



# Audit & Risk Committee Minutes | 7<sup>th</sup> June 2022



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# SHIRE OF QUAIRADING

## Audit & Risk Committee

The minutes of the Audit & Risk Committee meeting held on Tuesday 7<sup>th</sup> June 2022 commencing at 5.00 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Chairperson opened the Meeting at 5.00 pm.

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

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

Ms NJ Gibbs	Chief Executive Officer
Mrs LM Horton	Executive Manager, Corporate Services
Miss BJ Hadlow	Executive Officer

#### Observers/Visitor

Nil.

#### Apologies

Mr DR Mastin	Acting Executive Manager, Works & Services
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#### Approved Leave of Absence

Nil.

### ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Nil.

## ITEM 4 DECLARATIONS OF INTEREST

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Nil.

## ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 5.1 Confirmation of Minutes – 15th March 2022

#### OFFICER RECOMMENDATION

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#### RECOMMENDATION: AR23 – 21/22

**MOVED Cr Stacey SECONDED Cr Hayes**

That the minutes of the Audit & Risk Committee meeting held on the 15<sup>th</sup> March 2022 be confirmed as a true and accurate record.

**CARRIED 8/0**

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### 5.2 Business Arising

Nil.



## ITEM 6 STANDING ITEMS – EXTERNAL AUDIT

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### *Audit & Risk Committee – Terms of Reference 7.6*

#### 6.1 Audit register – progress report

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<b>Meeting Date:</b>	7 <sup>th</sup> June 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Leah Horton (Executive Manager Corporate Services)
<b>Attachments:</b>	(i) Audit register – progress report <b>confidential</b>
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

#### OFFICER RECOMMENDATION

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##### **RECOMMENDATION: AR24 – 21/22**

##### **MOVED Cr Hippisley SECONDED Cr Stacey**

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

Notes the progress recorded against each item within the audit register in confidential attachment (i).

**CARRIED 8/0**

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#### IN BRIEF

- This report provides an update on the progress of actions included in the audit register.
- The audit register includes all open audit findings that have previously been accepted by the Audit and Risk Committee.
- Reporting through the audit register commenced in November 2021 and includes items from the 2020/21 interim audit, and all subsequent audits.

#### MATTER FOR CONSIDERATION

Receipt of the audit register progress report to May 2022.

#### 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.

The audit register lists findings from audit reports previously accepted by the Audit & Risk Committee. The register describes the progress of implementing improvements and percentage completion. Progress on the actions are monitored by management, this Committee and Council.

Reporting through the audit register commenced for the 7<sup>th</sup> December 2021 Audit and Risk Committee meeting, with the register comprised of findings from the 2020/21 interim audit report, as presented to the Audit & Risk Committee at the 14<sup>th</sup> September 2021 meeting.

The 2020/21 final audit report had no findings subsequent to those from the interim audit report.

The 2021/22 interim audit is still being finalised, the audit report will be presented at the next Audit and Risk Committee meeting.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Local Government (Audit) Regulations 1996; Regulation 7*

*Local Government (Financial Management) Regulations 1996; Regulation 5*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Council has a budget allocation of \$30,000 in the 2021/2022 Budget for the conduct of the external audit function by the Office of the Auditor General, for the audit of the 2020/21 annual financial statements. It is anticipated that a budget of a similar amount is to be adopted each year but will be the subject of an annual estimate of audit fees provided by the OAG. Officers' efforts to undertake the improvements and report on progress has not been estimated or reported.

## ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Implement systems and processes that meet legislative and audit obligations

## COMMUNITY CONSULTATION

Nil.

## RISK ASSESSMENT

	Option 1
Financial	Low <i>Cost of the annual audit is included in the budget. By regularly reviewing progress against audit findings, the risks associated to misconduct and error are significantly reduced.</i>
Health	N/A
Reputation	Low <i>Compliant with legislative requirements. Failure to complete the findings from audit reports would lead to increased reputational risk.</i>
Operations	Low <i>Operational impact is minimal in reporting progress on audit findings. Operational impact of not closing findings would escalate.</i>

Natural Environment	N/A
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Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

The audit register **confidential attachment (i)** counts actions and totals by “Finding #”. Each finding may have more than one “recommendation” and associated “agreed management action”. Only when all recommendations and agreed management actions within a finding are deemed complete will the finding as a whole be totalled at 100% complete and recommended to be closed.

The process for adding and removing findings to the audit register is as follows:

1. An external audit is completed and an audit report is finalised.
2. The audit report is presented to the Audit and Risk Committee (ARC).
3. The ARC recommends to Council that it notes and accepts the audit report.
4. All findings from the audit report are **added** to the audit register.
5. Progress is reported by management with updates recorded quarterly in “officer comment / action taken”.
6. Any findings deemed as complete by management are marked as “100% complete” with the status of “closed”.
7. The audit register – progress report is submitted by management to the ARC.
8. The ARC reviews the audit register and confirms completion of any 100% and closed findings.
9. The ARC recommends to Council that it notes progress and approves the findings marked as complete to be registered as closed.
10. Closed findings are **removed** from the audit register.

A summary of the audit register, included below, will illustrate the trend of actions that have been added, progressed and completed.

The blue row represents actions added by the ARC. New audit findings presented to the current meeting are included at the subsequent meeting, following acceptance.

The green row represents actions closed by the ARC and will always total 0 for the current meeting date. The closed actions from the current meeting will then be shown in the “closed by the Audit & Risk Committee” total in the subsequent meeting’s table summary.

Status of Actions	ARC - Meeting Date				Total
	7/12/2021	15/03/2022	7/06/2022	13/09/2022	
<b>New actions added by ARC</b>	7	0	0		7
<b>Not commenced ≤10%</b>	1	1	0		
<b>Progressed &gt;11% to 99%</b>	2	2	2		
<b>Completed =100%</b>	4	0	1		
<b>Total (0% to 100%)</b>	7	3	3		
<b>Closed by ARC</b>	4	0			4
Total cumulative closed by ARC	4	4	4		
<b>Open Actions</b>	3	3	2		

The committee is requested to recommend to Council to note the progress and officer comments. There is one (1) finding marked as complete (100%) in the audit register to be registered as closed.

It is requested to note the audit register progress report in **confidential attachment (i)**.

