



Ordinary Council Meeting

Minutes | 24th February 2022

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.02 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

| | |
|-----------------------|------------------------|
| Cr PD Smith | Shire President |
| Cr TJ Stacey | Deputy Shire President |
| Cr E Cheang | |
| Cr BR Cowcill | |
| Cr JC Hayes | |
| Cr JN Haythornthwaite | |
| Cr JR Hippisley | |
| Cr B McGuinness | |

Council Officers

| | |
|----------------|---|
| Mrs NJ Gibbs | Chief Executive Officer |
| Mrs LM Horton | Executive Manager of Corporate Services |
| Mr DV Wallace | Executive Manager of Works & Services |
| Mr RM Bleakley | Executive Manager of Community, Projects and Strategy |
| Miss BJ Hadlow | Executive Officer |

Observers/Visitor

Jillian Hayes

Apologies

Nil.

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

Nil.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

Nil at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 16th December 2021

RESOLUTION: 105-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

That the Minutes of the Ordinary Meeting of Council held on the 16th December 2021 be confirmed as a true and accurate.

CARRIED 8/0

7.2 Business Arising

Nil.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

No matters for consideration.

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ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

9.1 Special Audit and Risk Committee Meeting Minutes – 15th February 2022

| | |
|-------------------------------|--------------------------------|
| Meeting Date | 24 th February 2022 |
| Responsible Officer | CEO Nicole Gibbs |
| Reporting Officer | CEO Nicole Gibbs |
| Attachments | (i) Minutes of Meeting |
| Owner/Applicant | N/A |
| Disclosure of Interest | Nil |

RESOLUTION: 106-21/22

MOVED Cr Hippisley SECONDED Cr Stacey

That Council receive the Minutes of the Special Audit and Risk Committee for its Meeting of 15th February 2022.

CARRIED 8/0

That Council consider the Committee's following recommendation:

1) Adoption of the Compliance Audit Return

RESOLUTION: 107-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

RECOMMENDATION: AR13-21/22

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

The Statutory Compliance Audit Return for the period 1st January 2021 to 31st December 2021 be adopted by Council.

CARRIED 8/0

IN BRIEF

- Special Audit and Risk Committee Meeting was held on the 15th February 2022.
- One Recommendations for Council's Consideration.

MATTER FOR CONSIDERATION

For Council to be informed of discussions and recommendations of the Special Audit and Risk Committee and to determine its position in regard to the Recommendations.

BACKGROUND

The Audit and Risk Committee met on 15th February 2022 from which there was one recommendation for Council consideration, namely: -

- RESOLUTION: AR13-21/22

STATUTORY ENVIRONMENT

AR13 - 21/22 - *Local Government (Audit) Regulations 1996 14(1)(2)(3A)(3), 15(1)(2)*

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

AR13-21/22 – Council has budgeted \$3,000 for the preparation of the 2021 CARS by an Independent Consultant. GL 0532 (Total Budget Amount of \$36,000) provides for the External Audit, Grant Acquittal Audits and the Annual Compliance Audit Return. Conway Highbury have quoted a maximum amount of \$3,900 and will only bill actual time taken to complete the CAR work, if less than the quoted figure.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

5. GOVERNANCE AND LEADERSHIP

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

COMMUNITY CONSULTATION

No Community Consultation on the preparation of this Report.

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

Financial - Risk Matrix Rating is assessed as Low. Risk is mitigated through ongoing review and monitoring of Council's Management & Compliance Procedures and Processes. The Compliance Audit Return is separate to Council's External Audit and is a statutory requirement to be met by Council.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. High level Compliance achieved mitigates the reputational risk that may occur from non-compliance. Independent assessment of Council's Compliance undertaken in 2020.

Operation – Risk Matrix Rating is assessed as Low. Compliance undertaken as part of Council's day to day operations. The 2020 CAR undertaken by independent person with assistance from Council's Staff.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENTS

Cr Smith made comment that the audit went well and the Auditors were very happy with the amount of work that was put into the audit.

Cr Smith acknowledged Mrs Leah Horton, Executive Manager of Corporate Services for the excellent work that she has put in, in preparation for the audit.

Mrs Nicole Gibbs also thanked Mrs Leah Horton on behalf of the Executive Management Team for the extraordinary amount of work put in to the audit.

9.2 Strategic Planning Committee Meeting Minutes – 15th February 2022

| | |
|-------------------------------|--------------------------------|
| Meeting Date | 24 th February 2022 |
| Responsible Officer | CEO Nicole Gibbs |
| Reporting Officer | CEO Nicole Gibbs |
| Attachments | (ii) Minutes of Meeting |
| Owner/Applicant | N/A |
| Disclosure of Interest | Nil |

RESOLUTION: 108-21/22

MOVED Cr Hippisley SECONDED Cr Cheang

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 15th February 2022.

CARRIED 8/0

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

1) The Groves: Access & Infrastructure

RESOLUTION: 109-21/22

MOVED Cr Hippisley SECONDED Cr Haythornthwaite

RECOMMENDATION: SP12-21/22

That the Strategic Planning Committee recommend to Council: -

That Council consider formally acknowledging support for The Groves' project. This support will take the form of:

1. Enabling the Noongar population to use 'The Groves' as an area where people may gather to celebrate the cultural significance of the area;
2. Finalising legal access to the site;
3. Assisting to source external funds to purchase a toilet, water tank and BBQ; and
4. Placing The Groves on the Shire's maintenance schedule (predominantly for grass/weed maintenance).

CARRIED 8/0

2) Waste Management Strategy

RESOLUTION: 110-21/22

MOVED Cr Hippisley SECONDED Cr Hayes

RECOMMENDATION: SP13 -21/22

That the Strategic Planning Committee recommend to Council: -

That Council endorse the Waste Management Strategy, including the agreed future strategies contained within.

CARRIED 8/0

COMMENTS

The CEO is to communicate to the public the fact that verge-side collection will no longer be available to the community due to:

- A lack of resources;
- The removal of the cap per property for the landfill site; and
- The work health and safety issues associated with the employees lifting the waste.

The CEO is to investigate what other options might be available to provide a bulk collection service to pensioners.

3) Multi-Purpose Sports Precinct

RESOLUTION: 111-21/22

MOVED Cr Stacey SECONDED Cr Cowcill

RECOMMENDATION: SP14 -21/22

That the Strategic Planning Committee recommend to Council: -

- 1 That Council accepts the Officer's Report on the draft concept and design, and the Indicative Costings of the Multi-Purpose Sports Precinct submitted by the Executive Manager of Community, Projects and Strategy

CARRIED 8/0

4) Project Management Status Report

RESOLUTION: 112-21/22

MOVED Cr Hippisley SECONDED Cr Hayes

RECOMMENDATION: SP15 -21/22

That the Strategic Planning Committee recommend to Council: -

That Council receive the Project Management Status Report for February 2022.

