

Ordinary Council Meeting

Minutes | 26th November 2020

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SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 26th November 2020 commencing at 2.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

Cr Davies welcomed Councillors, Acting CEO Mr Nathan Gilfellow, Staff and member of the public Mr Murray Yarran to the meeting.

One (1) Minute Silence was observed for the Late Mr Rowlie Mellor on his Passing.

Cr Davies thanked Deputy Shire President Cr Jo Haythornthwaite for chairing the October 2020 Ordinary Council Meeting in his stead.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitor

Mr Murray Yarran	(2.00 pm – 2.20 pm)
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Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

Mr Murray Yarran thanked Council for the opportunity to address the meeting.

Mr Yarran advised the meeting that the Noongar Community have raised a few concerns with him in regard to the Swimming Pool rules and regulations and he wanted to bring it to Council's attention.

Mr Yarran raised the following concerns: -

- School aged children not allowed access to the swimming pool during school hours
- Clothing worn by swimmers
- Access to the small pool when the Swimming Club is present.
- Admission/Exit of the Swimming Pool Facility on the same day and having to pay for re-entry.

The Acting CEO Mr Nathan Gilfellon advised as follows: -

The incident which occurred earlier in the week was due to a miscommunication about the age of the child and a misunderstanding of the age of schooling. This has since been clarified with teachers from the Quairading District High School and an apology will be made to the parent of the child regarding the incident.

Following discussions with the Pool Manager, we are unaware of any times someone was refused use of the Pool due to their clothing other than when younger children have worn diapers rather than swimming diapers. This is only done when there is a concern for safety and is based on health regulations.

Access to the swimming pool during Swimming Club trials/events is restricted to the general public due to an established agreement between the Swimming Club and the Shire of Quairading. The restricted access was put in place due to the risk of inadequate supervision by Swimming Club parents of their children, while the Club were undertaking time trials and events.

Public admission and re-entry to the pool was adjusted last year for safety reasons after discussions with the Pool Manager, where a high level of re-entry made it difficult to maintain a list of occupants for emergency purposes during busy times. The increased traffic at the Entry resulted in the focus of the Pool Manager being redirected away from the pool deck and also previous incidents of reduced parental supervision of children in the pool and children following parents out into the carpark.

Mr Yarran concluded that the Noongar Community would like to keep the good relationship they have with Council.

2.20pm

Mr Yarran left the meeting.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

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

Nil, at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes – 29th October 2020

Recommendation

RESOLUTION: 77-20/21

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Minutes of the Ordinary Meeting of Council held on the 29th October 2020 be confirmed as a true and accurate.

CARRIED 8/0

7.2 Business Arising

Nil.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

9.1 Accounts for Payment – October 2020

Meeting Date	26 th November 2020
Responsible Officer	EMCS Nathan Gilfellow
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) October 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 78-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

That Council note the following:

1. That Schedule of Accounts for October covering Municipal Vouchers 23753 to 23764, EFT 8403 to EFT 8554 totalling \$565,642.49 be received and
2. That Police Licensing payments for the month of October 2020 totalling \$49,859.80 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for September 2020 balance totalling \$1,053.04 be received (Attachment iii); and
4. That Net Payroll payments for the month October 2020 totalling \$186,106.73; and
5. That the Lease payment for the month of October 2020 on the CESM Vehicle totalling \$1,140.08.

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the accounts paid during October 2020.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

Comment

As the August charges of the Credit Card were skipped in the last Month, they have been included into this month's accounts.

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

Meeting Date	26 th November 2020
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) Financial Statements for October
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 79-20/21

MOVED Cr Stacey SECONDED Cr Jo Haythornthwaite

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements

BACKGROUND

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low.

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

9.3 November Budget Review

Meeting Date	26 th November 2020
Responsible Officer	EMCS Nathan Gilfellow
Reporting Officer	EMCS Nathan Gilfellow/ EDPO Richard Bleakley
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council approve the adjustments to the 2019/2020 Shire Adopted Budget as detailed below to be funded by the current budget surplus of \$122,026

Altus Bank Reconciliation Setup and Annual Fee	\$9,500
New Computers	\$11,300
Offsite Backups/ Internet Service and Firewall	\$7,500
Review of Sports and Recreation Masterplan	\$25,000

RESOLUTION: 80-20/21

MOVED Cr Smith SECONDED Cr Cowcill

That Council approve the adjustments to the 2019/2020 Shire Adopted Budget as detailed below to be funded by the current budget surplus of \$122,026

1. Altus Bank Reconciliation Setup and Annual Fee \$9,500
2. New Computers \$11,300
3. Offsite Backups/ Internet Service and Firewall \$7,500
4. Review of Sports and Recreation Masterplan \$25,000
5. That Council list "Community Advertising Campaign" as an agenda item for the 2020/21 Statutory Budget Review.

CARRIED BY ABSOLUTE MAJORITY 6/2

Reason for Variation from Officer's Recommendation

Council considered that the "Community Advertising Campaign" should be undertaken in the 2020/21 Statutory Budget Review process.

IN BRIEF

- Officers undertook a review of the Current Budget.
- Following the Officers review only a few items were identified that required an adjustment.
- Due to current workload and only a few budget adjustments being identified, the decision was made to change the structure from a Budget Review Workshop to a Council Agenda Item.

