

Ordinary Council Meeting

Notice of Meeting | 29th June 2023

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on 29th June 2023 commencing at 2.00pm

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED



Nicole Gibbs
CHIEF EXECUTIVE OFFICER
Date: 23 June 2023

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.

Any plans or documents contained in this document may be subject to copyright law provisions (Copyright Act 1968, as amended) and the express permission of the copyright owner(s) should be sought prior to the reproduction.

CONTENTS

ITEM 1 OPENING & ANNOUNCEMENTS 5

ITEM 2 ATTENDANCE AND APOLOGIES 5

ITEM 3 PUBLIC QUESTION TIME 6
No matters for consideration

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS 7
 4.1 Presentation from Synergy 7

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE 8
No matters for consideration

ITEM 6 DECLARATIONS OF INTEREST 9

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING 10
 7.1 Confirmation of Minutes: Ordinary Council Meeting – 25 May 2023 10
 BUSINESS ARISING 10

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS) 11
 8.1 Concept Forum Meeting – 25 May 2023 11
 8.2 Local Emergency Management Committee Meeting – 17 May 2023 12
 8.3 Reconciliation Action Plan Advisory Committee Meeting – 24 May 2023 13

**ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL
 CONSIDERATION 14**
 9.1 Audit & Risk Committee Meeting – 13 June 2023 14
 9.1.1 2022/2023 Financial Audit - Office of the Auditor General (OAG) 15
 9.1.2 Audit register - progress report 66
 9.1.3 Delegation Register Review & Reporting Template 70
 9.1.4 Disposal of Property Policy 302
 9.1.5 Recovery of Rates, Debts & Service Charges Policy 310
 9.1.6 Financial Hardship Policy 319
 9.1.7 Report on excess annual leave and long service leave entitlements 328

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING 334
 10.1 Bark Park Concept 334

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT 345
 11.1 Monthly Financial Statements - May 2023 345
 11.2 Accounts for Payment - May 2023 383

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION 412
 12.1 Leave Management Policy - Amendment 412

12.2	Preparations for the 2023 Council Election	420
12.3	Library Services Refurbishment Contribution	427
12.4	Community Engagement Action Plan Review	431
12.5	Disaster Ready Fund Application – South Quairading Water Supply.....	445
12.6	Reserve 19008, Dangin-Mears Road, Dangin.....	459
12.7	Performance Development Policy.....	470
12.8	Business Support Grants Policy	477
12.9	Community Grants Policy	486
12.10	Freedom Of Information Statement 2023 Review.....	496
12.11	Miss Melanie Grage - Request for Sponsorship	517
12.12	Desktop Review of the Strategic Community Plan	522
12.13	Power Outages: Frequency & Duration - June 2023 update	549
12.14	Strengthening Medicare – General Practice Grants Program.....	577
12.15	Project Update: Electric Vehicle Charging Station	580
12.16	Edwards Way Vacant Block Strategy.....	583
12.17	Shire of Quairading FY22/23 Disability Access and Inclusion Plan Progress Report.....	589
ITEM 13	MATTERS FOR CONSIDERATION – HEALTH & BUILDING	603
13.1	Quairading Sports Precinct.....	603
ITEM 14	MATTERS FOR CONSIDERATION – WORKS & SERVICES.....	613
14.1	Correspondence from the Bureau of Meteorology	613
14.2	Update on 2022/23 Works Programme.....	617
14.3	Skilled Migration Programme Update - June 2023	623
ITEM 15	MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY	626
	<i>No matters for consideration</i>	
ITEM 16	URGENT COUNCILLOR’S BUSINESS.....	627
ITEM 17	CONFIDENTIAL ITEMS	628
17.1	CEO Performance Review.....	628
17.2	Workplace Investigation.....	628
17.3	Aged Care Independent Living Units.....	628
ITEM 18	NEXT MEETING DATE.....	630
ITEM 19	CLOSURE	630

SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the meeting at _____ pm.

“Before we start our meeting, I would like to acknowledge that we are meeting on Noongar/Ballardong land. We pay respect to the original custodians of the land...past, present and future. I 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	

Council Officers

Ms NJ Gibbs	Chief Executive Officer
Ms T Brown	Executive Manager, Corporate Services
Ms NJ Ness	Executive Manager, Economic Development
Ms BJ Hadlow	Executive Officer

Observers/Visitor

Nil

Apologies

Ms SE Caporn	Executive Manager, Works & Services
--------------	-------------------------------------

Leave of Absence Previously Granted

Nil

ITEM 3 PUBLIC QUESTION TIME

No matters for consideration

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

4.1 Presentation from Synergy

Attachments Nil

Representatives from Synergy will be presenting to Council, Western Power and Synergy's offer to purchase and install a 2MW Flow Battery at the point connection.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

No matters for consideration

ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 25 May 2023

OFFICER RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on the 25 May 2023 be confirmed as a true and accurate record.

BUSINESS ARISING

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)**8.1 Concept Forum Meeting – 25 May 2023****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the minutes of the Concept Forum for its meeting on 25 May 2023.

The minutes for the Concept Forum Meeting were provided to Council under separate cover. These minutes are not for public viewing.

8.2 Local Emergency Management Committee Meeting – 17 May 2023**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the minutes of the Local Emergency Management Committee for its meeting on 17 May 2023.

The minutes for the Local Emergency Management Meeting were provided to Council under separate cover. The minutes can be found on Council's website: www.quairading.wa.gov.au.

8.3 Reconciliation Action Plan Advisory Committee Meeting – 24 May 2023

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the minutes of the Reconciliation Action Plan Advisory Committee for its meeting on 24 May 2023.

The minutes for the Reconciliation Action Plan Committee Meeting were provided to Council under separate cover. The minutes can be found on Council's website: www.quairading.wa.gov.au.

**ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL
CONSIDERATION****9.1 Audit & Risk Committee Meeting – 13 June 2023****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** Nil**Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil







Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the minutes of the Audit & Risk Committee for its meeting on 13 June 2023.

*The minutes for the Audit & Risk Committee meeting were provided to council under separate cover.
The minutes can be found on council's website at www.guairading.wa.gov.au.*

9.1.1 2022/2023 Financial Audit - Office of the Auditor General (OAG)**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Tricia Brown, Executive Manager, Corporate Services

- Attachments**
1. Interim Management Letter to CEO - Shire of Quairading 30 June 2023 (i) [↓](#) 
 2. Interim Management Letter Attachment - Shire of Quairading - 30 June 2023 (ii) (confidential)
 3. Final Management Letter to CEO 30 June 2022 (iii) [↓](#) 
 4. Final Management Letter Attachment - Shire of Quairading - 30 June 2022 (iv) (confidential)
 5. Opinion - Shire of Quairading - 30 June 2022 (v) [↓](#) 
 6. DLGSC - Significant Items in Performane Audit Report Tabled in Parliment (vi) [↓](#) 
 7. Information-Systems-Audit-State-Government-2021-22 (vii) [↓](#) 
 8. Media Statement - Information Systems Audit - State Government 2021-22 (viii) [↓](#) 

Voting Requirements Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION*COMMITTEE RESOLUTION: ARC 022 - 22/23*