CARRIED 8/0

IN BRIEF

- Strategic Planning Committee Meeting held on the 15th February 2022.
- Four 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 15th February 2022 from which there are four recommendations for Council consideration, namely: -

- RESOLUTION: SP12-21/22
- RESOLUTION: SP13-21/22
- RESOLUTION: SP14-21/22
- RESOLUTION: SP15-21/22

STATUTORY ENVIRONMENT

SP12-21/22 – *Local Government Act 1995*
Local Government (Functions and General) Regulations 1996.

SP13-21/22 - *Local Government Act 1995 5(56)*
Waste Avoidance and Resource Recovery Act 2007

SP14-21/22 - *Local Government Act 1995.*

SP15-21/22 - Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

SP12-21/22 –The minimal cost attached to maintenance of the site. Asset life-cycle costs are insignificant (approximately \$2,000 over 10 years) and replacement of the asset can be factored into the long-term financial plan.

SP13-21/22 – The detailed financial implications associated with this project are unknown at this stage. A simple cost-benefit analysis will be provided to Council at March 2022 meeting.

SP14-21/22 – A budget allocation of \$22,500 was made for S & R Planning for 2021/22. Current balance is \$806.00.

SP15-21/22 – Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

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

COMMUNITY CONSULTATION

No Community Consultation on the preparation of this Report.

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

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

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

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

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

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

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

11.1 Accounts for Payment – December 2021

| | |
|-------------------------------|--|
| Meeting Date | 24 th February 2022 |
| Responsible Officer | CEO Nicole Gibbs |
| Reporting Officer | EMCS Leah Horton |
| Attachments | (i) List of Accounts - December 2021 (ii) Transport Takings – December 2021 |
| Owner/Applicant | N/A |
| Disclosure of Interest | Nil |

RESOLUTION: 113-21/22

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council note the following:

1. That Schedule of Accounts for December 2021 covering Municipal Vouchers 23872 to 23875, EFT 10240 to EFT 10409, totalling \$387,836.61 be received (Attachment i); and
2. That Police Licensing payments for the month of December 2021 totalling \$21,426.15 be received (Attachment ii); and
3. That fund transfers to the Corporate Credit Card for December 2021 balance totalling \$497.92 be received (Attachment iii); and
4. That Net Payroll payments for the month of December 2021 totalled \$140,812.85; and
5. That the Lease payment for the month of December 2021 on the CESM Vehicle totalling \$2,423.73.

CARRIED 8/ 0

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the Accounts paid during December 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil.

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

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

| | |
|-------------------------------|--|
| Meeting Date | 24 th February 2022 |
| Responsible Officer | CEO Nicole Gibbs |
| Reporting Officer | EMCS Leah Horton |
| Attachments | (i) Financial Statements for December 2021 |
| Owner/Applicant | Shire of Quairading |
| Disclosure of Interest | Nil |

RESOLUTION: 114-21/22

MOVED Cr Hippisley SECONDED Cr Haythornthwaite

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

CARRIED 8/0

IN BRIEF

- Monthly Financial Statements for the period ending 31st December 2021 attached.
- Monthly Financial Statements have been updated based on the Bob Waddell and Associates Monthly Statements Model (Abridged Version).
- Budget amendments endorsed at the November 2021 Ordinary Council meeting have been completed in SynergySoft and carried across into the Financial Reports. A change in recognition to the amendments related to Expected Profit/Loss on Sale of Assets has changed the Amended Budgeted Surplus for 2021/22 from \$74,571 to \$144,571.
- Future Monthly Financial Statements will be produced using the Bob Waddell template expanding from the Abridged Version to the Comprehensive Model.
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new Reporting Template and Accounting Processes are utilised to optimise their capability and are prepared in a timely manner.
- The outstanding BAS lodgements have now been completed and the Shire is fully compliant with its tax obligations.

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 utilises the Bob Waddell and Associates Monthly Statements Model (Abridged Version).

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council provided an initial Budget provision of \$25,000 for Accounting Support expenses in the 2021/2022 Year. A further \$65,830 was added to this provision at the November 2021 Budget Review (Resolution 74-21/22). Of this \$65,830; \$18,490 related to Consultancy Costs for increased scope with the Annual Financial Report, Fair Value Valuations, Monthly Reporting Template and ongoing support. The remaining \$47,340 related to costs associated to transition to the Local Government Industry Standard Chart of Accounts (COA). The Amended Budget for Accounting Support now totals \$90,830.

Additional Costs will be incurred in early 2022 to complete the work by Bob Waddell and Associates to create an automated and self-balancing Financial Reporting Model for Council's use.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil.

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

The Monthly Financial Statements have been updated using the Bob Waddell Monthly Statements Model developed for smaller rural and regional Councils (Abridged Version).

The Model Template has been updated to include profit and loss statements for the Caravan Park.

The Statements will continue to be updated and customised to include relevant information for Council and Staff and to work with improvement Management Accounting practices.

It is expected that with each month's Financial Report, improvements will be made to extend the Abridged Version of reporting into the Bob Waddell and Associates Comprehensive Model.

Amendments to the 2021/22 Annual Budget were endorsed by Council at the November 2021 Ordinary Council Meeting in Resolution 74-21/22. The Opening Surplus of \$30,002 was predicted to increase by \$44,569 to total the Amended Budgeted Surplus at the end of 2021/22 of \$74,571.

This amendment included a \$70,000 decrease in available cash related to five (5) Expected Profit/Loss on Sale of Asset Accounts. This was identified due to an error in the 2021/22 Statutory Budget where the \$70,000 was included in the overall total but not in the Schedules.

This amendment was endorsed, however when correcting in Synergy it was discovered that due to a technical glitch the \$70,000 was already included in the forecasted surplus figure of \$30,002. Therefore, in the November 2021 Budget Review this adjustment should have been treated as a Non-Cash adjustment as it did not alter the surplus.

The Amended Budgeted Surplus is now \$70,000 above the predicted \$74,571, being \$144,571.

The Business Activity Statements (BAS) have now been lodged up to January 2022. The previous amount of ATO liabilities in the November 2021 Financial Report was \$224,442. The goods and services tax (GST) owed to ATO and GST owed by ATO have now been offset against one another and reported to the ATO. The total amount outstanding to the ATO for the un-lodged periods was \$37,792, and this was paid in February 2022, bringing the Shire fully compliant with its tax obligations.

Cr Hippisley made comment that the Caravan Park appears to be doing well.

Cr Haythornthwaite commended Mrs Leah Horton for completing the BAS.

QUESTION TAKEN ON NOTICE:

Cr. Stacey questioned Page 108 of the Agenda.