- Proposed budget adjustments have been outlined in this document.
- A full statutory Budget Review will still occur in February or March 2021.

MATTER FOR CONSIDERATION

Adoption of Budget adjustments.

BACKGROUND

Council conducts two Budget Reviews during the Financial Year. Firstly, in November 2019 and a further Review scheduled for February / March 2020. The Second Review is required to be formally reported to the Department of Local Government (DLGSC).

Budget Adjustments are currently made throughout the year on an as needed basis through reports to Council.

STATUTORY ENVIRONMENT

Local Government Act 1995

[Section 6.2 \(1\)](#)

The Council is required to prepare and adopt, by Absolute Majority, an annual budget for its municipal fund by 31st August each year.

[Section 6.8 \(1\) and \(2\)](#)

The Council cannot incur expenditure from its municipal fund for a purpose for which no expenditure estimate is included in the annual budget (known as an 'additional purpose') except where the expenditure

- (a) is incurred in a financial year before the adoption of the annual budget by the local government;
- (b) is authorised in advance by resolution by Absolute Majority; or
- (c) is authorised in advance by the mayor or president in an emergency.

Where expenditure has been incurred;

- (a) under S 6.8 (1) (a) it is required to be included in the annual budget for that financial year; and
- (b) under S 6.8 (1) (c), it is to be reported to the next ordinary meeting of the council

Local Government (Financial Management) Regulations 1996

[Regulation 33A](#)

A formal review of the annual budget is to be presented and adopted by Council, by Absolute Majority, between 1st January and 31st March each year

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)

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

Social Objective: Active, healthy, safe and inclusive community

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

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low to Moderate – A large loss of Information and Data from an ineffective backup could result in loss into the hundreds of Thousands of Dollars with the cost to reinstate operations.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low to High – A large loss of Information and Data from an ineffective backup can cause public embarrassment and widespread loss of community trust, if multiple Council projects and services were impacted for a long period of time.

Operation – Risk Matrix Rating is assessed as Low to High - A large loss of Information and Data from an ineffective backup could cause impacts to projects and services for over a month.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

This review is in a different format as previous reviews. This was due to considerations of reducing the workload of a review for Council and Staff. As this is not a statutory review there is no requirement for the format of this review. A full statutory review will still be conducted in February or March that will be conducted using the normal process.

Details and explanations of the proposed changes have been listed below.

	Budget Adjustment	Balance Surplus/ (deficit)
Current Surplus		\$122,026
Review of Masterplan, and Multipurpose precinct concept	\$25,000	\$97,026
- IT Strategy		
Altus Bank Reconciliation Setup	\$8,000	\$89,026

Altus Bank Reconciliation Annual Fee	\$1,500	\$87,526
Offsite Backups	\$2,500	\$85,026
New Internet Service NBN Satellite	\$3,500	\$81,526
Internet Firewall	\$1,500	\$80,026
New Computers	\$11,300	\$68,726
Closing Surplus	\$53,300	\$68,726

The proposed IT improvement have been listed in the Shire's IT Strategy however due to a decreased length of the financial year have been reduced in scope.

Altus Bank Reconciliation Setup and Annual Fee

The current Bank Reconciliation is a manual process using Excel. Manual processes can cause large problems as they are often time consuming and inaccurate. Inaccuracy in a bank reconciliation can cause problems, as errors in a bank reconciliation are one of the key signs of fraud in an organisation. Due to the current system, management's capacity in monitoring the risk of fraud is largely impacted.

The time consumed in a manual process for undertaking the bank reconciliation and reviewing the process is far lengthier than automated processes. Currently the year to date cost is nearly \$5,000 in only overtime wages that have been paid conducting the bank reconciliation process largely attributed to the manual way of processing. This does not consider the additional time it takes to undertake the process in ordinary staff hours.

It is expected that the costs of running a manual process will continue to be significant and as Local Government accounting becomes more complex and time consuming, without investing into improving current processes more resources and staff will be needed to undertake the possible workload.

New Computers

This cost is for the purchase of 5 new Laptops across the Administration Office and Medical Centre. Many of the current computers used by Shire staff are becoming older than the recommended age (3 years) of changeover. As computers become older than 3 years their performance starts to fall quickly. This impacts the staff using the computer lengthy start-up times and processing times limits the productivity of the staff member. This will limit what staff are able to produce and could lead to additional resources needed to overcome the productivity limit. There is currently multiple reports of start-up times close to 10-15 minutes. This can add up to a substantial loss of productivity over a year.

Offsite Backups/ Internet Service and Firewall

The current process for backing up the Shires Data and Information is by the use of hard drives. This process has been deemed as a below a standard expected of a Local Government. The two largest areas of concern are that the technology used is not of a business standard and that the backup process is solely responsible on one officer.

The new process will add a second copy of our data offsite, creating a second copy in the case the first is corrupted or unusable and a second option in case the officer is unavailable.

The risk if the backup does not work is variable depending on the circumstances, however the impact to operations can be large with a worse case basis impacting the Shire and Community across its projects and services for potentially several months. It could also create large costs to restore capacity in the hundreds of Thousands of Dollars

The Internet upgrades are recommended to be able to implement the offsite backup system with current services currently too slow or do not provide the amount and consistency of data required.