#### **DISCUSSION AFFECTING COUNCIL DECISION**

Council discussed items relating to the confidential attachment.

ITEM 7                      STANDING ITEMS – INTERNAL AUDIT

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*Audit & Risk Committee - Terms of Reference 7.5*

*No matters for consideration.*

## ITEM 8      STANDING ITEMS – FINANCIAL REPORTING

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*Audit & Risk Committee - Terms of Reference 7.2*

*No matters for consideration.*

## ITEM 9      STANDING ITEMS – CONTROLS, SYSTEMS AND PROCEDURES

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*Audit & Risk Committee - Terms of Reference 7.3*

*No matters for consideration.*

## ITEM 10 STANDING ITEMS – RISK MANAGEMENT REPORTS AND ISSUES

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### *Audit & Risk Committee - Terms of Reference 7.1, 7.3*

#### **10.1 Report on excess annual leave and long service leave**

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<b>Meeting Date:</b>	7 <sup>th</sup> June 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Leah Horton (Executive Manager Corporate Services)
<b>Attachments:</b>	Nil
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

#### **OFFICER RECOMMENDATION**

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##### **RECOMMENDATION: AR25 – 21/22**

##### **MOVED Cr Hayes SECONDED Cr Hippisley**

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

Council receive the report on the Shire's leave liabilities.

**CARRIED 8/0**

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#### **IN BRIEF**

- Since 2017, Council has requested that excess annual leave and long service leave be reported to the Audit and Risk Committee.
- Not taking a reasonable amount of annual leave or long service leave may pose a threat to the health and safety of employees and represent a significant financial liability for the Shire, therefore there are steps in place to ensure that leave balances are monitored and are at appropriate levels.
- Employee entitlement movements during the year are due to many reasons, such as, leave taken during the period, increased accrued leave balances, increases in remuneration rates and changes in the underlying staff with leave balances transferred to and from the Shire.

#### **MATTER FOR CONSIDERATION**

Receipt of the report on excess annual leave and long service leave entitlements and leave liabilities.

#### **BACKGROUND**

Since 2017, Council has requested that excess annual leave and long service leave be reported to the Audit and Risk Committee.

The current Leave Management Policy defines "excess leave" as when the employee has accrued more than eight weeks paid annual leave and provides management with direction to effectively management the annual and long service leave entitlements of employees.



The Shire encourages employees to take leave by reinforcing the positive benefits of taking leave when it becomes due. Sometimes there are circumstances that prevent leave being able to be taken, such as; staff shortages, outside influences (COVID-19 travel restrictions), and work demands.

There will be movements in employee entitlements throughout the year. Balances will increase naturally as employees accrue leave entitlements and when leave balances are transferred from other Shires. Balances will decrease when employees take leave accrued and when leave balances are transferred to other Shires. This natural fluctuation is monitored by management and through this report to ensure any excess is managed appropriately.

## STATUTORY ENVIRONMENT

*Local Government Industry Award 2020*

### 23.6 Excessive leave accruals: general provision

(a) An employee has an **excessive leave accrual** if the employee has accrued more than 8 weeks' paid annual leave (or 10 weeks' paid annual leave for a shift worker, as defined by clause [23.2](#)).

(b) If an employee has an excessive leave accrual, the employer or the employee may seek to confer with the other and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual.

*Local Government Act 1995*

*Local Government (Long Service Leave Regulations)*

*Local Government (Financial Management) Regulations 1996*

National Employment Standards

*Fair Work Act 2009.*

## POLICY IMPLICATIONS

Current Policy: Leave Management Policy (ORG.2)

## FINANCIAL IMPLICATIONS

The Employee Entitlements (Annual and Long Service Leave) Reserve Fund Cash Balance as at 30<sup>th</sup> April 2022 is \$166,590.52.

The annual budget treats current leave as accruals.

The annual and long service leave reserve funds any prior year Leave entitlements taken by staff or paid out.

The current liability for both types of Leave (if all claimed on 8<sup>th</sup> May 2022) is calculated at \$213,758. In June this is expected to reduce by \$65,257.70 with the termination of two employees who have significant annual and long service leave entitlements.

## ALIGNMENT WITH STRATEGIC PRIORITIES

- 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

	Option 1
Financial	Low <i>Financial exposure and therefore risk escalation occurs if Leave accruals are not monitored and managed. Adequate reserve balances reduce the risk of financial exposure.</i>
Health	N/A
Reputation	Low
Operations	Low <i>Impact to operations where employees with excess leave are requested to take leave. This can be mitigated by agreement of mutually acceptable timeframes for taking leave that are not during heavy workload times.</i>
Natural Environment	N/A

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
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Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

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

As at 8 May 2022 there has been an increase in both the annual leave and long service leave liabilities, reflective of; a small amount of employee movement (separations) since the previous report to 27 February 2022, increases to pay rates, new staff and the taking of less leave.

**Annual Leave:** Five employees who had annual leave accruals have separated, removing their annual leave entitlement on termination with another one not accruing leave as they are absent from work (parental leave).

Some employees have taken leave during the period with two employees balances reducing, however overall the rest of the workforce's entitlements increased.

We have recruited three new employees who have all accrued minimal hours. Eight employees with annual leave balances have received pay increases, which has increased their entitlement balance.

There is currently one employee with excess annual leave, both the employee and management are aware and leave is planned to be taken at the most convenient time as to not impact operations.

There has been a decrease of 6% (in dollar value) in the annual leave liability since June 2021.

**Long Service Leave:** One employee who had long service leave accruals has separated, removing their entitlements on termination.

