of the October 2021 OCM.

Council Staff will prepare future Monthly Statements under the guidance of Mr Bob Waddell.

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Shire Administration Centre and Works Depot Reception Closure between Christmas and New Year

Meeting Date	30 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____	SECONDED _____
<ol style="list-style-type: none"> That Council approve the closure of the Shire Administration Centre from 5.00pm Wednesday 22nd December 2021 to 9.00 am on Tuesday 4th January 2022. That Council approve the closure of the Works Depot Reception from 4.00pm on Wednesday 22nd December 2021 to 7.00 am on Tuesday 4th January 2022. The Office Closures and Emergency contact details be publicised in the community through Council's communication mediums. Council advise the Department of Transport of the closure period for the Licensing Agency in accordance with the Licensing Agency Agreement. 	
____/____	

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council in recent years has approved the closure of the Shire Administration Centre and Works Depot Reception for the period between Christmas and New Year Public Holidays. This has enabled staff to have an extended break utilising Accrued Annual Leave or Rostered Days Off entitlements.
- Executive and Senior Staff will be available and able to respond to Emergencies / Telephone Calls.
- Management will prepare a Roster of Council Staff on Leave and those Staff available to respond to Call Outs / Emergencies.
- The CESM will be on "Standby" due to the Bushfire Season
- Council's Works Depot staff will cease work on Wednesday 22nd December 2021, however a number of staff will be available as 'skeleton crew' during the period of leave, and will return to work on various dates throughout January 2022. It is proposed that the Works Depot Reception close at 4.00pm on Wednesday 22nd December 2021 and reopen to the Public on Tuesday 4th January 2022.
- Given that Christmas Day falls on a Saturday this year, it is recommended that the Administration Centre be operational on Monday 20th, Tuesday 21st and Wednesday 22nd December 2021.
- The Town/Parks and Gardens team will not be taking Leave (excluding Public Holidays) to maintain Town facilities, parks and gardens.

- Appropriate community advertising will be undertaken should Council agree to the Shire Administration Centre and Works Depot Reception Closure dates.
- There has been no record of concerns to the Administration that the 2020/2021 Closure caused any major inconvenience to the community nor any adverse publicity.
- Council to consider the closure proposal each year on its merits.

MATTER FOR CONSIDERATION

Council to consider the Closure Period for the Shire Administration Centre and Works Depot Reception for the period between Christmas and New Year 2021/2022.

BACKGROUND

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

The majority of the Works Depot crew will have commence taking their annual leave entitlements as at the COB on Wednesday 22nd December 2021, and will return to work on various dates in January depending upon their period of leave taken.

The Works Depot staff will advise who is remaining in the District so an 'Emergency Call Out' roster can be developed.

It is anticipated that there will be Staff members available to provide a full suite of Customer Services, including Department of Transport transactions in the 3 days of the 20th -22nd December 2021.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil - Determined by Council each Year.

FINANCIAL IMPLICATIONS

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

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

5. GOVERNANCE AND LEADERSHIP	
5.1	Shire communication is consistent, engaging and responsive
5.3	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. Council Staff will be utilising Annual Leave or Rostered Days Off entitlements, thereby reducing Council's leave liability.

Health – Risk Matrix Rating is assessed as Low

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

Administration Centre and Works Depot Reception Closure

Monday 20th December 2021 – Admin Centre & Works Depot Open

Tuesday 21st December 2021 – Admin Centre & Works Depot Open

Wednesday 22nd December 2021 – Admin Centre & Works Depot Open

Thursday, 23rd December 2021 - Closed

Friday, 24th December 2021 Christmas Eve- Closed

Monday, 27th December 2021 Christmas Holiday – Public Holiday

Tuesday, 28th December 2021 Boxing Day Holiday - Public Holiday

Wednesday, 29th December 2021 - Closed

Thursday, 30th December – Closed

Friday, 31th December New Year's Eve – Closed

Monday, 3rd January 2022 New Year's Day observed – Public Holiday

Tuesday 4th January 2022

- Works Depot re-opens at 7.00am
- Administration Centre re-opens at 9.00am

12.2 Business Support Grants Program (2021/22) – September 2021

Meeting Date	30 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Jen Green
Attachments	(i) Business Support Grants Assessment – Under separate cover (ii) Grant Applications – Under separate cover (iii) CS.5 Business Support Grants Policy
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____	SECONDED _____
<ol style="list-style-type: none"> That Council accepts the Officer's Report and Grant Assessment Report on the September 2021 Business Support Grant Applications. That Council provides funding for the received applications in September 2021 to the value of \$6,186.17 to the Businesses listed in the Grant Assessment Document. 	
____/____	