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

1. Receive the independent auditors report and interim management letter attachment (attachment (i) and (ii) from the Office of the Auditor General for the audit year ended 30 June 2023,
2. Notes the management responses and planned actions from the interim management letter, attachment (ii),
3. Accepts and adds the four new findings as contained within attachment (ii) to the Audit Register, for progress to be reported quarterly through the audit register – progress report,
4. Notes that the annual meeting (entrance meeting) with the auditor, pursuant to section 7.12A of the Local Government Act was held on 6th June 2023.
5. Receive the independent auditors report, Final Management letter and Opinion (attachment (iii) (iv) and (v) from the Office of the Auditor General for the Annual Financial Report Audit for year ended 30 June 2022,
6. Receives the letter, report and media release from the Department of Local Government, Sport & Cultural Industries regarding the *Information Systems Audit – Local Government 2021-2022* tabled in Parliament (attachment (vi) (vii) (viii)

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, which commenced with the audit for the year ended 30 June 2021.
- The 2022/2023 pre-audit (entrance) Meeting was conducted with Tim Partridge, Director of AMD; Caitlin McGowan, OAG Representative Director; Jo Haythornthwaite, Audit & Risk Chairperson and Executive Staff on the 6th June 2023. This meeting was conducted via teams online meeting.
- The Interim Audit has been completed by AMD, through offsite work and an onsite audit visit from 1-3 May 2023. The interim management letter showing four new findings and recommendations was received from OAG on 8th June 2023.
- Management provided comments on the findings and recommendations which were incorporated into the interim management letter which was received from the OAG on 8th June 2023.
- Council received Minister approval for an extension to the 30 September 2022 deadline for completing the annual financial report (AFR) due to the significant delays incurred from implementing the chart of accounts (COA) restructure and subsequent impacts to the new templates required for the annual budget and monthly financial reports.
- Council submitted the draft 2021/2022 annual financial report through Bob Waddell and Associates to AMD on the 25th of November 2022.
- Any matters raised in the interim management letter are to be addressed by management and reported to the Audit and Risk Committee through the audit register progress report.

MATTER FOR CONSIDERATION

Receipt of the independent auditor's report and interim management letter for the year ended 30 June 2023.

Receipt of the independent auditor's report for the Annual Financial Report for the year ended 30 June 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 Office of the Auditor General (OAG) to contract out some or all 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 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 (prior year audit). The audit occurs in two steps; the first being an interim audit, with the second (final) stage being the audit work to attest the balances and notes that comprise the annual financial statements.

Bob Waddell and Associates were engaged to complete the Shire's Annual Financial Statements for the year ended 30th June 2022. The Shire went live with a new chart of accounts (COA) in April 2022, and experienced significant conversion issues that impacted operations. New monthly financial reporting templates and annual budgeting templates were required to be created to align to the new COA. This in turn delayed the annual financial report (AFR) and the Shire's Chief Executive Officer wrote to the Department of Local Government, Sport and Cultural Interests, pursuant to Section 6.4(3) of the *Local Government Act 1995*, to seek Minister approval for an extension to the 30th September 2022 deadline for completion of the AFR of the year ended 30 June 2022. Council received Minister approval for an extension to 25th November 2022.

The Shire prepared its annual financial report through Bob Waddell and Associates for the year ending 30 June 2022, 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 25th November 2022.

One large change was requested by AMD and confirmed through the OAG in relation to the Skeleton Weed Lease/Loan. The Shire had previously recognised this as a right of use asset, with the vehicle being used by the Avon South LAG and funds administered by the Shire. The principal repayments were budgeted as capital, and interest repayments were budgeted as operational. AMD and the OAG's decision to change all repayments to be operational is due to the finding that the asset is not to be treated as a right-of-use by the Shire, just an operational expense. This has affected current and future year budgeting and monthly reporting.

Subsequent small changes were requested, and various amendments made to the annual financial reports, with the AFR being submitted by AMD to the OAG on 25th January 2023. The OAG then completed their review and a further query in relation to work-in-progress saw a last-minute amendment change made on the 7th March 2023.

The Final Management Letter and attachment for the Audit of the Annual Financial Report (attachment (iii) and (iv) and Opinion from the Auditor General (attachment (v) ending 30 June 2022 was received on 17 March 2023.

As per the draft letter received from AMD an unmodified opinion for the 2021/2022 financial year, with one finding present. 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 and Risk Committee.

The annual interim audit of Council's financials for the audit year ending 30th June 2023 was conducted in an onsite visit from 1-3 May 2023, with minimal offsite work completed by AMD for a week following the May visit. An entrance meeting via Teams was conducted on 6th June 2023. The draft Interim Management Letter was received by the Shire on 8th June 2023, with seven findings being listed in the attachment. One of these findings was discussed with AMD prior to the release of the interim letter and was subsequently removed.

On 8 May 2023 we received a letter from Department of Local Government, Sport and Cultural Industries pertaining to significant items in performance audit tabled in Parliament in the *Information Systems Audit – Local Government 2021-2022* (attachment (vi) and (vii)). Attached is also the Media release from the OAG pertaining to the audit (attachment (viii)) The Shire of Quairading was identified as one of the audited entities.

The Shire is required to report to the Minister on the significant matters as required under section 7.12A of the Act by June 2023. The Information Systems Audit does not indicate a specific area that the Shire of Quairading may have significant matters in, so The Shire of Quairading will be addressing each and every one of the recommendations tabled.

Staff have met this week with executive staff to discuss the recommendations and to ensure that all the recommendations are being met. Our response will be tabled at the next Audit & Risk meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Audit) Regulations 1996

Australian Accounting Standards

International Financial Reporting Standards

POLICY IMPLICATIONS

Purchasing Policy

Delegation 1.1.13: Payments from the municipal or trust funds

Records Management Policy

Significant Accounting Policies

Delegations Register

FINANCIAL IMPLICATIONS

Council has a budget allocation of \$30,000 in the 2022/23 budget for the conduct of the external audit function by the Office of the Auditor General (OAG), for the audit of the 2021/22 annual financial statements. It is anticipated that a budget of similar amount is to be adopted each year but will be subject to an annual estimate of audit fees provided by the OAG. Officers' efforts to undertake the improvements and report on progress have not been estimated or reported.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Financial misconduct by (a) a Shire employee, and (b) an executive/office holder results in financial, legal and/or reputational damage.

Misconduct (non-financial) by a Shire employee results in financial, legal and/or reputational damage.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Cost of the 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.</i>
Health	Low
Reputation	Low <i>Compliant with legislative requirements. Failure to complete the annual financial audit would lead to increased reputational risk and possible actions by the OAG.</i>
Operations	Low <i>Council's Management and administration staff assist AMD by providing all information and documents requested. Operational impact is minimal in reporting progress on audit findings, however the operational impact of not closing findings would be significantly higher if conditions escalated.</i>
Natural Environment	Low

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

Between November 2022 and March 2023, the final audit was conducted, with the independent auditor's report and management letter being produced. The letter confirmed one finding.

The matter identified is deemed significant as it has a potential to pose a significant risk to the entity should it not be addressed and remediated. Under the *Local Government (Financial Management) Regulations 1996*, section 17A, the Shire is required to perform a revaluation of its land, building and infrastructure assets every five (5) years. The last time this revaluation was performed was 2021, with the fair value being taken up as at the 30 June 2021.

The Office of the Auditor General's (OAG) finding states that despite this five-year requirement, given the current economic conditions, inflation and increases to building and infrastructure costs, their direction is that the Shire is to perform formal revaluation of assets annually to ensure that the carrying amount does not differ materially from the fair value of the assets.