The questions were:

1. What makes up the \$74,934 "Accruals/Income in Advance, and
2. Why is 83.4% of Payables (Sundry Creditors) – General in 90+ Days

The question was taken on notice and the answer provided as follows to Councillors on 28 /02/2022 via email:

Accruals/Income in Advance, \$74,934 (67%)

This amount is made up of the following:

| General Ledger (GL) Code | GL Description | Amount |
|---------------------------------|----------------------------|-----------------|
| 161720 | Income Received in Advance | \$71,678 |
| 162000 | Prepaid (Excess) Rates | \$9,427 |
| 161320 | Accrued Expenses | (\$6,172) |
| | | |
| Total | | \$74,934 |

a) Income Received in Advance

This account contains journals for the monthly matching income to services for rubbish collection charges.

The income received in advance (from rates), will eventually be offset against the cost of service provision.

Journals are done monthly to match the income and there will be adjustments made at end of financial year to balance the amounts.

There is likely no liability here, or nothing of significance, it is just a timing variation.

b) Prepaid (Excess) Rates

Payments made on rates accounts that are in advance of their rates billings.

Often people will pay outside of the scheduled payments (i.e. more than owing) to ensure that they don't incur interest or fees

When this happens it becomes a liability to the Shire because we could potentially owe a refund.

c) Accrued Expenses

This account has an accrual for Fringe Benefits tax monies owed between one financial year and the next, this will be offset when we calculate the fringe benefits tax return later in the year.

Fringe benefits tax returns do not fall within the standard financial year (July to June), so an accrual between financial years is required until a return is lodged.

Payables (Sundry Creditors) – General, (\$1,168) 90+Days (83.4%)

Attached is the creditors trial balance as at 31/12/2021

- The 90 day balance is actually credit notes (i.e. refunds owed to the Shire), and not money owed to creditors.
- Credits would still exist in the system when we have been unable to apply to an invoice. I.e. we haven't done further business with a supplier since being owed a credit.
- The credit will generally be applied to the next invoice we receive and offset by reducing the payment (contra).
- Each credit will be investigated to ensure they are fair and valid and potentially request the accounts officer to obtain a refund if we are no longer using the supplier.

11.3 Accounts for Payment – January 2022

| | |
|-------------------------------|--|
| Meeting Date | 24 th February 2022 |
| Responsible Officer | CEO Nicole Gibbs |
| Reporting Officer | EMCS Leah Horton |
| Attachments | (i) List of Accounts - January 2022 (ii) Transport Takings – January 2022 |
| Owner/Applicant | N/A |
| Disclosure of Interest | Nil |

RESOLUTION: 115-21/22

MOVED Cr Stacey SECONDED Cr Hayes

That Council note the following:

1. That Schedule of Accounts for January 2022 covering Municipal Vouchers 23876 to 23880, EFT 10410 to EFT 10527, totalling \$547,962.75 be received (Attachment i); and
2. That Police Licensing payments for the month of January 2022 totalling \$55,714.85 be received (Attachment ii); and
3. That fund transfers to the Corporate Credit Card for January 2022 balance totalling \$0.00 be received (Attachment iii); and
4. That Net Payroll payments for the month of January 2022 totalled \$135,425.03; and
5. That the Lease payment for the month of January 2022 on the CESM Vehicle totalled \$2,423.73 and the Chattel mortgage payment for the month of January 2022 on the Skeleton Weed Vehicle totalled \$1,043.80.

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the Accounts paid during January 2022.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil.

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

Councillor Sitting Fees total were more than anticipated. This was because in 2019 a motion was moved and adopted that resulted in Councillors receiving remuneration for one meeting only, even if they attended two or three in one sitting. In this instance, Councillors that have attended both the Special Risk and Audit Meeting and the Strategic Meeting.

The difference will be reflected in next quarter's payment. In future, a remittance with a breakdown of the payment will be provided to Councillors.

11.4 Financial Information – Statements of Income and Expenditure for the Period Ending – 31st January 2022

| | |
|-------------------------------|---|
| Meeting Date | 24 th February 2022 |
| Responsible Officer | CEO Nicole Gibbs |
| Reporting Officer | EMCS Leah Horton |
| Attachments | (i) Financial Statements for January 2022 |
| Owner/Applicant | Shire of Quairading |
| Disclosure of Interest | Nil |

RESOLUTION: 116-21/22

MOVED Cr Hippisley SECONDED Cr Cowcill

That Council receive the Monthly Financial Statements for the period ending 31st January 2022.

CARRIED 8/0

IN BRIEF

- Monthly Financial Statements for the period ending 31st January 2022 attached.
- Monthly Financial Statements have been updated based on the Bob Waddell and Associates Monthly Statements Model (Abridged Version).
- Budget amendments endorsed at the November 2021 Ordinary Council meeting have been completed in SynergySoft and carried across into the Financial Reports. A change in recognition to the amendments related to Expected Profit/Loss on Sale of Assets has changed the Amended Budgeted Surplus for 2021/22 from \$74,571 to \$144,571.
- Future Monthly Financial Statements will be produced using the Bob Waddell template expanding from the Abridged Version to the Comprehensive Model.
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new Reporting Template and Accounting Processes are utilised to optimise their capability and are prepared in a timely manner.

MATTER FOR CONSIDERATION

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 utilises the Bob Waddell and Associates Monthly Statements Model (Abridged Version).

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council provided an initial Budget provision of \$25,000 for Accounting Support expenses in the 2021/2022 Year. A further \$65,830 was added to this provision at the November 2021 Budget Review (Resolution 74-21/22). Of this \$65,830; \$18,490 related to Consultancy Costs for increased scope with the Annual Financial Report, Fair Value Valuations, Monthly Reporting Template and ongoing support. The remaining \$47,340 related to costs associated to transition to the Local Government Industry Standard Chart of Accounts (COA). The Amended Budget for Accounting Support now totals \$90,830.

Additional Costs will be incurred in early 2022 to complete the work by Bob Waddell and Associates to create an automated and self-balancing Financial Reporting Model for Council's use.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil.

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

The Monthly Financial Statements have been updated using the Bob Waddell Monthly Statements Model developed for smaller rural and regional Councils (Abridged Version).

The Model Template has been updated to include profit and loss statements for the Caravan Park.

The Statements will continue to be updated and customised to include relevant information for Council and Staff and to work with improvement Management Accounting practices.

It is expected that with each months' Financial Report, improvements will be made to extend the Abridged Version of reporting into the Bob Waddell and Associates Comprehensive Model.

Amendments to the 2021/22 Annual Budget were endorsed by Council at the November 2021 Ordinary Council Meeting in Resolution 74-21/22. The Opening Surplus of \$30,002 was predicted to increase by \$44,569 to total the Amended Budgeted Surplus at the end of 2021/22 of \$74,571.

This amendment included a \$70,000 decrease in available cash related to five (5) Expected Profit/Loss on Sale of Asset Accounts. This was identified due to an error in the 2021/22 Statutory Budget where the \$70,000 was included in the overall total but not in the Schedules.