A firewall upgrade is also recommended at the same time as installing a new internet service. A move to Software as a Service arrangement will allow for continuous upgrades to the firewall keeping the Shire utilising the best system for our size and decreasing the risks of viruses and other threats.

Each of the above adjustments are High Priorities in the Shire of Quairading IT Strategy.

Review of Sports and Recreation Masterplan

The Shire first initiated a Sports and Recreational Masterplan in 2011. The process was facilitated by Stirling Sports and Recreation Solutions and KTA Partnerships at a cost of \$16,200 ex GST.

The Masterplan came up with 23 recommendations of which thirteen (13) were achieved, six (6) are ongoing (primarily asset management recommendations) and four (4) are on hold or dismissed.

The Sports and Recreation Masterplan provided direction for the Strategic Community Plan (2017-27)

The Sports and Recreation Masterplan has leveraged over this period the following:

Project	Funding	Source
Caravan Park	\$364,739	RfR CLGFF
Swimming Pool	\$990,000	RfR CLGFF, CSRFF, & DSR – Regional Pool Fund
Gym	\$30,000	LotteryWest
AG Hall / Youth Centre	\$21,000	JobAccess

Following conversations with the Manager Wheatbelt, Department of Local Government, Sport and Cultural Industries, the Department noted that the Shire's existing Masterplan was due for renewal / update. The Department highlighted the significance of the Masterplan in providing direction within the Strategic Community Plan and its role in leveraging funding through external sources.

Provision in the Annual Budget for 2020/21 is **\$25,000** (GL3200)

Current budget allocation is sufficient to finance the Multi-Purpose Precinct Concept Plan Consultancy.

The ISP&SP Officer is seeking an increase in budget allocation of an additional \$25,000 to deliver the Sports and Recreation Masterplan 2021 – 2030 based on Quotations received from potential consultants.

Quairading Clinicare Pharmacy Building Upgrade Request

A request for funding was received from Quairading Clinicare to revitalise the shop front.

The request does not meet the criteria of the existing Community Grant Program Policy, Guidelines or criteria.

The current Community Grant Program is an opportunity for non-for-profit organisations and clubs to seek grant assistance from the Shire for community projects and events.

It makes no provision for "business" and "individuals" to apply.

With the conclusion of Round 2 of the Community Grant Program, the Grants Team will be reviewing the existing Community Grant documents, and developing an addition Grant Funding window for "businesses" and "individuals" to be presented to Council at the December OCM.

10.1 Six monthly Community Engagement Report

Meeting Date	26 th November 2020
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) Community Action Engagement Plan
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 81-20/21

MOVED Cr McGuinness SECONDED Cr Stacey

That Council receive the Six Monthly Community Engagement Report.

CARRIED 8/0

IN BRIEF

- In accordance with Council's Community Engagement Policy, an Annual Assessment of the level of engagement achieved was reported to the June Audit & Risk Committee.
- In December 2019, Council adopted the Community Action Engagement Plan for a 12 months' period.
 - The Action Plan describes how the Shire of Quairading will endeavour to increase its level of engagement with the community and acknowledges the desire of Council to share information in keeping with our vision to position Quairading as the best place to live, work and visit.
 - The Action Plan provides direction to Councillors and Staff on identified activities with the objective of maximising meaningful and appropriate Community engagement across all areas of the Organisation.
 - The Action Plan will be assessed and reviewed each June to ensure that community engagement remains focused and relevant to the Shire of Quairading community and stakeholders.

MATTER FOR CONSIDERATION

For Council to receive the Six Monthly Community Engagement Report.

BACKGROUND

Community engagement is a fundamental aspect of Council's role and is an essential element in the planning and delivery of community-focused services.

The Shire of Quairading is committed to inclusive engagement with its community in recognition of its obligations under the *Local Government Act 1995* as they pertain to participation, consultation and engagement.

Community engagement includes informing, consulting with, involving and collaborating with the community as supported by Council's CS.4 Community Engagement Policy. (Available to download from

the Shire Website <https://www.quairading.wa.gov.au/documents/910/cs4-community-engagement-policy>)

There are a broad range of methods Council can use when engaging with the community and other stakeholders. While not an exhaustive list, the following are some of the methods that can be used:

- Workshops, community meetings and local events.
- Stakeholder meetings and forums.
- Shire website and social media channels.
- Community and stakeholder reference groups.
- Advisory Committees and Steering Committees.
- The Quairading Wheatbelt Youth Council
- Business forums.
- Surveys - on-line and paper-based.
- Mail-outs and signage.
- Customer service counters.
- Community Liaison Groups.
- Stakeholder interviews.
- Media releases and newspaper advertisements.
- Radio Interviews
- Council Meetings.

STATUTORY ENVIRONMENT

Local Government Act 1995 – s.5.56 Planning for the future

Local Government (Administration) Regulations 1996 – Reg 19(c)(9)

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan

POLICY IMPLICATIONS

Strategic Community Plan 2017-2027

CS.4 Community Engagement Policy

Strategic Document – Community Engagement Action Plan 2019 - 2020

FINANCIAL IMPLICATIONS

Nil - Community Engagement has been undertaken within Council's Operating Budgets.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

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

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

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Community consultation is a key component of the Integrated Planning and Reporting requirements of the Local Government (Administration) Regulations 1996.

