

Ordinary Council Meeting

Minutes | 29th April 2021

Disclaimer

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SHIRE OF QUAIRADING

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

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

Cr Davies welcomed Councillors and Staff to the meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitors

Nil.

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Cr Becky Cowcill

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

RESOLUTION: 149-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

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

CARRIED 8/0

ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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

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

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

CARRIED 8/0

7.2 Business Arising

Cr Hippisley

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

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

Cr Jo Haythornthwaite

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

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

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – March 2021

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

OFFICER RECOMMENDATION

RESOLUTION: 151-20/21

MOVED Cr Stacey SECONDED Cr McGuinness

That Council note the following:

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

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.11/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during March 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

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

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

OFFICER RECOMMENDATION

RESOLUTION: 152-20/21

MOVED Cr Hippisley SECONDED Cr Cowcill

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

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

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

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

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

OFFICER RECOMMENDATION

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

RESOLUTION: 153-20/21

MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

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

CARRIED 7/1

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Salaries and Allowances Act 1975

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

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

Local Government Act 1995

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

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

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

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

Prescribed Meeting Attendance fees per Meeting: -

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

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

Council Meetings

- Shire President \$440.00
- Councillors \$214.00

Committee Meetings (and Other Prescribed Meetings)

- All Councillors \$76.00

Shire President Annual Allowance

Shire President \$513.00

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

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

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

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

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

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

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

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

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

CARRIED 8/0**IN BRIEF**

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996

Local Government Amendment (Auditing) ACT 2017

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

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

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

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

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

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

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

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

OFFICER'S RECOMMENDATION

RESOLUTION: 155-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

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

CARRIED 8/0

That Council consider the Committee's following Recommendation: -

1) Amendment of the Prohibited Burning Period

RESOLUTION: 156-20/21

MOVED Cr Stacey SECONDED Cr McGuinness

RECOMMENDATION: BFAC9- 20/21

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

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

- 1st November to 28th February

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

- RECOMMENDATION: BFAC9- 20/21

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995 Part 5, Division 2

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

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

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

Council's Administration Cost is fully borne by Council.

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

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

COMMUNITY CONSULTATION

N/A

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

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

Health – Risk Matrix Rating is considered as Low.

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

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

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

10.2 Strategic Planning Committee Minutes – 13th April 2021

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

OFFICER RECOMMENDATION

RESOLUTION: 157-20/21

MOVED Cr McGuinness SECONDED Cr Cowcill

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

CARRIED 8/0

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

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

RESOLUTION: 158-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

RECOMMENDATION: SP21-20/21

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

2) "Free Camping" options in the District

RESOLUTION: 159-20/21

MOVED Cr McGuinness SECONDED Cr Hippisley

RECOMMENDATION: SP23-20/21

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

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

RESOLUTION: 160-20/21

MOVED Cr Stacey SECONDED Cr McGuinness

RECOMMENDATION: SP25-20/21

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 6/2

4) Project Management Status Report

RESOLUTION: 161-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

RECOMMENDATION: SP27-20/21

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

5) Future heating of the Quairading Leisure Pool

RESOLUTION: 162-20/21

MOVED Cr McGuinness SECONDED Cr Stacey

RECOMMENDATION: SP28-20/21

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

6) Strategic Community Plan Review Report

RESOLUTION: 163-20/21

MOVED Cr McGuinness SECONDED Cr Cowcill

RECOMMENDATION: SP29-20/21

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

7) Review of the Draft Business Support Grant Program

RESOLUTION: 164-20/21

MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: SP30-20/21

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

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

RESOLUTION: 165-20/21

MOVED Cr Cowcill SECONDED Cr McGuinness

RECOMMENDATION: SP33-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

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

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

SP27-20/21 – Nil

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

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

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Not required as an operational matter.

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

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

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

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

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

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

10.3 Temporary Employment or Appointment of CEO Policy

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

OFFICER RECOMMENDATION

RESOLUTION: 166-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

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

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

STATUTORY ENVIRONMENT

Local Government (Administration) Amendment Regulations 2021

Local Government Act 1995

5.36. Local government employees

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

** Absolute majority required.*

5.37. Senior employees

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

5.39. Contracts for CEO and senior employees

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

5.39C. Policy for temporary employment or appointment of CEO

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

** Absolute majority required.*

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

** Absolute majority required.*

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

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

POLICY IMPLICATIONS

New Policy.

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

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

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

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

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

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

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

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

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

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

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

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

OFFICER RECOMMENDATION

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

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

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

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

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

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

Four categories of Grant Funding were promoted:

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Community Grant Policy.

FINANCIAL IMPLICATIONS

Nil – 2020/21 Financial year.

Submitted for 2021/22 Draft Budget deliberations.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Social Objective: Active, healthy, safe and inclusive community

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

Governance Objective: Strong governance and community engagement

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

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Matrix Rating is assessed as Low.

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

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

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

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

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

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

OFFICER RECOMMENDATION

RESOLUTION: 168-20/21

MOVED Cr Jo Haythornthwaite **SECONDED Cr Cowcill**

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

CARRIED 8/0

IN BRIEF

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

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

RESOLUTION: 116-20/21

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

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

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

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

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

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

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

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

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

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

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

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

The recommended Tenderer is Ringa Civil of Toodyay.

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11

POLICY IMPLICATIONS

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

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

FINANCIAL IMPLICATIONS

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

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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

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

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

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

Health – Risk Matrix Rating is assessed as Low

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Drumfada:

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

Ringa Civil:

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

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

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

OFFICER RECOMMENDATION

RESOLUTION: 169-20/21

MOVED Cr McGuinness SECONDED Cr Cowcill

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

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

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

COMMUNITY CONSULTATION

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

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

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

Health – Risk Rating is assessed as Low.

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

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

Natural Environment – Risk Rating is assessed as Low.

ITEM 13 URGENT COUNCILLORS' BUSINESS

Nil.

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

No matters for consideration.

ITEM 15 NEXT MEETING DATE

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

Cr. Davies thanked Councillors and Staff for their attendance.

ITEM 16 CLOSURE

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

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

Confirmed.......... 27/05/21