This amendment was endorsed, however when correcting in Synergy it was discovered that due to a technical glitch the \$70,000 was already included in the forecasted surplus figure of \$30,002. Therefore, in the November 2021 Budget Review this adjustment should have been treated as a Non-Cash adjustment as it did not alter the surplus.

The Amended Budgeted Surplus is now \$70,000 above the predicted \$74,571, being \$144,571.

The Business Activity Statements (BAS) have now been lodged up to January 2022. The previous amount of ATO liabilities in the November 2021 Financial Report was \$224,442. The goods and services tax (GST) owed to ATO and GST owed by ATO have now been offset against one another and reported to the ATO. The total amount outstanding to the ATO for the un-lodged periods was \$37,792, and this was paid in February 2022, bringing the Shire fully compliant with its tax obligations.

11.5 Auditor's Report - Year Ended 30th June 2021

| | |
|-------------------------------|---|
| Meeting Date | 24 th February 2022 |
| Responsible Officer | CEO Nicole Gibbs |
| Reporting Officer | EMCS Leah Horton |
| Attachments | (i) Auditor General - Independent Auditor's Report 2021 (ii) Auditor General – Final Management Letter (iii) Signed Annual Financial Statements to the 30 th June 2021 |
| Owner/Applicant | Officer of the Auditor General (OAG) |
| Disclosure of Interest | Nil |

RESOLUTION: 117-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

That Council: -

1. Receive the Independent Auditor's Report from Patrick Arulsingham, Acting Assistant Auditor General Financial Audit; Office of the Auditor General for the audit Year ended 30th June 2021.
2. Note that the Annual Meeting (Exit Meeting) with the Auditor, pursuant to Section 7.12A of the Local Government Act was held on the 17th February 2022.

CARRIED 8/0

IN BRIEF

- AMD Chartered Accountants (AMD) have been contracted by the Office of the Auditor General (OAG) to perform the Shire's Financial Report Audit on the OAG's behalf for a 3 year period, commencing with the audit for the year ended 30 June 2021.
- The Pre Audit (Entrance) Meeting was conducted with Tim Partridge, Director of AMD; Anna Liang, OAG Representative Director, the Audit and Risk Committee and Executive Staff on the 8th June 2021. This meeting was conducted via phone conference.
- The 2020/2021 Interim Audit was completed by AMD during the period of July to August 2021. Seven (7) findings with recommendations were included in the OAG Interim Management Letter/Interim Management Letter Attachment, which was received on 9th September 2021 and presented to Council at the 30th September 2021 Ordinary Council Meeting (OCM).
- Council received Minister approval for an extension to the 30th September 2021 deadline for completing the Annual Financial Report (AFR) due to a delay advised by Bob Waddell and Associates. The extension request was granted to 31st October 2021.
- Council submitted the draft 2020/2021 Annual Financial Report through Bob Waddell and Associates to AMD on the 31st October 2021.
- The Onsite Final Audit Visit was conducted by AMD on the 23rd and 24th of November 2021.
- On the 30th November 2021 AMD advised that upon discussions with the OAG the Fair Value Valuations of Shire Assets that was performed by APV Valuers and Asset Management during 2021 was required to be brought to account as at 30 June 2021.

- Bob Waddell and Associates had been contracted to complete the Fair Value Valuation, however due to late appointment and resource availability this work had not been agreed to be completed in the 2020/2021 Financial Year, but instead taken up as of 1 July 2021 (2021/2022 Financial Year). This was subsequently changed and the revaluations completed. An amended AFR was then submitted on the 19th January 2022.
- Further adjustments to the AFR were completed and submitted to AMD on the 25th January 2022 and 4th February 2022 to satisfy minor adjustments requested by AMD and the OAG.
- AMD completed their audit on 7th February 2022 and submitted their findings to the OAG for review.
- A further adjustment to notations in the report was requested by the OAG, which was completed and the Final AFR version submitted on the 15th February 2022. The draft Auditor’s Report was received the same day.
- The Exit Meeting was held on the 17th February 2022.
- On 17th February 2022, Council received the Independent Audit Report and Management Letter for the Year ended 30th June 2021.
- The Auditor has presented an “Unmodified Opinion” for the 2020/2021 Financial Year.
- Auditor’s Report to be Received and Noted by Council.
- The Auditor has prepared a separate Management Letter to the Shire President.
- Any Matters raised in the Management Letter are to be addressed by Management and reported to the Audit & Risk Committee through the Audit Register progress report.
- There are no findings identified by the Auditor supplementary to the findings from the Interim Audit in the Auditor’s Report for Council and the Audit & Risk Committee to consider.
- The Office of the Auditor General (OAG) did identify a significant adverse trend in the financial position of the Shire, being that the Operating Surplus ratio as reported in Note 33 of the Annual Financial Report is below the Department of Local Government, Sport and Cultural Industries’ standard for the last two financial years.

MATTER FOR CONSIDERATION

Receipt of the Auditor’s Report for the Year Ended 30th June 2021.

BACKGROUND

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

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

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

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

The 2020/2021 Interim Audit was completed by AMD during the period of July to August 2021. Seven (7) findings with recommendations were included in the OAG Interim Management Letter/Interim Management Letter Attachment, which was received on 9th September 2021 and presented to Council at the 30th September 2021 Ordinary Council Meeting (OCM).

Bob Waddell and Associates were engaged to complete the Shire's Annual Financial Statements for the year ended 30th June 2021. Due to Work Scheduling for multiple Council Clients, he was not able to finalise the AFR and Supporting documents for the 30th September 2021 deadline.

As a result, the Shire's Chief Executive Officer wrote to the Department of Local Government, Sport and Cultural Interests on 10th September 2021, pursuant to Section 6.4 (3) of the *Local Government Act 1995*, to seek Minister's approval for an extension to the 31st October 2021 for completion of the AFR for the year ended 30th June 2021. Council received Minister approval for an extension to 31st October 2021.

The Shire prepared its Annual Financial Report through Bob Waddell and Associates for the year ending 30 June 2021, in accordance with the Australian Accounting Standards and the specific requirements of the Local Government Act 1995 and associated Regulations. The (draft) Annual Financial Report was submitted to AMD on the 31st October 2021.