The Shire's Strategic Community Plan 2017 - 2027 has identified "Strong governance and community engagement" as one of its five (5) key objectives and lists Strategy G3 - Community Engagement as an issue to be addressed.

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

Financial - Risk Matrix Rating is assessed as Low. Community Engagement was undertaken within Council's adopted Budget.

Health - Risk Matrix Rating is assessed as Low.

Reputation - Risk Matrix Rating is assessed as Low. Risk Mitigated through a high level of Community engagement.

Operation - Risk Matrix Rating is assessed as Low. Higher level of Community Engagement achieved with existing Staff resources however at times other projects and competing priorities were needing to be compromised. In particular, there was significant resources allocated to the production and publishing of the Covid 19 Community information.

Natural Environment - Risk Matrix Rating is assessed as Low.

COMMENT

The Community Engagement Policy and Action Plan are aimed to ensure: -

- Increased community awareness about Council's services, planning and program delivery;
- Increased awareness of community views and issues that should be considered as part of the decision-making process;
- Increased awareness of the needs and diversity of the local community;
- Development of solutions and outcomes that are broadly supported by the community;
- Increased satisfaction with council and strengthening of trust between Council and community;
- Increased understanding, community ownership and acceptance of decisions;
- Enhanced relationships with Council and the community working together to address local issues;
- Improved decision making and community outcomes;
- Potential for time, resource and cost savings;
- Increased transparency and accountability with regard to council decision making.

Communications and engagement approach

A range of communication and engagement activities were undertaken to inform, consult and involve participants from across the community.

	METHOD	HOW WE ENGAGED
Online	Advertisements (Newspapers, Notice board, Banksia Bulletin, Passion Sheet and Shire Newsletters)	Public Notices, Tenders, Land Sales, Compliance Notices, Vacancies
	Bulk Text Messaging	Telstra Messaging – Emergency SMS system reports regularly to subscribers on Emergency/Bushfire/ Harvest Ban information. 450 Subscribers in 2019/2020 compared to 388 in 2018/2019.
	Regional Radio	Regular Radio Interviews regarding Community & Shire Activities - Triple M - Monthly 101.3fm Voice of the Avon - Quarterly
	Hotline/Phone-in	Harvest Ban Hotline
	Email	Business and Tourism – Caravan Club notification; assisting our community groups, clubs and businesses find the latest funding opportunities through targeted Grants emails and Mailchimp Weekly Covid-19 Community Update (March to June 2020) Shire Newsletter published in September 2020
	Social Media	Shire Facebook Page - 716 people follow the page
	Website	Council, Council facilities, Community Activities/Groups, Latest News
	Survey	Community Grants Program Survey
Indirect	Mail outs	Community Update COVID-19 X 9
	Town Clock Noticeboard, Banner, Poster, Signage	Electronic Notice Board, Newly branded Town Signage and Banners
	Suggestion Box	Council Community Suggestion Box at the Ag Show
	Client Request System	Client requests are generated through various medians including reports by phone, email, website or over the front counter at the Administration Centre and Works Depot.
In Person	Engagement Sessions	Community Park Project, Rebranding Project, Tourism Steering Committee, Aged Accommodation Project, Sporting Precinct Working Group, Quarterly Reconciliation Action Plan Committee Meetings, Wheatbelt Youth Council Meetings (Youth, Shire, School and the Police).
	Council Community Connect Calls	COVID-19 Council Community Contact one-on-one calls by Councillors to identified "At Risk" Community Members
	Council Meetings	Open to Public (excluding March and April Council Meetings due to Covid-19 Restrictions)
	Annual Electors Meeting	Open to Public
	Citizenship Ceremonies	Ongoing as required
	Site Tour	As required

METHOD	HOW WE ENGAGED
NAIDOC	NAIDOC Day Cultural Stand and Walk in Unity – CEO and Community Friday 13 November 2020
Australia Day	To be held on the 26 th January 2021 Citizen of the Year nominations have been called, closing 23 rd December 2020
Tourism	Tourism Committee meets on a regular basis. Caravan Park and Cabins booked out on a regular basis since the lifting of COVID-19 restrictions in WA.
Farmers Information Session	Held by Council biennially – 12 th October 2020 (25 Attendees in 2020 compared to 43 in 2018)
In Person	Shire Administration Centre – Front Counter – DoT, Health & Building, Rates, Facility Bookings, Planning, Cemetery, Ranger Services Works Depot Reception – Works Reports and Enquiries, Contractor and Supplier Enquiries Shire Officers @ CRC – Community Group Engagement, Meetings, Bulletins.

10.2 Council Meeting Dates for Year 2021

Meeting Date	26 th November 2020
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 82-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

1. That Council formally adopt the following Council Meeting Dates for the 2021 Calendar year with Ordinary Council Meetings to commence at 2.00pm in the Council Chambers in Quairading unless otherwise stated.