It is noted that internal capacity to perform a task like this annually is unlikely to exist within the Shire and that input from an independent valuer would be highly likely. The current 5-year valuations are next scheduled to be completed in 2025/2026 and would be performed by an external body.

The management comment provided by the CEO and EMCS notes the OAG finding and agrees to review this with Council and Executive for the financial year ended 30 June 2023. It is understood that this is a new focus of the OAG with multiple small, regional local governments having the same finding in their audit reports, despite compliance with the 5-year regulation. As this finding is significant, Council will need to ensure that it is an area of focus whilst the economic conditions remain fluctuating.

The CEO and 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.



Our Ref: 4170

Ms Nicole Gibbs
Chief Executive Officer
Shire of Quairading
PO Box 38
QUAIRADING WA 6383

7th Floor, Albert Facey House
469 Wellington Street, Perth

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: 08 6557 7500
Email: info@audit.wa.gov.au

Dear Ms Gibbs

**ANNUAL FINANCIAL REPORT
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2023**

We have completed the interim audit for the year ending 30 June 2023. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to primarily evaluate your financial control environment, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management Control Issues

We would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the President. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7552 if you would like to discuss these matters further.

Yours sincerely,

Cait McGowan
Assistant Director
Financial Audit
7 June 2023

Attach



Our Ref: F21/69

Ms Nicole Gibbs
Chief Executive Officer
Shire of Quairading
PO Box 38
QUAIRADING WA 6383

7th Floor, Albert Facey House
469 Wellington Street, Perth

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: 08 6557 7500
Email: info@audit.wa.gov.au

Email: shire@quairading.wa.gov.au

Dear Ms Gibbs

ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

The Office has completed the audit of the annual financial report for your Shire. In accordance with section 7.12AD (2) of the *Local Government Act 1995*, we enclose the Auditor General's auditor's report, together with the audited annual financial report.

We have also forwarded the reports to the President and the Minister for Local Government, as required by the Act. You are required to publish the annual report, including the auditor's report and the audited financial report, on your Shire's official website within 14 days after the annual report has been accepted by your Council.

Management Control Issues

While the result of the audit was satisfactory, I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the audit. These matters have been discussed with management and their comments have been included in the attachment.

Please note that the purpose of our audit was to express an opinion on the financial report. The audit included consideration of internal control relevant to the preparation of the financial report in order to design audit procedures that were appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.

An audit is not designed to identify all internal control deficiencies that may require management attention. The matters being reported are limited to those deficiencies that have been identified during the audit that are of sufficient importance to warrant being reported. It is possible that other irregularities and deficiencies may have occurred and not been identified as a result of our audit.

An audit is not designed to identify all internal control deficiencies that may require management attention. It is possible that irregularities and deficiencies may have occurred and not been identified as a result of our audit.

The date that entities provided their annual financial report to the Office has been recorded for purposes of reporting to Parliament. The date recorded for the receipt of your financial statements was 3 August 2022. The date that Office has recorded for our receipt of a good and complete set of financial statements was 25 January 2023.

This letter has been provided for the purposes of the Shire and the Minister for Local Government and may not be suitable for other purposes.

I would like to take this opportunity to thank you, the management and the staff of the Shire for their cooperation with the audit team during our audit.

Feel free to contact me on 6557 7605 if you would like to discuss these matters further.

Yours sincerely



Vignesh Raj
Assistant Director
Financial Audit
16 March 2023

Attach



Auditor General

INDEPENDENT AUDITOR'S REPORT 2022 Shire of Quairading

To the Councillors of the Shire of Quairading

Opinion

I have audited the financial report of the Shire of Quairading (Shire) which comprises:

- the Statement of Financial Position at 30 June 2022, the Statement of Comprehensive Income by Nature or Type, Statement of Changes in Equity, and Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2022 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2022, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to

Page 1 of 3

7th Floor Albert Facey House 469 Wellington Street Perth MAIL TO: Perth BC PO Box 8489 Perth WA 6849 TEL: 08 6557 7500

the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer of the Shire is responsible for:

- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality control relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Quairading for the year ended 30 June 2022 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Patrick Arulsingham
Senior Director Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
16 March 2023



Department of
**Local Government, Sport
and Cultural Industries**

Our Ref E23045826
Enquiries Tim Fraser
Phone (08) 6552 1712
Email tim.fraser@dlqsc.wa.gov.au

Ms Nicole Gibbs
Chief Executive Officer
Shire of Quairading
PO Box 38
Quairading WA 6383

Dear Ms Gibbs

SIGNIFICANT ITEMS IN PERFORMANCE AUDIT REPORT TABLED IN PARLIAMENT

On 29 March 2023, the Auditor General tabled a report in Parliament on the *Information Systems Audit – Local Government 2021-22*. In this report, the Auditor General recommended that under section 7.12A of the *Local Government Act 1995* (the Act), that local governments identified as having significant information systems issues:

- Is to prepare an action plan addressing significant matters relevant to their entity; and
- For submissions to the Minister for Local Government (the Minister) be made within 3 months of the report being tabled.

The Department of Local Government Sport and Cultural Industries (DLGSC) received an in-confidence a list from the Office of the Auditor General that identified the Shire of Quairading (the Shire), as one of the audited entities.

The DLGSC is seeking to remind the Shire of their requirement to report to the Minister on the significant matters as required under section 7.12A of the Act by 29 June 2023.

Subsequent to the aforementioned action having been completed could the Shire please provide evidence, including copies of any correspondence forwarded to the Minister addressing significant matters from the Auditor-General's audit report to DLGSC via the LG.Accounting@dlqsc.wa.gov.au inbox.

Given the current public focus on information systems security, the Shire is still within its statutory timeframe to report to the Minister.

If you have any questions relating to the reporting requirements under the Act, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Tim Fraser'.

Tim Fraser
Executive Director Local Government

08/05/2023

246 Vincent Street Leederville WA 6007
Gordon Stephenson House, 140 William Street Perth WA 6000
PO Box 8349 Perth Business Centre WA 6849
Telephone (08) 9492 9800
Email odg@dlqsc.wa.gov.au
Web www.dlgsc.wa.gov.au



Report 17: 2022-23 | 22 March 2023

INFORMATION SYSTEMS AUDIT

State Government 2021-22



**Office of the Auditor General
Western Australia**

Audit team:

Aloha Morrissey
Kamran Aslam
Svetla Alphonso
Information Systems Audit team
Financial Audit teams

National Relay Service TTY: 133 677
(to assist people with hearing and voice impairment)

We can deliver this report in an alternative format for those with visual impairment.

© 2023 Office of the Auditor General Western Australia.
All rights reserved. This material may be reproduced in whole or in part provided the source is acknowledged.

ISSN: 2200-1913 (print)
ISSN: 2200-1921 (online)

The Office of the Auditor General acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

Image credit: SquareMotion/shutterstock.com

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

**Information Systems Audit –
State Government 2021-22**

Report 17: 2022-23
22 March 2023

This page is intentionally left blank



**THE PRESIDENT
LEGISLATIVE COUNCIL**

**THE SPEAKER
LEGISLATIVE ASSEMBLY**

INFORMATION SYSTEMS AUDIT – STATE GOVERNMENT 2021-22

This report has been prepared for submission to Parliament under the provisions of section 24 of the *Auditor General Act 2006*.