The Annual Audit of Council's Financial Statements for the Year ended 30th June 2021 was conducted with an Onsite Audit Visit from the 23rd to 24th of November 2021. During this visit AMD requested clarification as to why the Fair Value Valuations of Land & Buildings and Road & Open Spaces had not been brought to account as of 30 June 2021. AMD were advised that when the Shire engaged Bob Waddell and Associates to prepare the 2020/21 Annual Financial Reports, Bob indicated that he did not have the resources to bring the Fair Value Valuations to account as at 30 June 2021. Furthermore, as the Shire last revalued Land and Buildings in 2017 and Infrastructure in 2018, and in compliance with Australian Accounting Standard AASB 116, revaluations had to be completed within five years, being 2022 and 2023 respectively. However, on the 30th November 2021 AMD advised that upon discussions with the OAG the Fair Value Valuations of Shire Assets that was performed by APV Valuers and Asset Management during 2021 was required to be brought to account as at 30 June 2021. As there was a material change to the Fair Value of Assets of the Shire, the fair value of each class of assets should be considered at each balance date and that class of assets should be carried at their revalued amount. Therefore, the revaluation should be disclosed in the Shire's 2021 Financial Statements. Bob Waddell and Associates completed the Revaluation work during December 2021 and January 2022, finalising with an amended AFR which was submitted to AMD on the 19th January 2022.

Subsequent changes were requested from AMD relating to Land Held for Resale whereby the advertised value of vacant land was less than the amount recorded on the APV valuation report. This was adjusted and an amended AFR was submitted on 25th January 2022. Further small adjustments were requested by AMD, and this was completed through an amended AFR submitted on 4th February 2022.

AMD completed their Audit and submitted their audit file for review of the Office of the Auditor General (OAG) on the 7th February 2022. The OAG requested a further change to notes in the report which was completed on 15th February 2022, and the OAG completed their Final Audit Review and the draft Audit Report was received on 15th February 2022. The Exit Meeting was held telephonically with the Office of the Auditor General (OAG), AMD Chartered Accountants, Shire President Peter Smith, the Chief Executive Officer, Executive Officer and Executive Manager Corporate Services on 17th February 2022.

On 17th February 2022, Council received the Independent Audit Report for the Year ended 30th June 2021. The OAG has presented an "Unmodified Opinion" for the 2020/2021 Financial Year. The Audit Report is to be Received and Noted by Council with any matters raised in the Management Letter to be addressed by Management and progress reported to the Audit & Risk Committee.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations

Local Government (Audit) Regulations

Australian Accounting Standards

International Financial Reporting Standards

In particular, the pertinent sections of the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*, are:

- Section 6.4 – a local government is to prepare an annual financial report in the manner and form prescribed and by 30 September submit to its Auditor the accounts balanced up to the last day of the preceding year and the annual financial report.
- Section 7.9 – the Auditor is required to examine the accounts and annual financial report and by 31 December, prepare a report thereon and forward a copy of that report to the Shire President, CEO and the Minister.
- Clause 10 (of the Regulations) – the auditor's report is to give the auditor's opinion on the financial position of the local government, the results of the operations of the local government, include any material matters that in the opinion of the auditor indicate significant adverse trends in the financial position, ratios or the financial management practices of the local government and include any matters indicating non-compliance.
- Clause 16 (of the Regulations) – Functions of the audit committee include to guide and assist the local government in carrying its functions and responsibilities in regard to audits and is to support the Auditor to conduct the audit.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

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

During the Audit exit meeting the Shire was advised that an additional \$4,730 would be charged to ensure that AMD can fully recover their additional costs relating to work incurred from reviewing fixed asset revaluation and multiple sets of financials. This addition brings the total to \$31,730 for the 2021/22 Financial Year, \$1,730 above the budgeted amount.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

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

CONSULTATION

Nil Public Consultation.

The Audit Report must be published on Council's Website as part of the Annual Report.

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

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

Health – Risk Matrix Rating is assessed as Low.

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

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

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Between November 2021 and February 2022 the Final Audit was conducted, with the Independent Auditor's Report and Management Letter being produced. The Independent Auditor's Report did not identify any new findings from that which were included in the Interim Management Letter.

The matters identified that indicated non-compliance with Part 6 of the Act, the Regulations or applicable financial controls of any other relevant written law have since been rectified and were included in the Audit Register Progress report which is sent to Council through the Audit and Risk Committee.

An adverse trend was identified in the financial position of the Shire relating to the Operating Surplus Ratio as reported in Note 33 of the annual financial report, as the result is below the Department of Local Government, Sport and Cultural Industries' standard for the last two financial years. During the exit meeting this item was discussed, with the OAG noting that this indicator is being reviewed by the Department in regards to a potential change or deletion from the list of Financial Health Indicators. AMD Chartered Accountants noted that it was particularly difficult for regional Local Governments to obtain a positive ratio result when there is a heavy reliance on Grant Funding, and when the ratio includes depreciation on grant funded assets but not the revenue itself.

The CEO and the EMCS will continue to report on progress of Audit Findings through the Audit Progress Register that is submitted to the Audit and Risk Committee, and recommended to Council.

Cr Haythornthwaite commended the report for being so thorough and acknowledged the hard work that has gone into it.

Cr Stacey made comment on the ratios being tough on smaller communities. Mrs Leah Horton mentioned that this was brought up in the Audit Exit Meeting and that there was comment at that meeting regarding potentially fairer systems.

12.1 Application to Use Airstrip Hangar – Mr John Harris

| | |
|-------------------------------|---|
| Meeting Date | 24 th February 2022 |
| Responsible Officer | CEO Nicole Gibbs |
| Reporting Officer | CEO Nicole Gibbs |
| Attachments | (i) Building Condition Report |
| Owner/Applicant | Mr John Harris, Newell Street, Quairading |
| Disclosure of Interest | Nil |

RESOLUTION: 118-21/22**MOVED Cr McGuinness SECONDED Cr Hayes**

1. That Council support the Request from Mr John Harris to have access to and use the Aircraft Hangar at the Quairading Airstrip.
2. The Chief Executive Officer be authorised to finalise an Access Licence / Lease with Mr John Harris based on the Proposal submitted by Mr Harris.

CARRIED 8/0**IN BRIEF**

Mr John Harris has formally requested the use of the large aircraft hangar (referred to colloquially as the 'Old Hangar') at the Quairading Airstrip for the purpose of restoring a light aircraft. The initial request was received in 2017. The hangar is located on Crown Reserve No. 20494, which is vested in the Shire of Quairading. The Management Order (under the auspice of the Land Administration Act 1997) provides for Council to lease the hangar without restriction.

A Condition Report has been prepared by Mr Tim Jurmann (Manager, Health & Building, Shire of Quairading) and is attached for Council's consideration. After inspection, Mr Jurmann concluded that the building is not in high-level condition but it is of sound condition and poses no risk to a tenant nor to the Shire. According to Mr Jurmann, there may be 20 years (plus) left until 'asset end of life,' even if the building is not repaired or restored.

The building is insured and the lease will provide for Mr Harris to be responsible for maintenance.

St John WA currently house an old trailer and vehicle in the hangar, however, given that these are no longer in use, we have asked St Johns whether they intend to sell or dispose of these assets (they are in poor condition and do not appear to have been used in years) and we await a response. Regardless of the response from St Johns, Mr Harris is comfortable to co-locate.