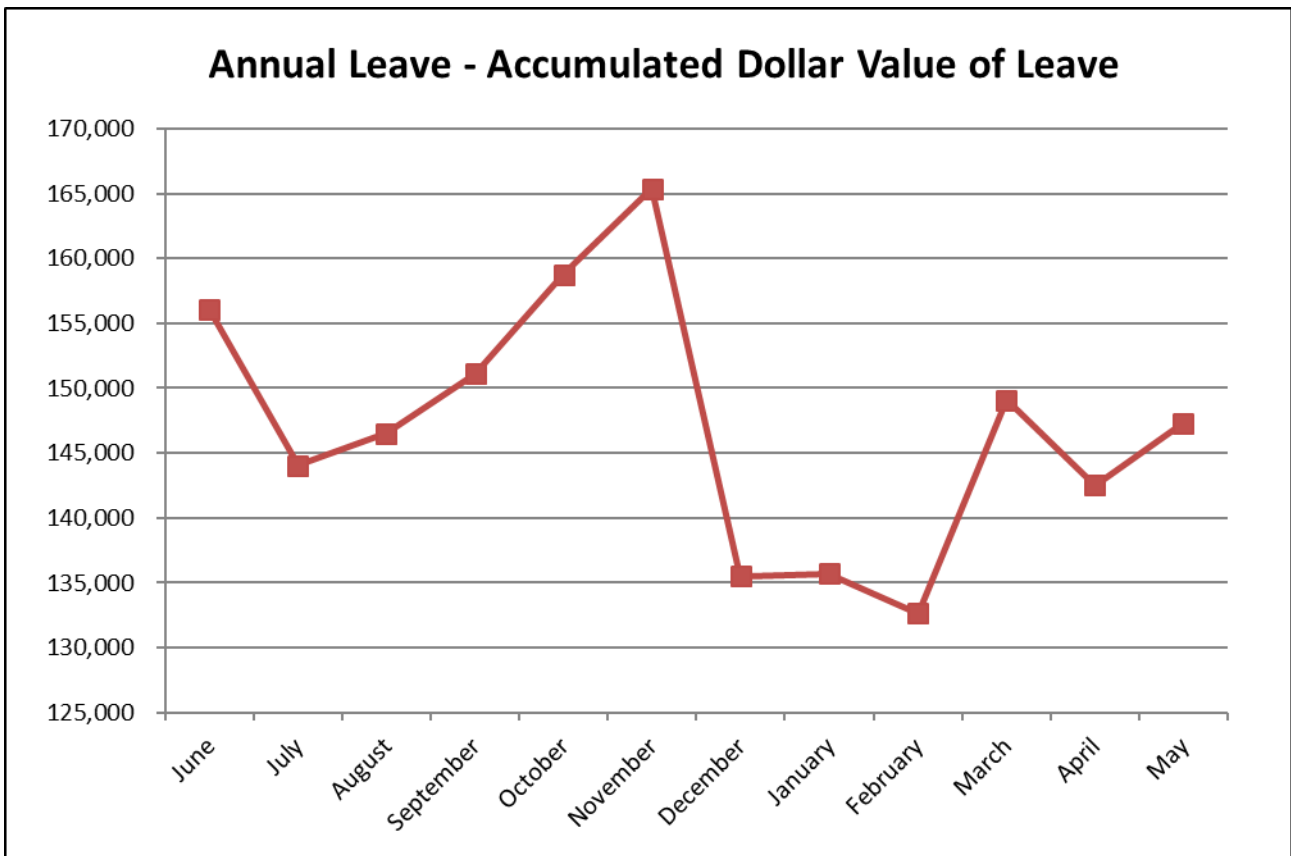
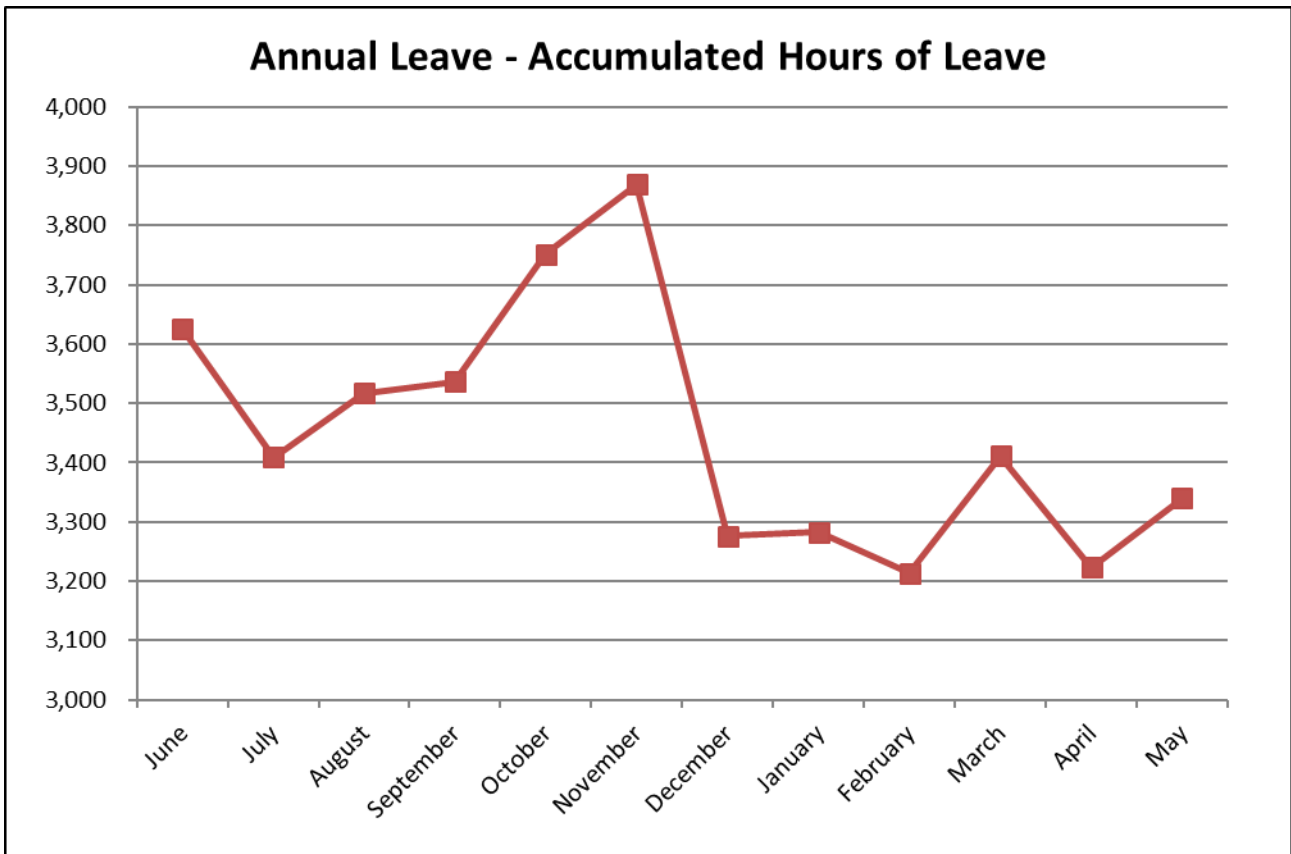
Three employee's long service leave accrual amount (hours) have increased. One employee's length of service has entitled them to start accruing long service leave. Three employees have received pay rate increases, increasing their LSL entitlement balance.