January	Council in Recess
February	Thursday, 25 th
March	Thursday, 25 th
April	Thursday, 29 th (5 th Thursday)
May	Thursday, 27 th
June	Thursday, 24 th
July	Thursday, 29 th (5 th Thursday)
August	Thursday, 26 th
September	Thursday, 30 th (5 th Thursday)
October	Thursday, 28 th
November	Thursday, 25 th
December	Thursday, 16 th

2. That the Ordinary Council Meeting Dates be published in accordance with the requirements of the Local Government Act 1995.
3. That Council adopt the following Committee Meeting Dates for 2021 Calendar year to commence at 5 pm in the Council Chambers unless otherwise stated: -

February	Tuesday 9 th	Strategic Planning Committee
March	Tuesday 9 th	Audit & Risk Committee
April	Tuesday 13 th	Strategic Planning Committee
June	Tuesday 8 th	Audit & Risk Committee
August	Tuesday 10 th	Strategic Planning Committee
September	Tuesday 14 th	Audit & Risk Committee
October	Tuesday 12 th	Strategic Planning Committee
December	Tuesday 7 th	Audit & Risk Committee

CARRIED 8/0

IN BRIEF

- The above Meeting Dates are offered for Council's consideration for Council Meetings to commence at 2.00pm in the Council Chambers, unless otherwise stated.
- Council is required to provide Statutory Public Notice of the Dates for the Ordinary Council Meetings for 2021.
- Advertising to be in a newspaper circulating in the District.

MATTER FOR CONSIDERATION

Draft schedule of Meeting Dates for Ordinary Council Meetings for the 2021 Calendar Year.

Draft Schedule of Meeting Dates for the Audit and Risk Committee and the Strategic Planning Committee.

BACKGROUND

Council is required to set its Ordinary Meeting dates for the next Calendar year.

Council resolved in 2007 that it would not hold an Ordinary Meeting in January each year to enable a Holiday Recess. Should it be required, a Special Council Meeting can be convened with Notice of Meeting in accordance with the Local Government Act.

STATUTORY ENVIRONMENT

Local Government Act, 1995

Section 5.25(1)(g) relates to Regulation 12 of the Local Government (Administration) Regulations 1996

Reg 12. Meetings, public notice of (Act s. 5.25(1)(g))

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which –

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

Definition of Local Public Notice – Published in a Newspaper circulating in the District and placed on Council's Official Noticeboard.

It is highlighted that only the dates of the Ordinary Council meetings need to be advertised.

Committee Meeting dates need only be advertised if the Committee has Delegated Authority from Council to make a decision on any matter. Neither Standing Committee have any Delegated Authorities from Council.

POLICY IMPLICATIONS

No Policy on Council Meeting Dates – Dates must be determined by Council each Year.

FINANCIAL IMPLICATIONS

Minimal cost of advertising in the Avon Advocate Newspaper.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Council Meeting Dates are published in a Newspaper circulating in the District (Avon Advocate, Banksia Bulletin) and also on Council's Website and Official Noticeboards.

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

Financial - Risk Matrix Rating considered as Low. Minimal Cost for Statutory Advertising included in Council's Advertising Budget

Health – Risk Matrix Rating considered as Low.

Reputation – Risk Matrix Rating is considered as Low. Setting and Advertising of Council's Ordinary Meetings is a Statutory Requirement. Extensive Advertising/Publicity informing the Community of the Council Meeting Dates.

Operation – Risk Management Rating considered as Low. Council's Operations are unaffected by the Setting of the Council Meeting dates. Council Executive Staff and Administration adjust Task and Reporting Scheduling to fit with the adopted Meeting Calendar.

Natural Environment – Risk Matrix Rating considered as Low.

10.3 Delegation F.3 – Tendering for Goods and Services Amendment

Meeting Date	26 th November 2020
Responsible Officer	EMCS Nathan Gilfellow
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Delegation F.3 - Tendering for Goods and Services (ii) FIN.2 Purchasing Policy
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 83-20/21**MOVED Cr McGuinness SECONDED Cr Hippisley**

That Council approve an amendment to Delegation F.3 – Tendering for Goods and Services, increasing the CEO's upper limit for accepting tenders and executing the resulting contracts to \$250,000.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- FIN.2 Purchasing Policy has been updated (Attachment 1) to reflect recent amendments to the Local Government (Functions and General) Regulations 1996, which have increased the tender threshold to \$250,000, aligning it with State Government tendering thresholds.
- It is recommended that the tender limit for approval by the CEO be increased to \$250,000 in order to streamline the process by ensuring only more significant tenders are considered by Council.

MATTER FOR CONSIDERATION

That Council consider amending Delegation F.3 – Tendering for Goods and Services.

BACKGROUND

As part of a raft of legislative amendments in response to the COVID-19 outbreak, a permanent amendment to Regulation 11 of *the Local Government (Functions and General) Regulations 1996* was gazetted on the 9th April 2020, coming into effect on the 10th April 2020.

On the 8th May 2020, further Regulations were gazetted to update the provisions for local government purchasing policies in the *Local Government (Functions and General) Regulations 1996*: local governments must prepare, adopt and implement a purchasing policy in relation to contracts for other persons to supply goods or services under \$250,000.