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The Business Support Grants Process and Policy was endorsed by the Council in February 2021.
- The Business Support Grants Program was launched on the 2nd of August via the Shire Facebook Page, Website, Banksia Bulletin and direct email to all Quairading businesses.
- Two applications were received during September 2021 with Grant Values of \$6,186.17.
- Total Project Costs for the 2 Applications is valued at \$28,972.34
- Details of each Application have been provided for Consideration and Recommendation to Council.
- The Applications were evaluated by the Grant Team based on the Criteria in the adopted Grant Guidelines.
- Council has budgeted a Total of \$20,000 for the Business Support Grants Program in the 2021/2022 year.

MATTER FOR CONSIDERATION

- Evaluation of Business Support Grant Applications received by Grants Project Officer in September 2021.
- Allocation of financial resources in the Business Support Grants Program.

BACKGROUND

At the February 2021 Council Meeting, Council adopted a Business Support Grants Policy and supporting Guidelines.

The Business Support Grants Program was opened on 2nd August 2021 with Policy and Grant Application forms forwarded to all Quairading Businesses via email and regular advertising has been conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

The program is open all year round and funding up to \$5,000 per business is available for a range of projects not limited to:

- Training and Professional Development.
- Investing in e-commerce activities.
- Projects that increase business opportunity and sustainability.

During September 2021, two applications were received to the value \$6186.17 in Grant monies sought.

Business	Project	Amount
Quairading Pharmacy	Main Street signage at the Pharmacy	\$1,186.17
Quairading Farmer's Co operative	Liquor Licence Application Consultancy	\$5,000.00
Grand Total		\$6,186.17

If accepted, balance of GL4591 will be \$13,813.83.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Business Support Grants Policy - Attached

FINANCIAL IMPLICATIONS

2021/2022 Budget – Subject to Applications received and supported. Maximum of \$5,000 Grant per Application.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2030

2. ECONOMY	
2.1	Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)

5. GOVERNANCE AND LEADERSHIP	
5.1	Shire communication is consistent, engaging and responsive
5.3	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4	Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

The Business Support Grants Program is advertised regularly through the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

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

Financial – Risk Matrix Rating is assessed as Low. \$20,000 has been provided for the Business Support Program in the 2021/2022 Adopted Budget.

Applications are assessed and presented to Council on a "first come" basis but Program limited to the Budget provision.

Further refinements through reviews to the Grant Process will reduce risk to Council and the Businesses through better planning and delivery of Projects supported by the Shire.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Council has implemented the Business Support Program following feedback from Business Houses and the Community.

There may be increased reputational risk with the Grant Application from the Quairading Farmer's Cooperative which is seeking Grant Funding towards Consultancy Costs associated with a future Application for a Liquor Licence for the Business. It is highlighted that the Cooperative have engaged a Consultant to undertake a Business Viability Assessment of the proposal and its presentation to the Coop Board. If the Viability Report substantiates the Proposal, the Board would then seek Shareholder support / endorsement to proceed with preparing an Application for a Liquor Licence. It is understood from the Application, that the Business Support Grant would not be required if the Business Viability Report did not substantiate the Proposal or the Board or Shareholders determined not to proceed with a Liquor Licence Application.

Operation – Risk Matrix Rating is assessed as Low. Grant Program administered within Council's current Structure and Resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

- Two grant applications were received and assessed.
- Assistance was provided to each Business to ensure the applications were completed correctly.
- Both grant applications meet the selection criteria outlined in the Grant Guidelines.

CORPORATE SERVICES

CS.5 BUSINESS SUPPORT GRANTS POLICY

Document Status	Adopted
Statutory Environment	Local Government Act (1995)

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Jen Green	29 April 2021	164-20/21	New Policy	

PURPOSE

Council's Annual Business Support Grants Program is a strategic tool for supporting and encouraging the growth of small business and business innovation.

The program will recognise the important role commercial enterprises play in achieving the Shire's vision – "A place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting".