There has been a decrease of 5% (in Dollar Value) in the long service leave liability since June 2021.

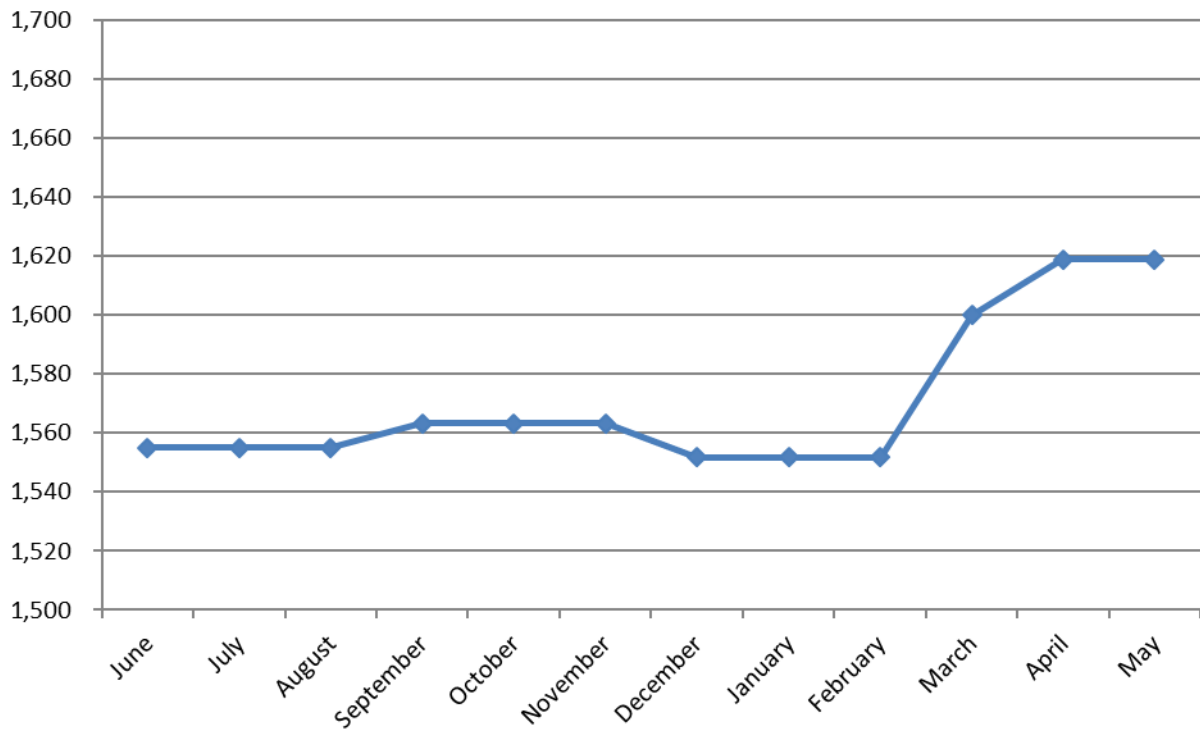
There are two upcoming separations, expected to be processed in June 2022. Both these employees have current annual leave and long service leave accrual entitlements, with the expected combined payouts (and reduction in liability) to be \$36,496.17 for long service leave and \$28,761.53 for annual leave (as at 8 May 2022).

The following table and graphs show the fluctuations in the accrued hours and dollar values of both annual leave and long service leave over the period of June 2021 to 8 May 2022.

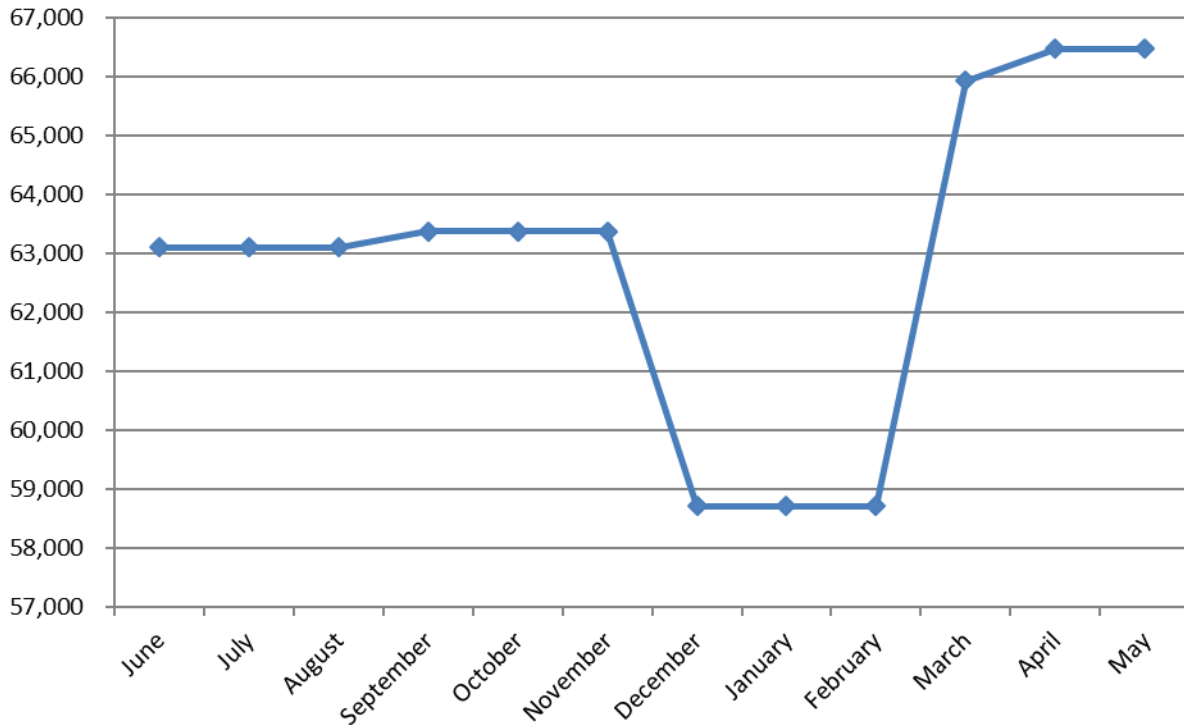
Month	LSL Hours	LSL \$	A/L Hours	A/L \$
June	1,555	63,101	3,625	156,032
July	1,555	63,101	3,409	144,028
August	1,555	63,101	3,517	146,512
September	1,563	63,373	3,536	151,124
October	1,563	63,373	3,751	158,754
November	1,563	63,373	3,869	165,350
December	1,552	58,708	3,276	135,510
January	1,552	58,708	3,282	135,728
February	1,552	58,708	3,213	132,665
March	1,600	65,929	3,412	149,101
April	1,619	66,465	3,223	142,510
May	1,619	66,465	3,340	147,293