Council resolved at the May 2020 Ordinary Council Meeting as follows: -

RESOLUTION: 162-19/20

That Council adopt the revised FIN.2 Purchasing Policy to comply with the recent and foreshadowed amendments to the Local Government (Functions and General) Regulations 1996.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under –
 - (a) this Act other than those referred to in section 5.43; or
 - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

[Section 5.42 amended: No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]

5.43. Limits on delegations to CEO²⁸

A local government cannot delegate to a CEO any of the following powers or duties –

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

[Section 5.43 amended: No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23; No. 16 of 2019 s. 23.]

Local Government (Functions and General) Regulations 1996

Part 4 – Provision of goods and services, Division 1 – Purchasing policies

11A. Purchasing policies for local governments

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of –

- (a) the form of quotations acceptable; and
- (ba) the minimum number of oral quotations and written quotations that must be obtained; and
- (b) the recording and retention of written information, or documents, in respect of –
 - (i) all quotations received; and
 - (ii) all purchases made.

Division 2 – Tenders for providing goods or services (s. 3.57)

11. When tenders have to be publicly invited

(1A) In this regulation –

state of emergency declaration has the meaning given in the *Emergency Management Act 2005* section 3.

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if –
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (aa) the supply of the goods or services is associated with a state of emergency; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or

[(ba) deleted]

POLICY IMPLICATIONS

FIN.2 Purchasing Policy is based on the *Local Government (Functions and General) Regulations 1996*.

FINANCIAL IMPLICATIONS

Use of Delegation is for budgeted expenditure only

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Regulation 11(1) of the Local Government (Functions and General) Regulations 1996 has been amended to increase the tender threshold from \$150,000 to \$250,000.

The CEO's upper limit for accepting tenders and executing the resulting contracts, which is currently \$150,000 also requires review, as this limit is now less than the new tender threshold. It is proposed that the limit is increased from \$150,000 to \$250,000. This will require Council to approve a minor amendment to Delegation F.3 – Tendering for Goods and Services.

Relevant document

[Local Government Operational Guidelines Number 17 - Delegations](#)

10.4 To Establish a Geographical Names Advisory Committee

Meeting Date	26 th November 2020
Responsible Officer	EMCS Nathan Gilfellon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) Proposed LIA Subdivision Plan (ii) Link to Policies and Standards for Geographical Naming in Western Australia (https://www0.landgate.wa.gov.au/_data/assets/pdf_file/0017/46421/1574-Geographic-names-policies-V3-November-2020.pdf) (iii) Aboriginal and Dual Naming Guidelines
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 84-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

That Council: -

1. Approve the establishment of a Geographical Names Advisory Committee to consist of two (2) Councillors and three (3) Community Members;
2. Authorise the Chief Executive Officer to advertise for Expressions of Interest (EOI) from interested persons to be considered for inclusion on the Geographical Names Advisory Committee.
3. Consider the Terms of Reference (TOR) for the Committee to be the following: -
 - a. The Committee to consist of Five (5) members with a quorum of three (3);
 - b. To create a list of suitable names for the naming of roads and geographical features for use and consideration by Council as required; and
 - c. The Committee shall cease at the 30th June 2021 or prior upon acceptance of the list of suitable names by Council.
4. Consider a name for the new Light Industrial Subdivision road name as a priority for the Committee.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- Council's Consulting Engineers have requested that Council consider Roads Names for the Light Industrial Subdivision.
- That the Shire advertise EOI for the establishment of the Geographical Names Advisory Committee in the interest of naming the new road with the Light Industrial Subdivision (LIA) at Lots 1 & 75 Winmar Road.
- That the Geographical Names Advisory Committee submit their proposed names for the new LIA road to the February 2021 Ordinary Council Meeting.

MATTER FOR CONSIDERATION

At times Council is requested to name or rename roads and geographical features in the Shire. Currently no list exists of names to present to Council for consideration.

BACKGROUND

Council previously (2013) had a Geographic Names Committee consisting of two Councillors and four members of the public. As considerable time has passed since this Committee has been formed and met it is recommended to reform a Geographical Names Advisory Committee for a limited period of time. The role of the Committee is to prepare a list of suitable names in accordance with the Policies and Standards for Geographical Naming in Western Australia as administered by the Geographic Names Committee.

The priority for the Committee should be the naming of the new road for the proposed LIA area. The Light Industrial Subdivision is a development taking place at the previously the Old Saleyards area. With the development now within the planning phase, the Shire has received email correspondence from Council's Consulting Engineers in relation to the formal naming of the road within the new Light Industrial Subdivision. (Plan (i) attached)

In Western Australia, the practice of officially naming roads is covered under Section 26 and 26A of the Land Administration Act 1997. The legislation is supported by policies and processes which provide the necessary information for any person or group interested in the naming and the determination of extents for roads, topographical features, points of interest, administrative boundaries and localities.

Adherence with the policies and standards set out in Landgate's "Policies and Standards for Geographic Naming in Western Australia" is mandatory.

The Geographic Names Committee, based at Landgate, has the responsibility of collecting, approving and registering place names in Western Australia.

The Local Authority's role in the process is to endorse the names prior to them being submitted to the Geographic Names Committee for approval.