MATTER FOR CONSIDERATION

Council to consider supporting the recommendation to lease the 'Old Hangar' to Mr John Harris to house his light aircraft.

1. That Council support the Request from Mr John Harris to have access to and use the Aircraft Hangar at the Quairading Airstrip.
2. The Chief Executive Officer be authorised to finalise an Access Licence / Lease with Mr John Harris based on the proposal submitted by Mr Harris.

BACKGROUND

Council has care, control and management of the Quairading Airstrip (situated on Crown Reserve 20494) through a Management Order vested under the Land Administration Act 1997.

Mr Harris has expressed interest in leasing the 'Old Hangar' to house his light aircraft which he is restoring and assembling. Mr Harris would like a response to his request in the immediate future.

The 'Old Hangar' was originally constructed by the then GP, Dr Paul Higgins, and upon his departure from town and his subsequent passing many years later, Council acquired the structure.

For a number of years, the hangar was utilised (free of charge) by the St John Ambulance Sub Centre to garage their 'First Aid Post Caravan.' The Caravan has been sold but the trailer and vehicle remain.

The 'Old Hangar' is not in high-level condition, however it is still sound and poses minimum risk to a lessor and lessee arrangement. The lease will compel the lessee to assume responsibility for maintenance.

STATUTORY ENVIRONMENT

Land Administration Act 1997

Council has Care and control of Crown Reserve 20494 under a Vesting Order (commonly known as a Management Order. Council has Power to Lease on this Reserve under Approval from the Minister for Land.

Local Government Act 1995

Section 3.58 Disposal of Property

Local Government (Functions & General) Regulation

Regulation 30(3)(a) - Exempt Transaction - under the Market Value of \$20,000

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

5. GOVERNANCE AND LEADERSHIP

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

COMMUNITY CONSULTATION

Nil.

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

| | |
|----------------------|--|
| Financial: | Risk Matrix Rating is assessed as Low. Council does not receive income from the Airstrip. |
| Health: | Risk Matrix Rating is assessed as Low. The Manager, Health & Building has inspected the premises and cleared it for the proposed use. |
| Reputation: | Risk Matrix Rating is assessed as Low. Council support will be perceived as possible and there is no competing interest in the hangar. |
| Operation: | Risk Matrix Rating is assessed as Low. There is no impact on Shire operations. |
| Natural Environment: | Risk Matrix Rating is assessed as Low. There is no impact on the natural environment. |

12.2 Disability Access and Inclusion Plan 2022-26

| | |
|-------------------------------|--|
| Meeting Date | 24 th February 2022 |
| Responsible Officer | CEO Nicole Gibbs |
| Reporting Officer | EDPO Richard Bleakley |
| Attachments | (i) Disability Access and Inclusion Plan 2022-2026 |
| Owner/Applicant | Shire of Quairading |
| Disclosure of Interest | Nil |

RESOLUTION: 119-21/22

MOVED Cr Haythornthwaite SECONDED Cr Cowcill

- 1 That the Council accepts the Officer's Report on the development of the Disability Access and Inclusion Plan 2022-2026.
- 2 That the Council adopts the Disability Access and Inclusion Plan 2022-26.

CARRIED 8/0

IN BRIEF

- It is a regulatory requirement for the Shire to have a current Disability Access and Inclusion Plan.
- A review of achievements of the DAIP 2016-20 is included as an appendix in the DAIP 2022-26.
- A comprehensive community consultation process was conducted to provide inputs into the final version of the DAIP 2022-26.
- Feedback has been provided by the Dept. of Communities on the final draft of DAIP 2022-26.

MATTER FOR CONSIDERATION

The adoption of the Disability Access and Inclusion Plan 2022-26.

BACKGROUND

The purpose of a DAIP is to ensure that people with disability can access services provided by public authorities in Western Australia, and to participate and be included in their community. The goal is to provide, as much as is reasonable, the same level of access as people without disability enjoy, and to ensure that people are not discriminated against on the basis of their disability.

The Western Australia Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

The DAIP 2022-26 is the third iteration of the DAIP and has been developed through a series of steps:

- 1 Review of the outcomes of the DAIP 2016-2020.
- 2 Community consultation.
- 3 Engagement with key stakeholders; and
- 4 Engagement with the Dept. of Communities.

When developing a DAIP, a local government must aim to achieve seven desired outcomes. These provide a framework for translating the principles and objectives of the Act into tangible and achievable results.

The seven desired outcomes are:

- 1 People with disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
- 2 People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
- 3 People with disability receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.
- 4 People with disability receive the same level and quality of service from the staff of the relevant public authority.
- 5 People with disability have the same opportunities as other people to make complaints to the relevant public authority.
- 6 People with disability have the same opportunities as other people to participate in any public consultation by the relevant public authority.
- 7 People with disability have the same opportunities as other people to obtain and maintain employment.

The outcome of the process has been the completion of the Disability Access and Inclusion Plan 2022-26.

STATUTORY ENVIRONMENT

The Plan has been designed to meet the requirements of the *Disability Services Act 1993 (WA)*

The Plan also address the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA)

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Any Access Improvements are to be incorporated into Council's Corporate and Capital Plans, Specific Projects or Programs.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

| 1. COMMUNITY |
|--|
| 1.1 Work collaboratively with local and regional service providers to engage the community as active citizens. |
| 1.2 Provide social and cultural activities for all members of the community. |
| 1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire. |

3. Built Environment

3.2 Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.

3.3 Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities.

5. GOVERNANCE AND LEADERSHIP

5.1 Shire communication is consistent, engaging and responsive

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

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

In depth consultation with the community and Key Stakeholders was conducted during the review process:

The following consultation methods were implemented:

- Consultation with Manager of Health and Buildings – Shire of Quairading
- Meetings with organisations delivering DSIP Services
 - Moorditj Koort Aboriginal Health and Wellness Centre
 - Community Vision
- Engagement with Shire Medical Centre
- Meetings with Community Groups
 - Stay Active Club
 - Qarras
- Meeting with Noongar representatives
- One-on-one conversations with key stakeholders including carers and parents.

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

Financial - Risk Matrix Rating is assessed as Low

Minimises risk through the incorporation of projects into the Shire's Strategic, Corporate and Long Term Financial Planning.

Health – Risk Matrix Rating is assessed as Low

Minimises risk through addressing issues for vulnerable persons within the Community.

Reputation – Risk Matrix Rating is assessed as Low

Ensures that the Shire is seen to be tackling concerns of the more vulnerable members of the Community.

Operation – Risk Matrix Rating is assessed as Low

DAIP input into the Shire’s Planning Process will ensure that projects identified through the DAIP are delivered in an efficient and cost effective manner.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The revision of the DAIP is behind schedule. However, the Dept. of Communities has been notified, is aware of the status of the review and has been involved in providing feedback on the draft of the DAIP 2022/26.