### Long Service Leave - Accumulated Hours of Leave



### Long Service Leave - Accumulated Dollar Value of Leave



## DISCUSSION AFFECTING COUNCIL DECISION

Cr Hayes asked if Council has a Leave Management Policy that outlines if the Shire pays out leave at any point.

Mrs Horton said Council does have a Leave Management Policy that complies with the award and Fair Work with regards to pay outs of annual or long service leave. An employee can request to have 2 weeks of annual leave paid out, if they will still be left with 4 weeks annual leave. It is not the preferred method as the Shire encourages staff to take time off to recuperate.

Ms Gibbs said paying out annual leave is an expensive model and the decision is at the discretion of the CEO. It goes against Workplace Health & Safety for staff not to take 4 weeks leave a year. It is up to management to ensure that staff are taking leave.

Cr Hippisley asked if staff can be compelled to take leave if they accumulate too much, which could be included in the Leave Management Policy. An example given was if staff get up to 8 weeks annual leave they **must** take a certain amount.

Mrs Horton said it is generally a negotiation and staff can't be forced.

Cr Haythornthwaite said the report has been happening since 2017 at the request of Council, as at that time some staff had up to 16 weeks annual leave.

## ITEM 11 STANDING ITEMS – OTHER

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

#### **11.1 Light Industrial Blocks**

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<b>Meeting Date:</b>	7 <sup>th</sup> June 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Attachments:</b>	(i) Light Industrial Blocks Flyer (ii) Light Industrial Blocks Plan and survey details (iii) Light Industrial Blocks Lodgement and Examination
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	N/A

#### **OFFICER RECOMMENDATION**

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##### **RECOMMENDATION: AR26 – 21/22**

##### **MOVED Cr Hippisley SECONDED Cr Hayes**

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

That Council note the information provided.

**CARRIED 8/0**

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#### **IN BRIEF**

On 09 February 2021 Council adopted the following motion:

1. "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)
2. The Project be staged over the 2020/2021 and 2021/2021 Financial Years.
3. That Council research External Grant opportunities for the funding of the development of Stage 2 of the Subdivision."

Stage 1 of the development is now complete. There is no funding available to complete Stage 2 and this cost cannot be met through the sale of Stage 1.

#### **MATTER FOR CONSIDERATION**

For information only at this stage, pending the outcome of the CEO investigation into external funding sources to complete Stage 2.

## BACKGROUND

On 09 February 2021 Council adopted the following recommendation of the Strategic Planning Committee:

“That the Strategic Planning Committee recommend to Council: -

1. 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)
2. The Project be staged over the 2020/2021 and 2021/2021 Financial Years.
3. That Council research External Grant opportunities for the funding of the development of Stage 2 of the Subdivision.”

An environmental scan indicates that the then CEO, Graeme Fardon, investigated the matter thoroughly, sought and used expert consultancy advice and provided Council with accurate information at the time in terms of the project parameters, delivery timeframe and costings.

Council endorsed the project under a key assumption (it appears) that the financial loss on the development would be offset by the development bringing new business into the Shire through selling or leasing the new lots.

There is no record of the Shire attempting to secure funding for Stage 2 of the development as of yet. According to the Wheatbelt Development Commission there was a strong focus on the State subsidising Light Industrial Area developments in the recent past but this focus ceased approximately two years ago and final commitments are now being honoured.

Council has expended approximately \$850,000 on Stage 1 and if both blocks are sold at a market value cost of \$40,000 each, there will be \$80,000 available to develop Stage 2. The indicative cost to complete Stage 2 is \$750,000.

The CEO is currently exploring additional external funding opportunities to complete Stage 2.

## STATUTORY ENVIRONMENT

*Local Government 1995*

*Planning and Development Act 2005*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The financial implications are significant and decision-making must be relevant, informed and considered once all options and recommendations are tabled. At this juncture, approximately \$850,000 has been expended with an additional \$750,000 required to complete a development worth a maximum \$240,000.

## ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy: Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.3 Economy: Shire engages stakeholders and partners to help capture local economic development initiatives



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

#### CONSULTATION

Extensive consultation was held with Council and with consultants with specialist expertise in commercial property development.

#### RISK ASSESSMENT

	Option 1
Financial	High <i>The financial implications are significant and decision-making must be relevant, informed and considered once all options and recommendations are tabled. At this juncture, approximately \$850,000 has been expended with an additional \$750,000 required to complete a development worth a maximum \$240,000.</i>
Health	N/A
Reputation	High <i>To date 100% of the project has been funded internally by the Shire with no contribution from external funding sources.</i>
Operations	Low <i>There is no impact on Shire operations.</i>
Natural Environment	N/A

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
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Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

#### COMMENT

Nil.