In respect to the naming of new roads, the Geographic Names Committee requires that the Local Authority provides endorsement for any names submitted.

STATUTORY ENVIRONMENT

Part 9 of the *Land Administration Act 1997* requires Council consideration of the road names and sets the process for naming.

Local Government Act 1995

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Costs for the naming of the road will be accommodated within Council's budget allocation for the development the Light Industrial Subdivision.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Its proposed that the Shire will advertise for a 2-week period in the Quairading District for expressions of interest to be a part of the Committee.

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. The proposed road names should reflect important and notable people from the history of the region, including names from the local Noongar people within the Ballardong region.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low. There are no known significant environmental implications associated with this proposal.

COMMENT

Council does not have a formal policy position in relation to the naming of streets and roads within the Shire of Quairading.

When naming roads, Council must have regard for "Geographic Names Committee WA, Principles, Guidelines and Procedures". Although not set in stone the broad context of this document will form the primary base for the Geographic Names Committee considering and road name proposal put forward by Council.

The guidelines are available at

https://www0.landgate.wa.gov.au/__data/assets/pdf_file/0017/46421/1574-Geographic-names-policies-V3-November-2020.pdf

The Terms of Reference for the Geographical Names Committee shall be: -

Consider the Terms of Reference (TOR) for the committee to be the following

- a. The Committee to consist of Five (5) members with a quorum of three (3);
- b. To create a list of suitable names for the naming of roads and geographical features for use by Council as required; and
- c. The Committee shall cease at the 30th June 2021 or prior upon acceptance of the list of names by Council

10.5. Reallocation of Town Hall Building Upgrade Project Budget Funds

Meeting Date	26 th November 2020
Responsible Officer	EMCS Nathan Gilfellow
Reporting Officer	SPO Sarah Caporn
Attachments	-
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 85-20/21

MOVED Cr Hippisley SECONDED Cr McGuinness

That Council approve the reallocation of Town Hall Building Upgrade Project Budget funds as follows: -

Upgrade	Cost ex GST
Additional painting of the gazebo and light poles at front façade	\$800
Carpeting in Bio Box and backstage areas	\$17,000
Replace 2 x Concertina Doors with Partition Walls – added whiteboard panels on Lesser Hall side	\$19,184
Replace all toilet cisterns from plastic to ceramic (x 6)	\$2,280
Blockout Blinds in Main Hall	\$2,076
Adding drop pins to swinging Kitchen Doors	\$350
Upgrade of exterior lights over entrance steps, 8 x LED	\$2,000
Replace 2 small panels of glass backstage doors	\$50
Enclosing the Ticket Box to Cloak/Storage Room incl. logo panel	\$3,800
Replace locks on Toilet Doors	\$350
Total	\$47,890.00

CARRIED 8/0

IN BRIEF

- Works at the Quairading Town Hall were included in the Drought Communities Programme application.
- The grant application approved by Council outlined works for Town Hall Rejuvenation including *"rendering of the external brickwork, plastering of the interior brickwork in the Main Hall, Foyer and Lesser Hall, painting the building and replacing the ceiling panels in the Main Hall, Foyer and Lesser Hall."*
- Mr Michael Gill, a structural engineer has visited Quairading and assessed all the ceilings to be fit for purpose so they no longer need to be replaced.

- The Town Hall has a total project allocation of \$170,770 with \$77,504.77 spent or committed to date leaving \$93,265.23 for Council to re-allocate towards upgrading other fixtures such as carpeting backstage, new partition doors, replacing plastic for ceramic cisterns in toilets and enclosing the ticket box as a cloak room.
- Proposed upgrades are still fixtures within the Town Hall but Council needs to assess and approve the reallocation of funds.

MATTER FOR CONSIDERATION

Re-allocation of Drought Communities Funding from replacing ceilings to other upgrades of fixtures in the Town Hall.

BACKGROUND

The Quairading Town Hall is used regularly for theatre performances, dance classes, community meetings, cultural performances, school functions and other large and significant events held in our town. Council has invested in recent years towards upgrades to the audio-visual system, adding climate control and installing a commercial kitchen.

Main Hall Ceilings:

The existing ceiling panels are made of plaster glass and were added in the early 1970s. They were acknowledged by Shire staff to be very heavy and pose a significant risk to public safety should the support structure collapse. There also looked to be an area of bowing in the Main Hall. Further investigation and a site visit from Mr Michael Gill of Avon Civil Engineering, revealed that the ceiling panels are specialist acoustic panels and have been specially designed to span the existing grid. The noticeable bowing is matched on both sides of the Hall and is the historic end of the original building. It was Mr Gill's recommendation that the ceilings remain in place as they are fit for purpose showing no signs of failure or decay.

GL9531	Total Project Budget	Municipal	Grant	Reserves
Town Hall Upgrades	\$170,770.00	\$2520.00	\$129,500.00	\$45,750.00

An allocation of approx. \$120,000 for the ceilings was included in the overall project budget. Current expenditure includes expert advice, render and most of the painting.