OBJECTIVES

- Enhance local business capacity to invest to improve their streetscape presence.
- Encourage individual businesses to invest in online and e-commerce activities.
- Encourage local enterprises to invest in professional development and training.
- Assist local business in their ability to increase business opportunity and sustainability.
- Provide businesses with support for capital works projects to adapt to changes in business structure and/or conditions.
- Assist new enterprises that are establishing in Quairading.

POLICY

Funding up to \$5000 (per Application) is available to assist local businesses to encourage the growth and sustainability of their enterprise which will in turn improve local employment opportunities for residents, and help achieve thriving local industry and community.

Allocation of Resources

Council will review and confirm allocation of resources annually as part of their Annual Budget processes. Resources will be allocated to a specific General Ledger Account.

A single tranche will be allocated and available to Local Businesses upon the adoption of the Annual Budget.

Applications will be open all year round. Businesses will be allowed to apply once per year. Organisations may not apply for funding under the Business Support Grants Program if they have also received funding under the Shire Community Grants Program in the same year. There is a requirement to provide an Acquittal Report back to the Shire to show where funds have been spent at the end of each financial year.

Eligibility Conditions

- Applicant must be based within the Shire of Quairading and hold an Australian Business Number.
- All successful projects are to be completed within 12 months of the funding being awarded.
- Verification by applicant that request is not covered by Insurance.
- The program will not support organisations that are political or that have a political purpose, government departments or agencies, grant making bodies or have a primary focus on fundraising.
- Requests for funding or support cannot be for a project / activity that has already occurred.
- The Grant will not fund operational costs such as marketing and wages or maintenance costs.
- The Applicant must have all insurances, permits and licences for business operation.

General Conditions

- Projects that will be considered, but not limited to, include:
 - Training and Professional Development.
 - Investing in e-commerce activities.
 - Projects that increase business opportunity and sustainability.
 - Capital works projects including major projects and streetscape and aesthetic/amenity improvements.
- Budget allocation for the Business Support Program will be determined during the Council's Annual Budgeting Process.
- Funding is available all year round.
- Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.
- Council's position is to fund to a maximum of one half of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
- In-kind labour and equipment may be included in the applicant's contribution but may not exceed one third of the completed value of the project.
- Council may opt to use their employees or equipment in lieu of a cash contribution.
- Council reserves the right to carry out a Progress Inspection or request a Progress Report at any stage of the project.
- The Chief Executive Officer is given delegated authority to approve or reject minor variations to the Applicant's Project Budget following approval of the grant from Council.

Acquittal

All Businesses that receive funding will have to provide the following after their project's completion within 12 months of the funding being awarded:

- Completed Acquittal Form (to be provided);
- Proof the project, activity or event took place (e.g. photographs etc.);
- Proof of expenditure (e.g. copy of financial records and invoices paid); and
- Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.).

Assessment Process

- Applications will be assessed by the Grants Team based on Grant Criteria and a recommendation made to Council.
- Applications will be presented to Council and assessed based on eligibility and merit.
- Allocation of grant funding is at the discretion of the Council.
- All applicants will be contacted in writing regarding the outcome of their application.
- Applicants are encouraged to seek feedback on the outcome of their application.

Submission Information

Applications can be received via mail, email or printed copies dropped into the Front Counter at Shire Administration Office.

ANNEXURE

Annexure A - Assessment Criteria (Attached)

Annexure B – Shire of Quairading Business Support Grants Process

Application Form - (Separate Document)

Annexure A

Assessment Criteria

Each Grant Submission will be assessed based on the following criteria

Criteria 1 –Benefit:

- Is the project part of an overall Business Strategy?
- Is there identified and demonstrated business need?
- What are the benefits (value adding) to the business and the Community?
- Does the project align with outcomes in the Strategic Community Plan?