Mrs Nicole Gibbs commended Mr Richard Bleakley on the work he has put into creating the Disability Action and Inclusion Plan.

12.3 Policy Review Purchasing/Credit Card

Meeting Date 24th February 2022

Responsible Officer CEO – Nicole Gibbs

Reporting Officer CEO – Nicole Gibbs

Attachments (i) FIN.4 Corporate Credit Card Policy - Reviewed
(ii) FIN.4 Corporate Credit Card Policy – Current Version

Owner/Applicant Shire of Quairading

Disclosure of Interest Nil

RESOLUTION: 120-21/22

MOVED Cr McGuinness SECONDED Cr Stacey

1. That Council adopt the recommendation for the CEO to be provided with a Corporate Credit card.
2. That Council adopt the amended Corporate Credit Card Policy

CARRIED 8/0

IN BRIEF

- The Shire of Quairading would benefit considerably by having a Corporate Credit Card
- There are many advantages to a business when a when a Corporate Credit Card is available for use.
- When clear Policies and Procedures are in place, and well-communicated to employees, the risk around utilising a Corporate Credit Card is significantly reduced.

MATTER FOR CONSIDERATION

That Council adopt the recommendation for the CEO to be provided with a Corporate Credit Card.

For Council to adopt the amended Corporate Credit Card Policy.

BACKGROUND

Corporate credit cards can deliver significant benefits to local governments through improved administrative practices and more effective cash management. However, they can also expose a local government to significant risks if not properly controlled.

The risks associated with credit cards can be minimised by implementing policies to control their use.

It is important to have a communication strategy that informs new employees and reminds existing employees of the policies governing the use of credit cards.

The following provisions of the *Local Government Act 1995* (the Act) and associated regulations impact on the use and control of corporate credit cards:

- Section 2.7(2)(a) and (b) of the Act requires the council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.
- Section 6.5(a) of the Act requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.

- Local Government (Financial Management) Regulation 11(1)(a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.

Issues to Consider

Advantages of corporate credit cards

When used correctly, a credit card can:

- Eliminate or reduce time spent on paper based ordering and payments;
- Reduce administrative costs;
- Reduce the number of payments made per month;
- Provide a useful resource in remote and emergency situations;
- Reduce the need to carry cash on the premises; and
- Provide an effective audit trail of expenditures.
- All employees have the capacity to engage with all members of the community for work purposes; and
- The Shire's liability insurance remains strong, active and cost effective.

Policies and procedures governing the use of corporate credit cards

The following issues have been considered in the review of the Corporate Credit Card Policy to control the use of credit cards:

- The Shire's Work Health & Safety obligations to protect employees and Bushfire Brigade volunteers.
- An agreement to be signed by the cardholder and the Shire of Quairading which sets out the cardholder's responsibilities and legal obligations when using the credit card;
- A register of all current cardholders to be kept which includes card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;
- All new and existing cardholders to be provided with a copy of the policies relating to the use of credit cards;
- What the cardholder should do in the event their employment ceases, an extended period of leave is taken or they are moved to a position which does not require the use of a credit card;
- What the cardholder should do if they lose or misplace their credit card;
- Credit cards will not be transferred to other users;
- How reward schemes, such as Fly Buys, will be treated;
- The arrangements for destruction of all surrendered credit cards; and
- What action is to be taken in the event that a cardholder fails to comply with the policy.

Purchasing

- Credit cards will only be used for purchasing goods and services on behalf of the Shire;
- Personal expenditure will be prohibited;
- A credit card will not be used for cash withdrawals;
- Maximum credit limits will be based on the cardholder's need; and
- How purchases by telephone or over the Internet are to be dealt with.

Payments

- Time frames for payment of accounts will be monitored to ensure that credit charges are minimised;
- Strict guidelines for expenditure on entertainment have been established; and
- Cardholders cannot approve expenditure incurred on their own credit cards.

Issuing of corporate credit cards to elected members

The Act does not make provision for the issuing of credit cards to elected members. A Local Government can only pay allowances or reimburse expenses to an elected member. There are no provisions within the Act which allow an elected member to incur a debt, as would be the case with a credit card.

Who should approve corporate credit card applications?

The CEO should approve an application by a local government employee for a corporate credit card. In the case of the CEO, the council should approve the application.

Taxation considerations

Goods and Services Tax (GST)

The Australian Taxation Office (ATO) has a ruling available relating to GST and entitlements to input tax credits without a tax invoice (GSTR 2000/26). A copy of this ruling is available from the ATO's website at <http://law.ato.gov.au/atolaw/view.htm>.

This ruling provides an opportunity for corporate credit card statements to be used to claim input tax credits without holding a Tax Invoice. This is only allowed when the corporate credit card provider, the user of the corporate credit card (and their organisation) have met certain conditions.

Australian Business Number (ABN)

If a supplier does not have an ABN and Pay As You Go tax has not been withheld on the credit card statement, the local government is still liable to pay the corporate credit card provider the full amount and also the ATO 48.5% of the purchase price.

STATUTORY ENVIRONMENT

- Use of Corporate Credit Cards: Local Government Operational Guidelines (WALGA)
- *Work Health & Safety Act 2020*
- Section 2.7(2)(a) and (b) of the Act requires the council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government.
- Section 6.5(a) of the Act requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.
- Local Government (Financial Management) Regulation 11(1)(a) requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.
- Section 6.2(1)(a) of the Act prescribes that a local government has the "power to borrow money" or s6.2(1)(b) the "power to obtain credit".

POLICY IMPLICATIONS

FIN.2 Purchasing Policy

FIN.4 Corporate Credit Card Policy

FINANCIAL IMPLICATIONS

All expenditure must be made in accordance with the 2021/22 Annual Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

No 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.

12.4 COVID-19 Strategy

| | |
|-------------------------------|--------------------------------|
| Meeting Date | 24 th February 2022 |
| Responsible Officer | CEO – Nicole Gibbs |
| Reporting Officer | CEO – Nicole Gibbs |
| Attachments | Nil |
| Owner/Applicant | Shire of Quairading |
| Disclosure of Interest | Nil |

RESOLUTION: 121-21/22

MOVED Cr Hayes SECONDED Cr Stacey

That Council adopts a policy position of mandating that all people working for the Shire, whether it be on Council, as an employee or as a volunteer, be fully vaccinated against the COVID-19 Virus.

CARRIED 7/1

IN BRIEF

- On 9th February 2022 new "High Caseload Environment COVID-19 Protocols" were introduced across WA.
- Various directives have been implemented by the WA Government to minimise disruption to the community and economy
- There are several factors to consider while the Shire decides on mandating vaccinations
 - State Government Health Directions
 - Occupational Safety and Health
 - Consider the needs and wellbeing of the Community
 - Staffing needs and workplace requirements
 - Orderly, effective and efficient planning and management of resources and work/tasks

MATTER FOR CONSIDERATION

That Council adopts a policy position of mandating that all people working for the Shire, whether it be on Council, as an employee or as a volunteer, contractor and users of services and facilities, be fully vaccinated against the COVID-19 Virus.