# LIGHT INDUSTRIAL LOTS FOR SALE

22 of 30



## HINKLEY WAY, QUAIRADING, WA

The Shire of Quairading is pleased to present for sale a new estate of light industrial land in the heart of the Wheatbelt

- Two 4000sqm development Sites
- Zoned 'Light Industrial'
- Efficient transport and access links
- For Sale by 'Offers to Purchase'

### FEATURES

- ✓ 1.5 hours from Midland
- ✓ Flexible Local Government
- ✓ Thriving agricultural town
- ✓ Power/water connected
- ✓ Minutes from mining
- ✓ Highest return on investment



Contact: Nicole Gibbs, Chief Executive Officer  
Email: [ceo@quairading.wa.gov.au](mailto:ceo@quairading.wa.gov.au)  
Phone: 08 9645 2400 | 0429 451 001



**Plan Information**

Tenure Type	Freehold
Plan Type	Deposited Plan
Plan Purpose	Subdivision

**Plan Heading**

LOTS 97-99, ROAD AND EASEMENT

**Locality and Local Government**

Locality	QUAIRADING
Local Government	SHIRE OF QUAIRADING

**Planning Approval**

Planning Authority	Western Australian Planning Commission
Reference	159178

**Roads**

New Road or Extension (Road Name Approval) Yes

Road Name	Locality
HINKLEY WAY	QUAIRADING

**Survey Details**

Survey Method	Conventional Survey
Field Records	156900
Declared as Special Survey Area	No

**Survey Certificate - Regulation 54**

I hereby certify that this plan is accurate and is a correct representation of the:  
 (a) \* survey; and/or  
 (b) \* calculations and measurements;  
 [\* delete if inapplicable]  
 undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged.

WILLIAM JAMES FRANCE Licensed Surveyor	Date
-------------------------------------------	------

**Survey Organisation**

Name	BROOK & MARSH
Address	GOSNELLS 6110
Phone	9398 2441
Fax	9490 1313
Email	admin@brookandmarsh.com.au
Reference	BM20236

**Amendments**

Version	Lodgement Type	Amendment Description	Date
1	New Plan	Lodged	28/03/2022
2	Replacement Plan	Depth Limit added	20/04/2022
3	Amendment Plan	Plan Examination Requirements	

**Former Tenure**

New Lot / Land	Parent Plan Number	Parent Lot Number	Title Reference	Parent Subject Land Description
97-99	D17004 D96831	LOT 1 LOT 75	1760-370 2208-464	

**New Interests**

Subject	Purpose	Statutory Reference	Origin	Land Burdened	Benefit To	Comments
(B)	RESTRICTIVE COVENANT	SEC. 129BA OF THE TLA 1893	DOC	LOT(S) 97, 99	ELECTRICITY NETWORKS CORPORATION	
(A)	EASEMENT (Sewerage)	SEC. 167 OF THE P&D ACT 2005, REG. 33 (B)	THIS PLAN	LOT 99	WATER CORPORATION	



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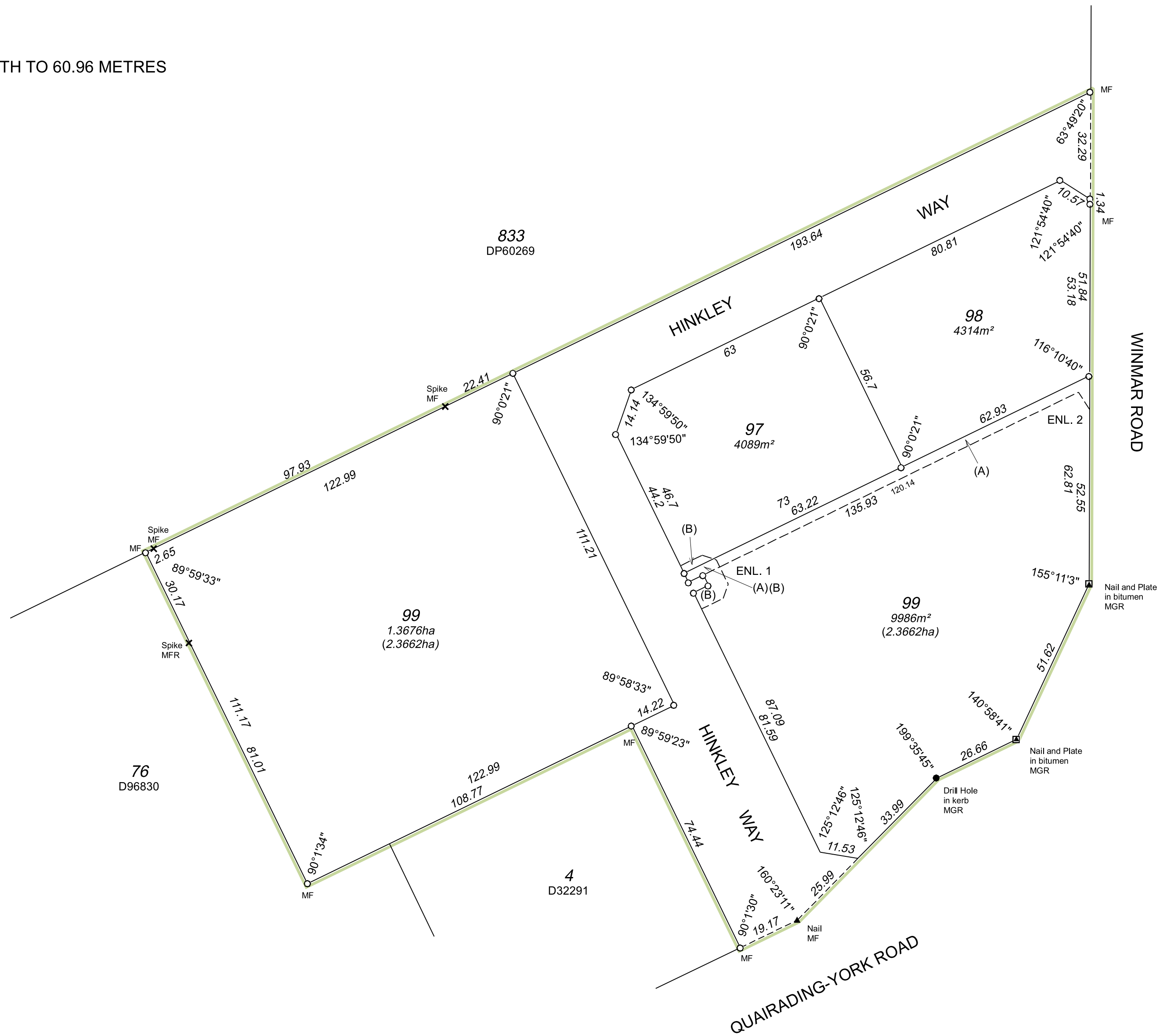
ADDITIONAL SHEETS  
 ENDORSEMENT SHEET