Our information systems audits focus on the computer environments of entities to determine if their general computer controls effectively support the confidentiality, integrity and availability of information systems and the information they hold.

This is the 15th year we have separately reported on State government entities' general computer controls.

I wish to acknowledge the entities' staff for their cooperation with this audit.

A handwritten signature in black ink, appearing to read 'C Spencer'.

CAROLINE SPENCER
AUDITOR GENERAL
22 March 2023

Contents

Auditor General’s overview.....	5
Introduction.....	8
Conclusion	10
What we found: General computer controls.....	11
What we found: Capability assessments	12
1. Endpoint security.....	16
2. Access management.....	17
3. Human resource security.....	19
4. Network security.....	20
5. Information security framework.....	22
6. Business continuity.....	23
7. Physical security.....	24
8. IT operations	26
9. Change management.....	27
10. Risk management	28
Recommendations.....	30

Auditor General's overview

This report summarises the results of the 2021-22 annual cycle of information systems audits for Western Australian State government entities (including tertiary institutions). These audits were performed between February 2022 and March 2023.



Last year's significant data breaches across sectors and jurisdictions impacted many Australians and highlighted the critical importance of good information and cyber security controls. Along with the many benefits for the public sector that come from the convergence of IT and operational technology, an increasingly mobile workforce and the use of cloud and IT supply chains, is the ever present and evolving nature of cyber security threats. Our IS audits are designed to help entities remain vigilant in their identification, detection and mitigation of cyber risks. The State Government's \$500 million Digital Capability Fund¹ provides further support for entities to upgrade their legacy systems and invest in digital transformation. While the full value of this investment will take many years to realise, the enhancements are essential and it is pleasing that a number of entities have already accessed funding to address some audit findings.

We reported 566 general computer control findings to 61 entities for 2021-22. Concerningly, and similar to last year, half of the audit findings (282) were unresolved issues from 2020-21. At 13 entities, control weaknesses were so pervasive they resulted in qualified audit opinions – a serious matter – due to weak system access management, and network security controls. These findings, if not addressed, could result in data breaches, system outages and financial loss to the State and its citizens.

In recognition of growing cyber security threats, during this audit cycle we introduced an updated capability maturity model. The updated model expands the number of control categories to 10, five of which now relate to information and cyber security controls. The model provides more information to entities and the Parliament on the discrete state of system, information and cyber security in the State public sector, and what needs to be done to improve it.

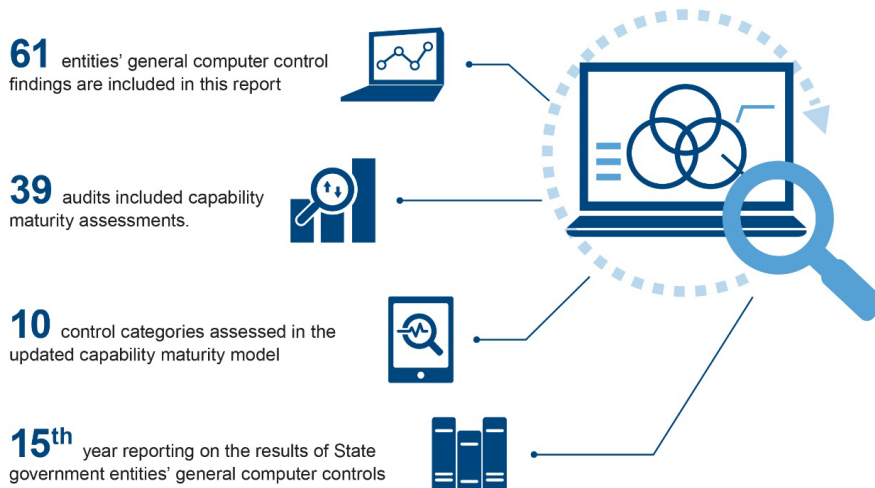
In 2021-22 over half of the entities failed to meet the benchmark for endpoint security, access management and human resource security. In the category of network security more than half the entities met the benchmark, but a number of findings were significant and high risk. We also saw a drop in physical security after a 10-year period of increased stability.

As always, I am grateful to my skilled and dedicated Information Systems Audit team. I also acknowledge the hard work being done by staff and leaders across State government, including the Office of Digital Government, to ensure the delivery of public services is supported by efficient, effective, reliable and secure information systems.

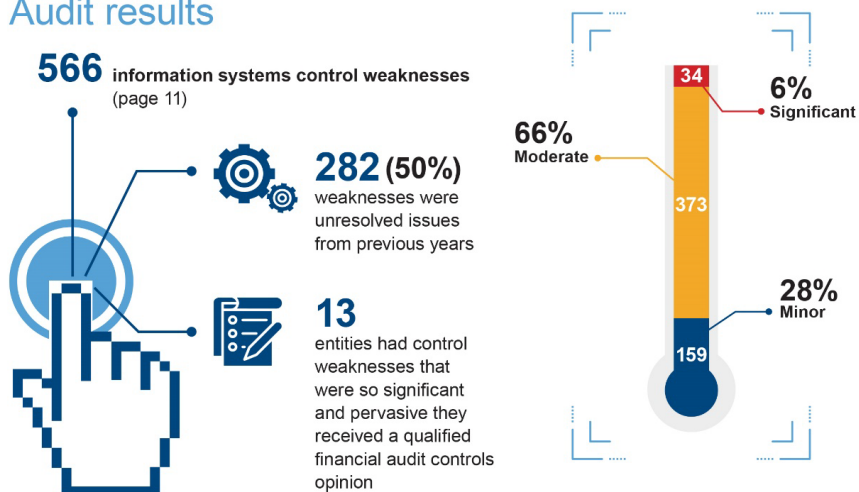
¹ Department of the Premier and Cabinet, '[The Digital Capability Fund](https://www.wa.gov.au/government/department-of-the-premier-and-cabinet/digital-capability-fund)', [WA.gov.au](https://www.wa.gov.au), 29 September 2022, accessed 20 March 2023.