BACKGROUND

On 9th February 2022 new "High Caseload Environment COVID-19 Protocols" were introduced across WA. The new settings are intended to help to manage community transmission of COVID-19 and minimise disruption to the community and economy, including:

- New [close contact definitions](#)
- New [testing and isolation guidelines](#)
- Specific school and childcare close contact protocols
- Online registration of positive [Rapid Antigen Test \(RAT\) results](#)

In addition, the following was also implemented:

- Reduction in quarantine for approved international and interstate travellers to seven days
- Travellers must wear a mask in indoor and outdoor settings for the following seven days
- Vaccinated direct international travellers permitted to self-quarantine at a suitable premises, if eligible
- International arrivals cap doubling to 530 travellers per week
- Unvaccinated international arrivals required to complete 14 days in hotel quarantine
- Mandatory use of G2G now still required by all arrivals in self-quarantine.

Under the hard border settings, the following testing advice applies:

- Approved travellers undertake a PCR or RAT on Day 1, and then return a negative RAT on Day 7 to end their self-quarantine period
- Any household member will also be required to return a negative RAT on Day seven.
- Any household member will be classified as a close contact, if the approved travellers tests positive during self-quarantine.

Any travellers, positive cases or asymptomatic close contacts currently in self-quarantine under the previous 14-day settings are able to leave quarantine once they have completed 7 days and have returned a negative RAT.

STATUTORY ENVIRONMENT

Occupational Safety and Health Act 1994

WA Health Directions, Department of Health

Emergency Management Act 2005

POLICY IMPLICATIONS

ORG.8 – Leave Arrangements during a Pandemic Policy

FINANCIAL IMPLICATIONS

There may be an increase to the budgeted salaries amount should replacement cover be required for a staff member who takes extended sick leave due to a positive COVID-19 case. It is likely that short term leave will not have a financial impact, however when coverage is required there will be additional costs. If that replacement is required to be outsourced, i.e., labour hire, the cost is likely more significant.

In the circumstance that COVID-19 is proven to be contracted during the course of normal employment, or an employee experiences an adverse reaction from a mandated vaccine required under their employment contract, the Shire may be liable for a workers' compensation liability claim. Whilst the Shire has adequate LGIS coverage for workers compensation claims and would not be out of pocket for the affected worker, if replacement employees are required, there could be additional costs.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

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

COMMUNITY CONSULTATION

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 Extreme. Non-compliance with the Mandatory vaccination directions from the Department of Health could see the Shire fined up to \$100,000. It is likely that insurance companies will be reviewing their fee structure to ensure coverage for COVID-19 related claims, this will likely increase premiums. The Shire would likely have increased costs for staff replacement in the event of extended leave relating to COVID-19 illnesses.

Health – Risk Matrix Rating is assessed as Extreme. If Quairading was to have a COVID-19 Outbreak, it is almost certain that staff will contract the virus. This will result in loss of time, and could ultimately result in permanent disability or fatality. The Shire needs to consider the health of vulnerable members of our Community – Noongar, elderly and children under the age of 16.

Reputation – Risk Matrix Rating is assessed as Major. It is a requirement by the Government that we must have something in place, if we do not, the reputational damage would be significant.

Operation – Risk Matrix Rating is assessed as High. If there was to be a COVID-19 outbreak, this could result in loss of multiple staff, in effect would implicate the services the Shire can provide to the Community. This is somewhat offset with the fact that some staff members have the ability to work from home.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The fundamental change is that legislative protections across the board have been reduced and people are being asked to take all reasonable steps to protect themselves from the virus.

Issues to Consider

1. The Shire of Quairading has been monitoring and complying with the emerging and rolling ‘COVID-19 Directions’ enacted by the State Government after a State of Emergency was declared under the auspice of the *Emergency Management Act 2005* and the *Health Act 2016*.
2. Currently, the ‘Mandatory Vaccination Direction’ includes ranger services, construction, maintenance and pool services employees. Gardening employees do not fall under this ‘Direction.’
3. Due to the small size of the Shire and the need to move a small number of employees across all aspects of Works & Services (including construction) on a needs basis, the decision was made to mandate COVID-19 vaccinations across the Works & Services area. Note that these employees must be available to enter hospitals, schools and other public facilities to perform their work.

4. A second decision was made to mandate that all Shire employees become fully vaccinated to ensure:
 - Equity across employees, in accord with the *Fair Work Act 2009*;
 - All employees have the capacity to engage with all members of the community for work purposes; and
 - The Shire's liability insurance remains strong, active and cost effective.
5. Council Members represent the Shire both locally and regionally at multiple forums, at multiple community venues and mixing with potentially hundreds of people.

Cr Cowcill spoke against the motion by reading from a pre-prepared document. The document can be found as an attachment.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 15 URGENT COUNCILLORS' BUSINESS

RESOLUTION: 122-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hipsisley

That Council accepts Urgent Councillors' Business.

CARRIED 8/0

RESOLUTION: 123-21/22

MOVED Cr Stacey SECONDED Cr Haythornthwaite

That Council nominate Ex-CEO, Graeme Fardon and Ex-Shire President, Wayne Davies for a Local Government Award, yet to be decided. The CEO to investigate the most appropriate award.

CARRIED 8/0

RESOLUTION: 124-21/22

MOVED Cr Hipsisley SECONDED Cr Cowcill

That Council make the Shire of Quairading Corporate Shirts available to the Public at cost + a determined percent.

CARRIED 8/0

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

3.10pm – Jillian Hayes left meeting

RESOLUTION: 125-21/22

MOVED Cr Hippisley SECONDED Cr Hippisley

That Council consider the confidential report listed below in a meeting closed to the public at 3.12 pm in accordance with Section 5.23(2) of the *Local Government Act 1995*

CARRIED 8/0

RESOLUTION: 126-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

16.1 Continuous Quality Improvement: Cost-benefit Modelling (Confidential Item)

CARRIED 8/0

16.1 Continuous Quality Improvement: Cost-benefit Modelling (Confidential Item)

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

RESOLUTION: 126-21/22

MOVED Cr Cowcill SECONDED Cr Hayes

That the meeting be open to members of the public at 3.18 pm.

CARRIED 8/0

16.2 Public Reading of Resolution

No members of the Public were present.

ITEM 17 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 31st March 2022, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 18 CLOSURE

There being no further business, the Chairperson closed the Meeting at 3.19 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 24th February 2022 were confirmed 31st March 2022 as recorded on Resolution No. 129-21/22

Confirmed.....  31/03/2022