Criteria 2 – Organisation:

- ABN? Y/N
- Business type and purpose

Criteria 3 – Project Cycle:

- Planning and design of project
- Management and delivery of project (incl. milestones and works schedule)
- Project Budget
- Financial contribution - \$; In-Kind, External
- Evaluation of project
- Sustainability of project
- Use of local suppliers for capital works

Score

Each Grant Application will be assessed based on these criteria

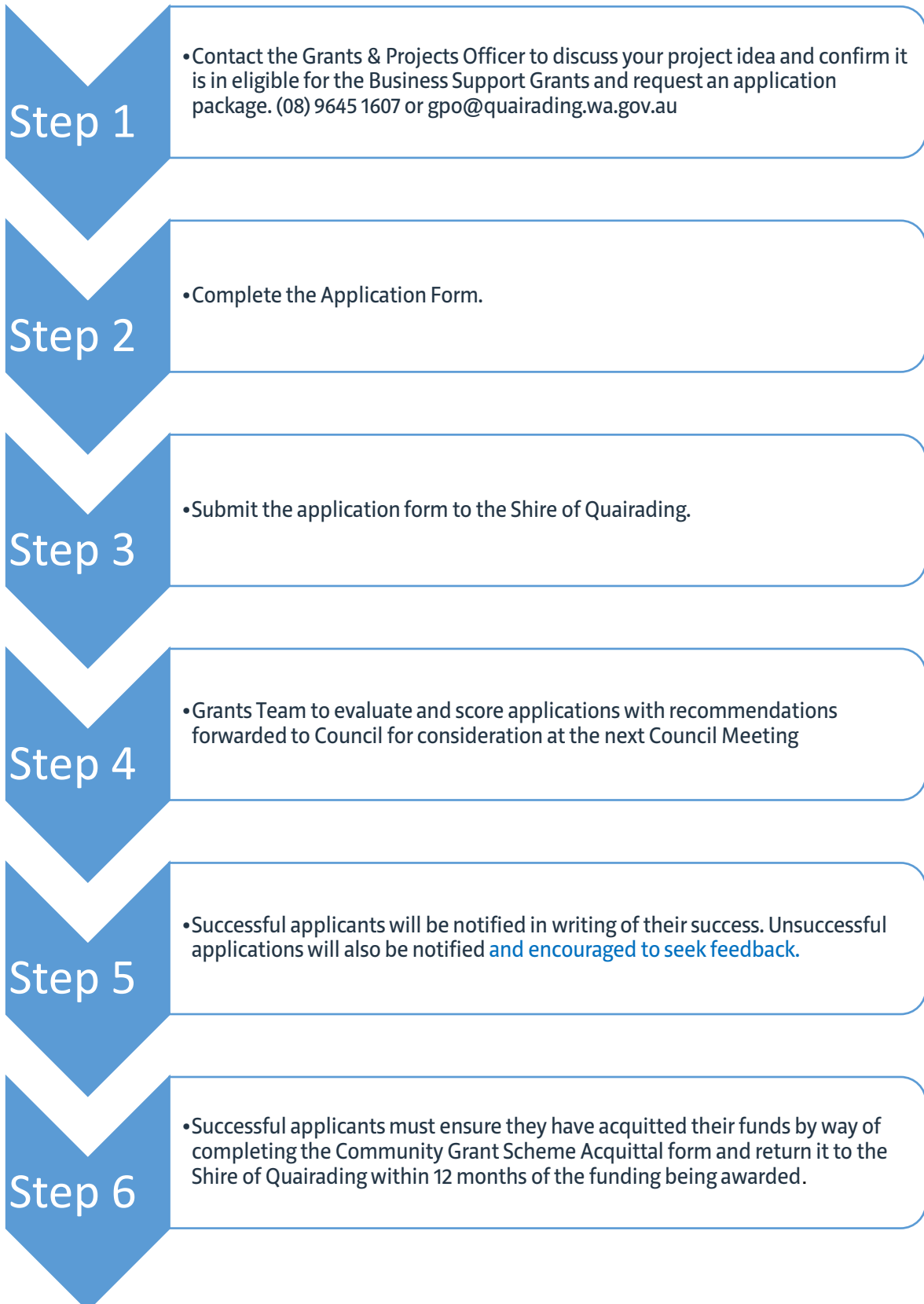
Each criteria will be evaluated and given a score between 1 (Poor) and 5 (Excellent).

Weighting

Weighting for each criteria to be determined by the Council.

Proposed weighting is: -	
Community Benefit -	40%
Organisation -	20%
Project Planning -	40%

A minimum weighted score of 3 out of 5 (60%) will receive a positive recommendation.