SHEET  
 1 OF 3 SHEETS

VERSION NUMBER  
 3

DEPOSITED PLAN  
 423078

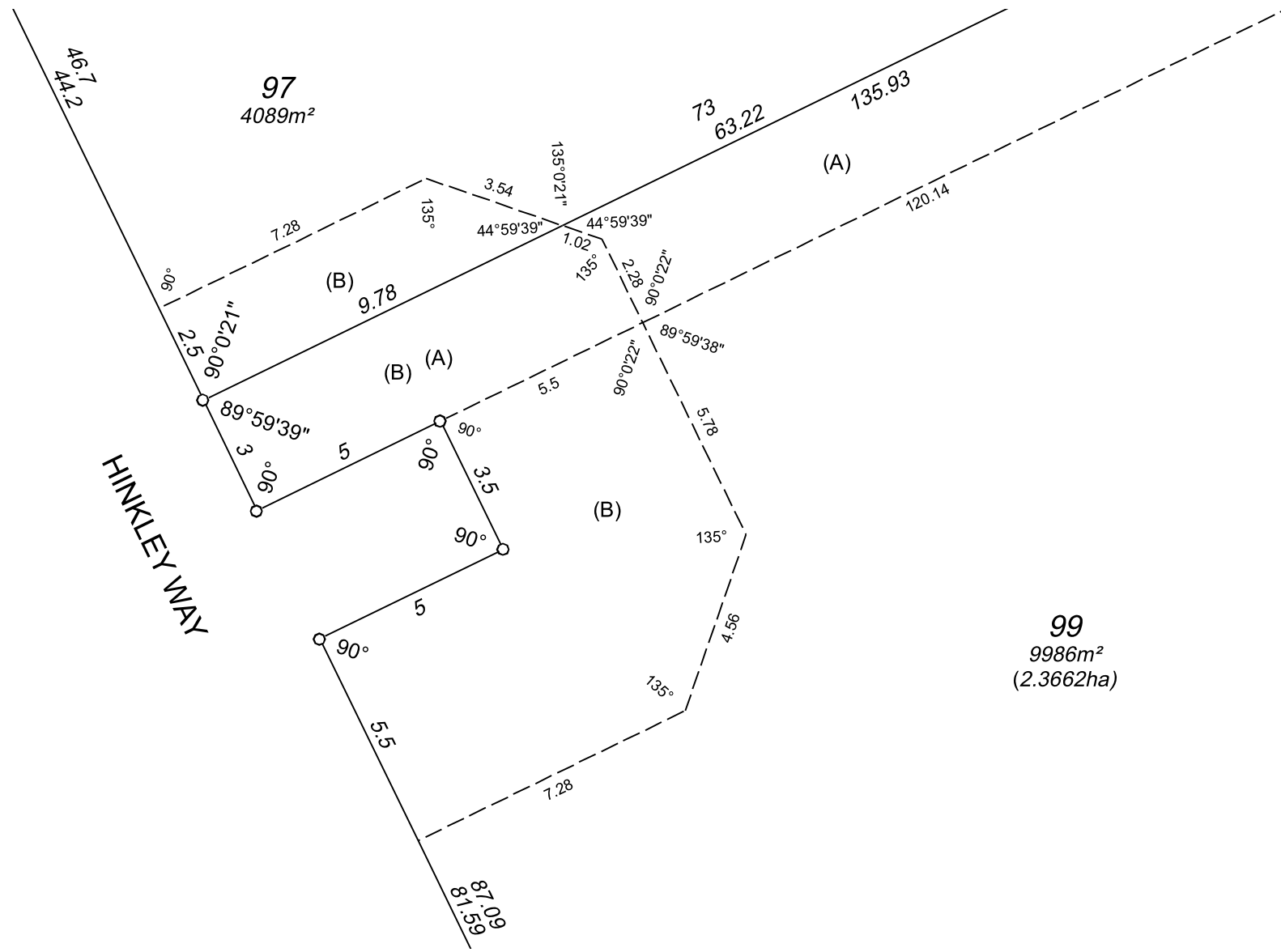
LIMITED IN DEPTH TO 60.96 METRES



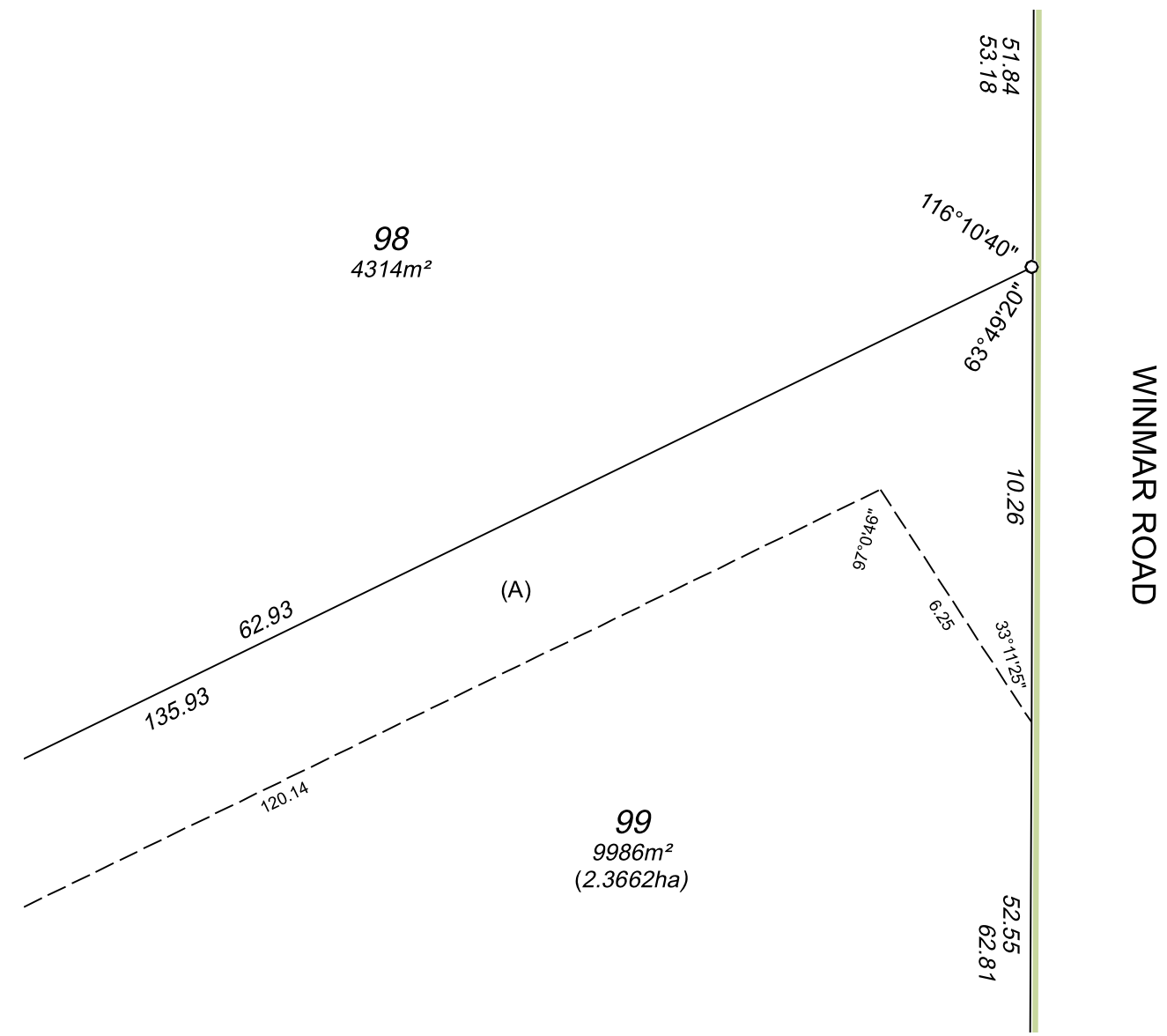
SCALE 1:1000 @ A2

ALL DISTANCES ARE IN METRES

ENL. 1



ENL. 2



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ADDITIONAL SHEETS  
 ENDORSEMENT SHEET

SHEET 3 OF 3 SHEETS

VERSION NUMBER 3

DEPOSITED PLAN 423078

**Lodgement and Examination**

Lodgement Date	28/03/2022
Version 3 Submission Date	22/04/2022
Examination Date	22/04/2022

**Western Australian Planning Commission**

Planning Approval	Yes
Reference	159178

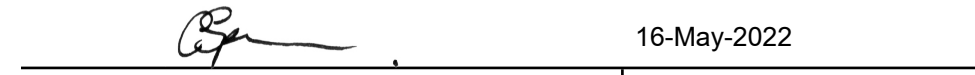


29-Apr-2022

Delegate under S. 16 P&D Act 2005	Date
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**In Order For Dealings**

Subject To	<ul style="list-style-type: none"> <li>• Section 129BA of the TLA 1893</li> <li>• Section 168(1)(2) of the P&amp;D Act</li> <li>• Section 167 of the P&amp;D Act 2005</li> </ul>
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16-May-2022

For Inspector of Plans and Surveys / Authorised Land Officers	Date
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**Plan Approved**

Inspector of Plans and Surveys / Authorised Land Officer	Date
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ENDORSEMENT SHEET

VERSION NUMBER

3

DEPOSITED PLAN

423078

## ITEM 12 COUNCILLORS' EMERGING ISSUES

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### Cr Smith

Cr Smith said he had spoken to Ms Gibbs with regards to the current State mandates around COVID-19 vaccinations. Cr Smith referred to the following resolution:

*“RESOLUTION: 138-21/22*

*That the Audit & Risk Committee recommends to Council that Council adopts COVID-19 Policy (B) including end date of Policy in line with State and Federal Government directions.”*

As per information provided by the State Government, as of the 10<sup>th</sup> of June 2022 the COVID-19 vaccination mandates will be lifted, for most workers except those working with vulnerable people.

Cr Smith asked if Council would like to discuss amending this Policy and rescinding the above mentioned resolution.

Cr Haythornthwaite said as the resolution states that the end date of the Policy is in line with State and Federal Government directions, the Policy may cease without any further action by Council.