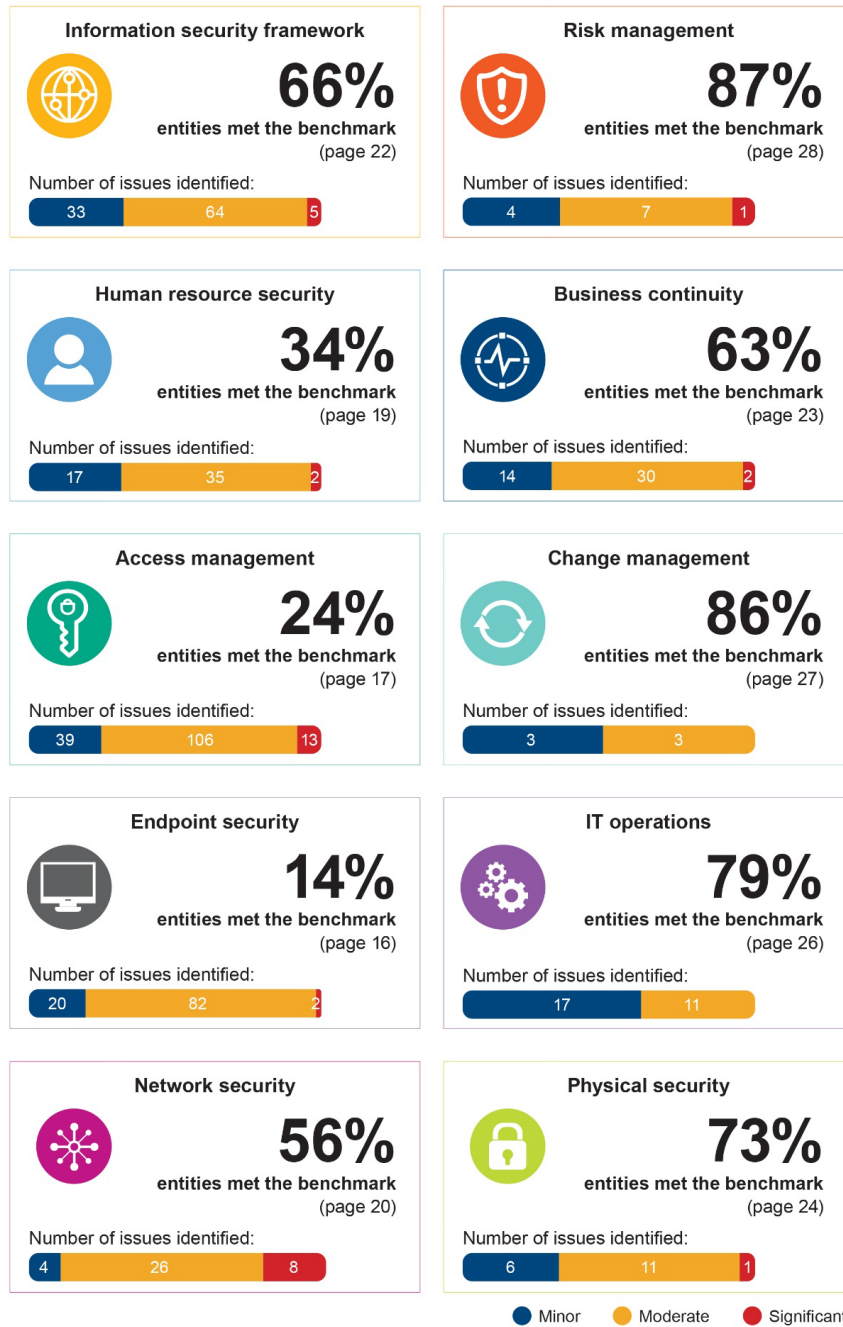
2021-22 information systems audits at a glance

Auditing State government entities



Audit results





Introduction

This is our 15th report on the audits of State government entities' general computer controls (GCC). The objective of our GCC audits is to determine if entities' computer controls effectively support preparation of financial statements, delivery of key services and the confidentiality, integrity and availability of information systems. Cyber criminals target organisations of all sizes and nature. Well operating controls help entities protect their information systems and IT environments from data breaches and cyber security threats.

For 2021-22, we reported GCC findings to 61 State government entities (Table 1) and provided 39 of the 61 entities with capability maturity assessments. These assessments look at how well-developed and capable entities' established IT controls are and compare their self-assessments with our audit results.

39 entities issued GCC findings and capability assessments			
Central Regional TAFE	Commissioner of Main Roads	Curtin University	Department of Biodiversity, Conservation and Attractions
Department of Communities	Department of Education	Department of Finance	Department of Justice
Department of Local Government, Sport and Cultural Industries	Department of Planning, Lands and Heritage	Department of Primary Industries and Regional Development	Department of the Premier and Cabinet
Department of Training and Workforce Development	Department of Transport	Department of Treasury	Department of Water and Environmental Regulation
Disability Services Commission	East Metropolitan Health Service	Edith Cowan University	Government Employees Superannuation Board
Health Support Services	Housing Authority	Lotteries Commission (Lotterywest)	Mental Health Commission
Murdoch University	North Metropolitan Health Service	North Metropolitan TAFE	North Regional TAFE
Office of the Information Commissioner	PathWest Laboratory Medicine WA	Racing and Wagering Western Australia	Rottnest Island Authority
South Metropolitan Health Service	South Metropolitan TAFE	South Regional TAFE	University of Western Australia
WA Country Health Service	WA Police Service	Western Australian Land Information Authority (Landgate)	
22 entities issued GCC findings only			
Building and Construction Industry Training Board	Botanic Gardens and Parks Authority	Corruption and Crime Commission	Department of Fire and Emergency Services
Department of Health	Department of Jobs, Tourism, Science and Innovation	Electricity Generation and Retail Corporation (Synergy)	Electricity Networks Corporation (Western Power)

Forest Products Commission	Fremantle Port Authority	Gold Corporation	Kimberley Ports Authority
Parliamentary Services Department	Pilbara Ports Authority	Public Transport Authority of Western Australia	Regional Power Corporation (Horizon Power)
Water Corporation	Western Australian Health Promotion Foundation	Western Australian Land Authority (LandCorp)	Western Australian Sports Centre Trust (VenuesWest)
Western Australian Tourism Commission	Zoological Parks Authority		

Source: OAG

Table 1: State government entities issued GCC findings and assessments

Our audits incorporate recognised industry better practices and consider factors, such as the:

- business objectives of the entity
- level of entity reliance on IT
- technological sophistication of entity computer systems
- significance of information managed by the entity.

As signalled in our previous information systems report², we have modernised and updated our capability maturity model for the 2021-22 audits to increase understanding, transparency and guidance to entities in the area of information and cyber security. It builds on our previous model, increasing the control categories from six to 10, by breaking down the category of information security into the following five categories:

- information security framework
- human resource security
- manage access
- endpoint security
- network security.

² Office of the Auditor General, [Information Systems Audit Report 2022 – State Government Entities](#), OAG, Perth, 2022.

Our 2021-22 audits, focused on these 10 categories:



Source: OAG

Figure 1: GCC categories for 2021-22

Conclusion

We reported 566 general computer control findings to 61 entities this year, compared to 526 findings to 54 entities last year. These findings, if not addressed, could result in data breaches, system outages and financial loss. Recent cyber security incidents both in Australia and globally highlight the ever present risk of cyber attacks and the need for entities to manage and secure their information system environments.

Concerningly, half of this year's audit findings (282) were unresolved issues from the previous year. Similar to last year it highlights a tendency for entities not to resolve weaknesses from one year to the next. It is crucial entities prioritise addressing audit findings to safeguard their information systems against constantly evolving and increasingly sophisticated threats.

Our updated capability maturity model now includes 10 control categories, five of which relate broadly to information and cyber security, areas of significant concern to us. Over half of the entities failed to meet the benchmark in three of these categories: endpoint security was the weakest, followed by access management and human resource security. Although more than half of the entities met the benchmark for network security, 21% of findings in this category were significant and high-risk. There was no material change in IT risk management, change management and business continuity however, a noticeable decline in physical security this year.

One entity met the benchmark in all 10 control categories. A small number of other entities met the benchmark in at least seven of the 10 categories and have showed consistent performance in our prior reports.

At 13 entities³, their access management and network security control weaknesses were so significant and pervasive that their financial audit controls opinion was qualified.

³ Office of the Auditor General, [Financial Audit Results – State Government 2021-22](#), OAG, Perth, 2022, pp. 76–81.