Annexure B**Shire of Quairading Business Support Grants Process**

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

14.1 RFQ Bituminous Surfacing Application Works for 2021/22 Year

Meeting Date	30 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	i) Quote Comparison – Under separate cover ii) Evaluation Scorecard – Under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council award RFQ (Request for Quotation) for Bituminous Surfacing Application Works for the 2021/22 Works Program to Downer EDI Works Pty Ltd Western Australia Pty Ltd for the quoted price of \$544,930.26 excluding GST.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Quotes have been sought through WALGA e-Quotes for Bitumen Services for Council's 2021/2022 Road Program in accordance with the Local Government Act and Council's Purchasing Policy.
- Quotations received have been assessed by Chief Executive Officer (CEO) Executive Manager of Works & Services (EMWS) on the Criteria outlined in the RFQ.

MATTER FOR CONSIDERATION

For Council to consider the quotes received for Bituminous Surfacing Application Works, in respect for the Shire of Quairading's 2021/2022 Roadworks programme.

BACKGROUND

Council's 2021-22 budget includes an allocation for the procurement of services for road sealing for its Road Construction program. As the cost of services will exceed \$250,000 a Request for Quotation (RFQ) process was undertaken through the WALGA Preferred Supplier eQuotes in accordance with Council's Purchasing Policy.

A specification was drawn up and the RFQ was advertised on the WALGA Preferred Supplier eQuotes portal on the 19th August 2021. The closing date of the RFQ was on 3rd September 2021 at 4.00pm.

Below are the five suppliers invited to quote:

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

1. Bitutek Pty Ltd
2. Boral Asphalt
3. Downer EDI Works Pty Ltd
4. Colas Western Australia Pty Ltd.
5. Fulton Hogan Pty Ltd

The scope of works contained in the specification called for the submission of prices for two coat primer seal and single coat seal applications for various roads included in the 2021/22 Road Construction program with Quotes received being subject to the following criteria in the valuation of the submissions.

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The procurement of bitumen service contractors to assist the 2021/2022 construction program has been allocated in the 2021/2022 Budget. The Shire's provision with the funding is \$446,724 ex GST and the recommended Quote is \$544,930 ex GST. Shortfall of \$98,206 ex GST.

EMWS had increased the sealing component from 2020/2021 rates by 10% for the 2021/2022 Budget.

The increase of the rates received has risen further than expected due to the demand on these services brought about by the injection of infrastructure stimulus monies from Federal and State Governments during this Covid19 Pandemic.

To reduce the impact to the 2021/2022 Budget allocation for sealing recommendations are below:

- 1) Reduce the scope in resealing on the Doodenanning – Mawson road from 49,104 M2 to 37,294 M2 Saving of \$55,978 Ex GST. This project is fully funded from LRCI #3 (Correspondence received via email from the preferred supplier confirming that the square metre rate would not rise if the scope is reduced on this project. This would allow the allocated \$176,774 for this project to remain as budgeted.
- 2) Balance of \$42,228 of the shortfall will be monitored on the four remaining Capital projects to see if savings can be made during construction to offset the \$42,228.

- 3) If savings cannot be achieved, Council could allocate the shortfall at the Budget review process from the Road Infrastructure Reserve Fund which has a current Balance of \$429,219 as at the 30th June 2021.

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

3. BUILT ENVIRONMENT	
3.1 Safe, efficient and well maintained road and footpath infrastructure	Achievement of the 10yr road plan goals and strategies
	Less impact on our roads due to extreme weather events and increased vehicle tonnage (road engineering, stormwater management)

COMMUNITY CONSULTATION

Nil

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

Financial - Risk Matrix Rating is assessed as Medium. The recommended quote for the works is in excess of the Budget Allocation. Management have provided a recommended strategy to reduce the exposure to the Over Budget scenario. All Quotations received exceeded the Material & Contractor Budget which had been increased by 10% on the Actual Bitumen Services Costs charged in 2020/2021, however this is an insufficient Provision to carry out the full scope of the Works, without modification.

Health – Risk Matrix Rating is assessed as Low.

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

All three companies that submitted Request For Quotations met the Qualitative Criteria outlined in the RFQ documents and equally scored 60 out of 100 in the Weighted Scoring (Good offer, no deficiencies, meets criterion)

Price consideration has Downer EDI Works Pty Ltd ranked first.

Downer EDI Pty Ltd carried out the sealing works in 2020/2021 financial year and provided a good quality of work and was able to meet the programming Schedule for the works to be completed.

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

ITEM 15 URGENT COUNCILLORS' BUSINESS

ITEM 16 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

No matters for consideration.

ITEM 17 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 28th October 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 18 CLOSURE

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