GL9531	Budget	Expenditure	Committed	Balance
Town Hall Upgrades	\$170,770.00	\$50,314.77	\$27,190.00	\$93,265.23

As at 18/11/2020

Now that the Shire won't need to spend money replacing the ceilings, Council has the opportunity to upgrade other aspects of the Town Hall building to further enhance the Hall as an ongoing community asset. Staff have consulted with the wider community and collated suggestions of other upgrades to fixtures and fittings at the Town Hall to expend the grant funding that will utilise local or regional contractors and further prolong the life of such an important community venue.

Upgrade	Cost ex GST
Additional painting of the gazebo and light poles at front façade	\$800
Carpeting in Bio Box and backstage areas	\$17,000

Upgrade	Cost ex GST
Replace 2 x Concertina Doors with Partition Walls - added whiteboard panels on Lesser Hall side	\$19,184
Replace all toilet cisterns from plastic to ceramic (x 6)	\$2,280
Blockout Blinds in Main Hall	\$2,076
Adding drop pins to swinging Kitchen Doors	\$350
Upgrade of exterior lights over entrance steps, 8 x LED	\$2,000
Replace 2 small panels of glass backstage doors	\$50
Enclosing the Ticket Box to Cloak/Storage Room incl logo panel	\$3800
Replace locks on Toilet Doors	\$350
Total	\$47,890.00

If Council approves all the above works, it leaves a balance of \$45,375.23.

Other possible works for consideration – not currently quoted or costed at this stage:

- Cleaning of blinds in Lesser Hall (no need to replace but need a good scrub as they look drab with new paint, easy to remove)
- Soundproofing on back walls to minimise feedback to microphones
- Exterior lighting upgrades, particularly along Jennaberring Road
- Paving exterior along Lesser Hall and under emergency generator

Function Tables: Another request from many members of the community is a set of 30 x commercial quality trestle tables. The existing tables have fixed rigid legs and are bulky to store and difficult to manoeuvre by Works staff and community members when setting up for functions. They must be moved individually and lifted by two people. The quotes for a set of new tables includes five rolling storage trolleys and 3 x bar height tables for use in the Lesser Hall during functions. Tables aren't fixtures but they could be purchased by Council portion of the project budget. Cost incl freight from Ardage Furniture: \$12,967 ex GST

As this project is unlikely to be included in the current grant funding, consideration for the funding of the function tables will be postponed to a future date.

STATUTORY ENVIRONMENT

n/a.

POLICY IMPLICATIONS

n/a.

FINANCIAL IMPLICATIONS

No new funding required but it is a reallocation of current project funds. All suggested upgrades meet the objectives of the Drought Communities Grant Agreement.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

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

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

COMMUNITY CONSULTATION

Consultation occurred with Quairading Curtain Raisers members, Shire's Cleaning Staff, Quairading DHS staff and P&C members and other community members who use the Town Hall regularly.

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

Financial - Risk Matrix Rating is assessed as Low. No effect on the current budget as the proposal is only for repurpose of current funds.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low. The repurpose of funds will enhance the use of the Facility by local groups.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

Nil.

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

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

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

RECOMMENDATION

RESOLUTION: 86-20/21

MOVED Hippiisley SECONDED COWCILL

That Council considers the confidential reports listed below in a meeting closed to the public at 3.15 pm in accordance with Section 5.23(2) of the Local Government Act 1995:

- 14.1 Naming of Quairading Nature Reserve (Confidential Item)
- 14.2 Library Services Contract (Confidential Item)

CARRIED 8/0

3.15 pm

There were no members of the public in attendance.

14.1 Naming of Quairading Nature Reserve (Confidential Item)

OFFICER RECOMMENDATION

RESOLUTION: 87-20/21

MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

That Council:

1. Support the renaming of the Quairading Community Nature Reserve (Reserve No. 16405) to the Rowlie Mellor Nature Reserve; and
2. Support the dual naming of the Quairading Community Nature Reserve (Reserve No. 16405) to the Rowlie Mellor Nature Reserve and a local Aboriginal name and a report be presented to Council on possible Aboriginal (Noongar) names by the March 2021 Ordinary Council meeting.

CARRIED 7/1

14.2 Library Services Contract (Confidential Item)

OFFICER RECOMMENDATION

RESOLUTION: 88-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

1. That Council enter into a new Library Services Contract with Nicole Hargrave and Michael Grage, Directors of Minimetaco P/L ATF The Hargrave Grage Family Trust at the Quairading Bookpost for a term of three (3) years commencing 1st January 2021 with a Contract Fee of \$25,220.64 (excl. GST) in Year 1 with any subsequent Service Fee Increase in accordance with the Library Service Agreement (CPI).
2. Authorise the signing and sealing of the Library Services Contract between the Shire of Quairading and Nicole Hargrave and Michael Grage, Directors of Minimetaco P/L ATF the Hargrave Grage Family Trust.

CARRIED 8/0

RECOMMENDATION

RESOLUTION: 89-20/21

MOVED Cr Cowcill SECONDED Cr Hippisley

That the meeting be open to members of the public at 3.24 pm.

CARRIED 8/0

14.3 Public Reading of Resolution

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

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 17th December 2020, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Davies thanked Acting CEO Mr Allen Cooper for a productive 8 weeks at the Shire.

ITEM 16 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.25 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 26th November 2020 were confirmed on 17th December 2020 as recorded on Resolution No. _____

Confirmed..... 17/12/20