What we found: General computer controls

In 2021-22, we alerted 61 entities to 566 information system weaknesses: 34 were rated significant, 373 moderate and 159 minor.

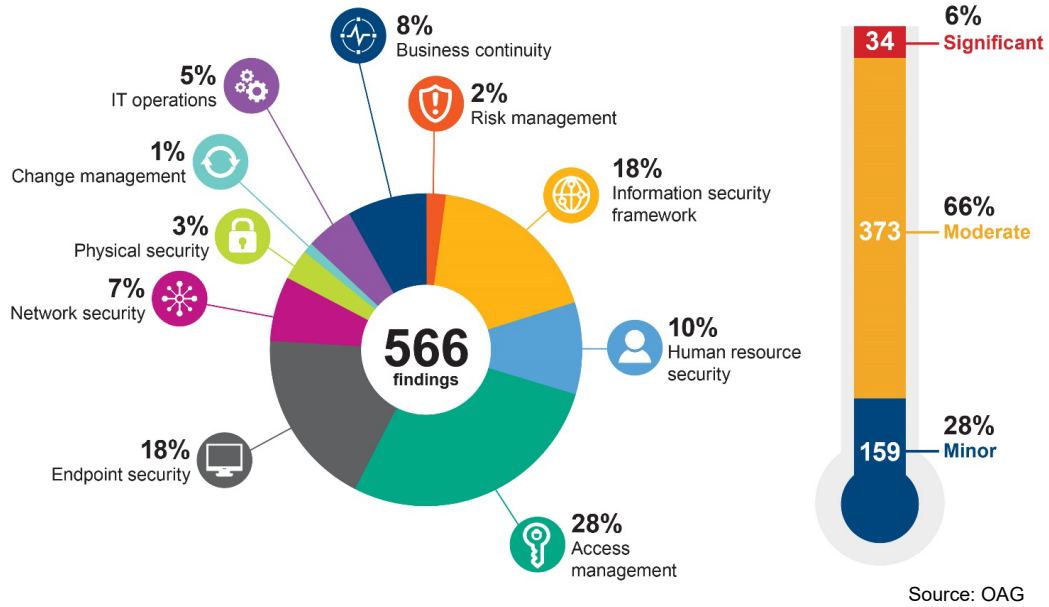


Figure 2: Ratings for GCC findings in each control category

What we found: Capability assessments

We provided capability maturity assessments covering 10 GCC categories to 39 State government entities.

We use a 0-5 rating scale⁴ (Figure 3) to evaluate each entities' capability maturity level in each of the 10 GCC categories. We expect entities to achieve a level 3 (Defined) rating or better in each category.

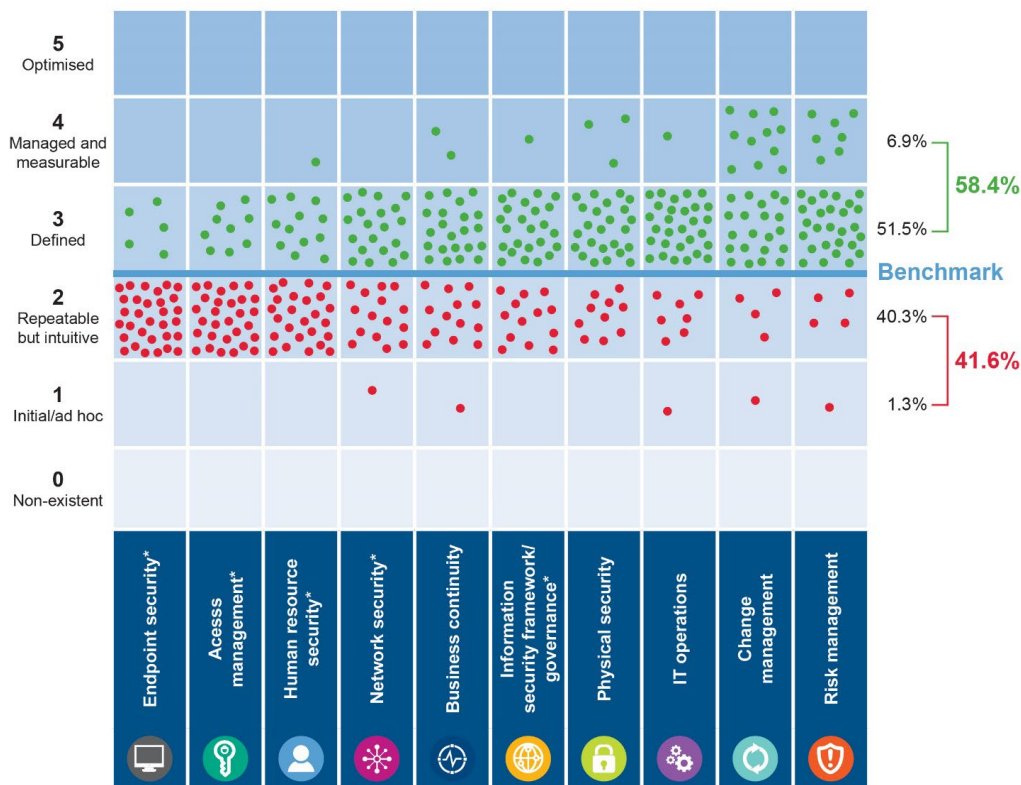


Source: OAG

Figure 3: Rating scale and criteria

⁴ The information within this maturity model assessment is derived from the criteria defined within COBIT 2019, released in 2018 by ISACA.

Figure 4 shows the results of our capability assessments across the 10 control categories.



Source: OAG

* Information and cyber security control categories.

Figure 4: Capability maturity assessment results

The percentage of entities rated level 3 or above for individual categories was as follows:

Category	2021-22 %	2020-21 %
1. Endpoint security	14	50
2. Access management	24	
3. Human resource security	34	
4. Network security	56	
5. Information security framework	66	
6. Business continuity	63	65
7. Physical security	73	94

Direct comparison not available. First year reported as separate categories.

Category	2021-22 %		2020-21 %
8. IT operations ⁵	79	↓	94
9. Change management	86	—	85
10. Risk management	87	—	86

Source: OAG

Table 2: Percentage of entities rated level 3 or above

Our assessments show that endpoint security, access management and human resource security require attention. In addition, while more than half of the entities met the benchmark for network security, 21% of weaknesses in this area were rated as significant and high risk.

There was no material change in IT risk management, change management and business continuity, but physical security saw a decline in performance this year. While the IT operations category also declined, this is mainly because some controls previously tested in this area now fall in the new access management category.

The Department of Water and Environmental Regulation met the benchmark in all 10 control categories.

The following entities met the benchmark in at least seven of the 10 categories and have consistently performed well in our prior reports:

- Department of Finance
- Department of the Premier and Cabinet
- Department of Training and Workforce Development
- Lotterywest
- Racing and Wagering Western Australia
- Landgate
- Curtin University.