It was decided that Council should still formally rescind the motion before moving forward with removing the mandates on employees and Elected Members as there is a requirement for a paper trail.

The Committee decided to put a recommendation to Council for the July Ordinary Council meeting.

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### RECOMMENDATION: AR27 – 21/22

#### MOVED Cr Smith SECONDED Cr Hippisley

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

1. Council acknowledge the COVID-19 Vaccination Policy and the State directives advising the end date of vaccination mandates is the 10<sup>th</sup> of June 2022
2. Council rescind the motion 138-21/22.

**CARRIED 8/0**

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This recommendation will be carried early in the agenda for the July Ordinary Council meeting.

### Cr Cowcill

Cr Cowcill asked for clarification on Councillors signing petitions as it had been brought up previously but still was not clear.

Ms Gibbs said petitions can be signed by Elected Members as long as they are not directly relating to or impact the decision that Council are making.

### Cr Hayes

Cr Hayes asked to discuss the Business Sundowner suggestion made.

Ms Gibbs said that the event was to thank Loose Stitches and Quairading Smash Repairs for their contribution to the Community as they are closing their doors. It is also an opportunity to welcome new businesses to town. The request is for Council to put some money towards food and some drinks at the Club.

Cr Hayes said the business owners will require to be contacted to ensure there is a date that is appropriate for them all to attend.

The CEO took the request on board and will commence the organisation of the event.



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

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*No matters for consideration.*

**ITEM 14      NEXT MEETING DATE**

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The next Audit & Risk Committee Meeting is scheduled to take place on Tuesday, 13th September 2022, commencing at 5.00 pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

**ITEM 15      CLOSURE**

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There being no further business, the Chairman closed the Meeting at 5.35 pm.

I certify the minutes of the Audit & Risk Committee Meeting of Council held on 7th June 2022 were confirmed Tuesday 13<sup>th</sup> September 2022 as recorded on Resolution No. A1 – 22/23.

Confirmed.....  ..... 13/09/2022