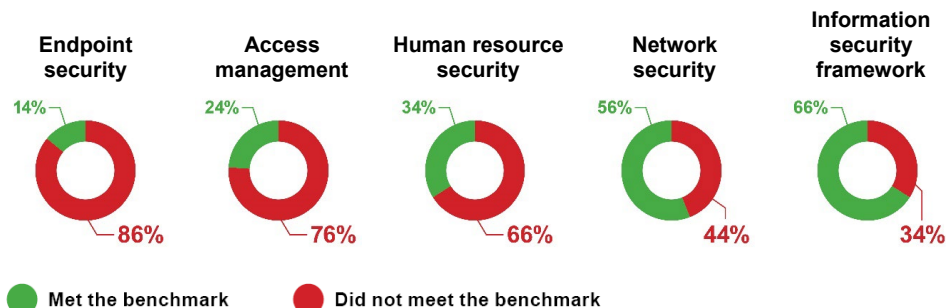
Information and cyber security

Last year we reported⁶ that significant information security weaknesses contributed to the highest number of qualified opinions on financial statements controls or key performance indicators ever reported by this Office. In 2021-22, information cyber security control weaknesses continued to contribute towards an increased number of qualified opinions.

⁵ Some controls tested under IT operations previously, have been moved to access management category in 2021-22.

⁶ Office of the Auditor General, [Information Systems Audit Report 2022 – State Government Entities](#), OAG, Perth, 2022.

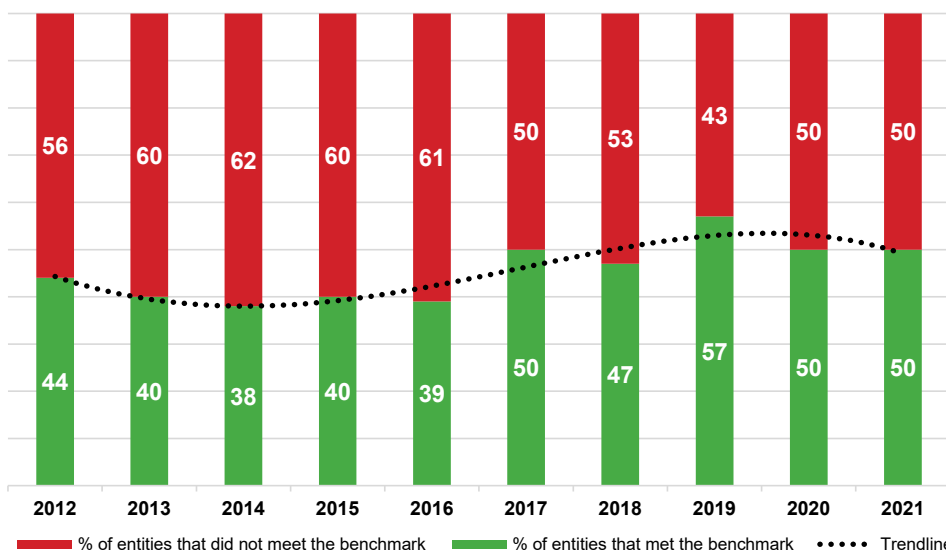
Our 2021-22 findings again highlight the need for entities to take proactive measures to address weaknesses and keep information and cyber security as a heightened area of focus.



Source: OAG

Figure 5: Percentage of entities that met/did not meet the benchmark in the five categories for information and cyber security

This year we have not directly compared our information and cyber security findings to prior year results as our model now separates controls in this area into five categories instead of one. Instead, the following graph provides past year results on the percentage of entities that met/did not meet the benchmark for our old information security category.



Source: OAG

Figure 6: Percentage of entities that met/did not meet the benchmark for information security from 2012 to 2021

As a result of seeing little noticeable improvement, information security has been our top concern over the past 10 years. We found numerous vulnerabilities and shortcomings in critical areas that could be remediated by implementing Australian Cyber Security Centre’s (ACSC) mitigation strategies with a key focus on Essential 8 controls, also mandated by the

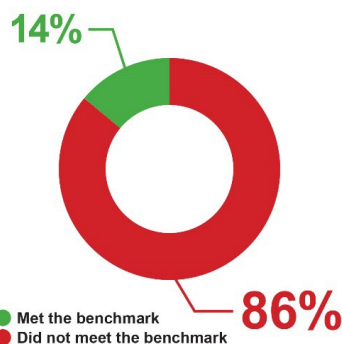
WA Government Cyber Security Policy⁷. Essential 8 strategies are designed to help entities manage and address common cyber security risks and improve their information and cyber security posture. While the WA Government Cyber Security Policy is not mandatory for Government trading entities or the tertiary sector, we encourage adoption of the principles in their approach to information and cyber security.

1. Endpoint security

Endpoint security was the weakest of the 10 categories, leaving entities more susceptible to attacks that compromise their information and operations. Only 14% of entities met the benchmark.

Endpoint security ensures devices connected to the network are secure. If left unsecured, the risk of cyber attacks and data breaches increase.

We reviewed entities' malware controls and if vulnerabilities are promptly identified and addressed. We also tested if the installation of software is controlled, unapproved applications and macros are prevented and if email authentication controls work. As staff and contractor devices may connect remotely we tested if entities checked the security posture of devices before allowing access.



Source: OAG

Figure 7: Percentage of entities that met/did not meet the benchmark for endpoint security



Source: OAG

Figure 8: Endpoint security controls included in our GCC audits

Common weaknesses included:

- **Unapproved applications were not blocked** – heightening the risk of malware infections that can compromise an entity's network and systems.
- **Untrusted code was not blocked** – malicious code including macros can spread malware resulting in loss of services or ransomware.
- **Email systems were not adequately configured** – lack of controls or misconfigured email authentication can result in impersonation and data breaches. Controls such as

⁷ Department of the Premier and Cabinet, [WA Government Cyber Security Policy](#), DPC, Perth, 2021.

domain-based message authentication (DMARC), sender policy framework (SPF) and domain keys identified mail (DKIM) were not implemented or not configured properly.

- **Ineffective vulnerability management processes** – a high number of vulnerabilities persisted due to unsupported or unpatched systems, which could be exploited by malicious actors.

The following case study illustrates a common weakness we found in endpoint security.

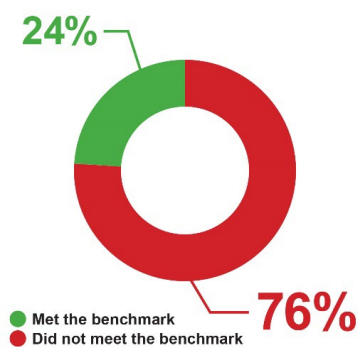
Case study 1: Malicious actor impersonated a government executive officer

Ineffective email authentication controls allowed a malicious actor to impersonate a government executive officer and sent emails containing false claims to internal and external parties. This incident could have been prevented with effective email authentication controls.

2. Access management

Access management is another area of information and cyber security weakness, with only 24% of entities meeting the benchmark. This is a concerning sign that entities are not doing enough to secure their sensitive data and systems. Poor access management controls increase the risk of security incidents, financial loss and reputational damage.

We reviewed entities' controls, including access rights and reviews for key business applications, active user accounts, privileged access, password policies, multi-factor authentication and the use of generic/shared accounts.



Source: OAG

Figure 9: Percentage of entities that met/did not meet the benchmark for access management



Source: OAG

Figure 10: Access management controls included in our GCC audits

Common weaknesses included:

- **Access was not promptly revoked** – there is a heightened risk of inappropriate or unauthorised access when accounts of former staff are not promptly deactivated.
- **Password configurations did not meet entities' standards** – insufficient enforcement of password requirements to access databases and applications can result in information loss or a data breach.
- **Privileged access given to an excessive number of accounts** – privileged accounts, including generic accounts, increase the risk of unintentional or intentional misuse of access.
- **Non-existent or ineffective system logging and monitoring** – malicious activity may go unnoticed if processes to log and monitor system access do not exist or are ineffective.
- **Multi-factor authentication (MFA) was not used for privileged accounts** – use of legacy authentication and not enforcing MFA can lead to unauthorised access.

These common weaknesses and their importance to information and cyber security are further highlighted in the following case studies.

Case study 2: Lack of MFA results in data breach

At one entity, a malicious insider reset the password of another staff member to gain access to a key business system and then copied information. This inappropriate access could have been prevented or made more difficult if multi-factor authentication was enforced.

The entity was unaware of the malicious access and data extraction for several months as their access logging and monitoring processes did not work properly.

We also found very weak database passwords were in use and network passwords did not fully comply with the entity's password standards. These vulnerabilities increase the entity's susceptibility to internal and external malicious actors.

Case study 3: Highly privileged account of a former employee was being used by other employees

At one entity, the privileged account of a former IT staff member who left the entity in 2019 was still active and being used by other staff in 2022. This highly privileged account had not been disabled.

Individual accounts allow entities to hold staff accountable for any unauthorised or unintentional modifications to IT systems and information.

Case study 4: Principle of least privilege not applied to cloud environment

One entity had assigned an unusually high number of accounts with privileged roles, contrary to better practice. It had:

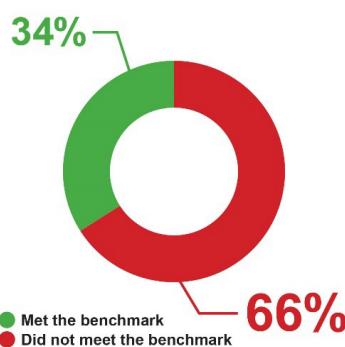
- 27 global administrators
- 20 exchange administrators
- 28 SharePoint administrators
- 12 enterprise administrators.

A large number of users with privileged roles increases the risk of a security breach and malicious activity. Accounts should only be given the privileges required for the role.

3. Human resource security

Only 34% of the entities met the benchmark in human resource (HR) security. If HR risks are not managed there is an increased likelihood that insider threats will go unnoticed which may result in theft of information and lead to other security incidents.

HR security ensures that employees, contractors and third-party vendors adhere to security policies and procedures. Proper screening, training and awareness programs can help prevent insider threats, protect against social engineering attacks and safeguard confidential information.



Source: OAG

Figure 11: Percentage of entities that met/did not meet the benchmark for human resource security

We reviewed if entities have formal and effective processes for pre-employment screening, staff induction, confidentiality/non-disclosure requirements and termination procedures. Entities also need programs to educate staff about their information security responsibilities, including ongoing security awareness programs and disciplinary processes to address breaches.



Source: OAG

Figure 12: Human resource security controls included in our GCC audits

Common weaknesses included:

- **Background screenings not performed** – if background checks are not performed for key positions, there is an increased risk of unauthorised system access, fraud and malicious activity.
- **Onboarding processes lacked IT acceptable use acknowledgement** – lack of acknowledgement of individual responsibilities can heighten the risk of misuse and inappropriate actions.
- **Information security awareness training was either not mandatory or not provided** – creating a culture of security requires regular training. Employees who haven't undergone information and cyber security training may not know what good security behaviours look like or how to practice them.
- **No contractor central register** – unauthorised network and system access may go undetected without visibility of contractors working for an entity.
- **Employee termination processes were not fully effective** – ineffective termination processes may contribute to unauthorised access to entity premises, information and systems, and financial loss if assets aren't returned by departing individuals.

The following case study illustrates common weaknesses in HR security.

Case study 5: Former employee gained unauthorised access to the financial system

One entity failed to complete exit procedures required to revoke an employee's access to network and systems. We found that a former employee accessed the entity's physical facility, logged on to the entity's network and accessed the financial system more than one month after their employment had been terminated. Usually, this type of behaviour is associated with malicious intent.

Additionally, a lack of security event logging and monitoring meant the entity could not perform a forensic analysis to determine what records or systems were accessed by the former employee and if any malicious activity occurred.

In addition to strengthening its employee termination processes, including revoking system access, the entity should log and monitor system access and develop a security incident response plan to help it respond to and contain security breaches.

4. Network security

Forty-four percent of the entities did not meet the benchmark for network security with 21% of the weaknesses rated as significant. Network security controls protect the network and key systems from cyber intrusions.

We assessed if entities had secure administration processes and network segregation, prevented unauthorised devices from connecting to the network and performed regular penetration tests.

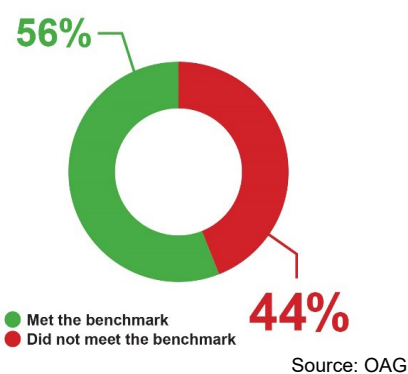
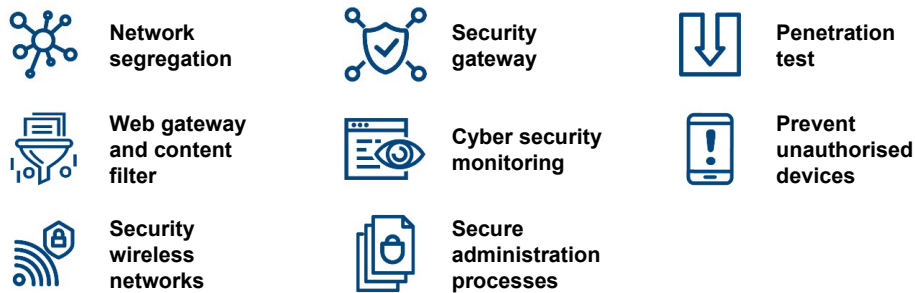


Figure 13: Percentage of entities that met/did not meet the benchmark for network security



Source: OAG

Figure 14: Network security controls included in our GCC audits

Common weaknesses included:

- **Outdated equipment** – aging network infrastructure may not support security controls and leave entities more susceptible to cyber intrusions.
- **Lack of network segregation** – cyber breaches may spread and be difficult to contain when networks are not segregated. IT and operational technology devices should also be segregated to avoid breaches and potential loss of life in clinical settings.
- **Unauthorised devices were allowed to connect to the network** – unauthorised devices could be used as an attack vector to spread malware or eavesdrop on communications.

The following case studies illustrate the importance of network security controls.

Case study 6: Network outage caused by an unauthorised device

One entity did not have any controls to stop unauthorised devices from connecting to its network and suffered a network intrusion when an unauthorised device was connected. Applications and systems became unavailable for a number of staff, disrupting the entity’s key services to the public.

Lack of effective monitoring controls meant the entity was unable to locate the device or determine if it was connected for malicious purposes. The entity only prepared a cyber security incident report to appropriately investigate the matter after our audit notified them of the need to classify the incident as a cyber security breach.

Case study 7: Decades old network equipment leaves entity at significant security risk

One entity with a significant number of connected sites, has not kept its network infrastructure up-to-date. Key network devices lack modern security features, the network is not segregated and there are no controls to detect or prevent unauthorised devices at the majority of its sites. If one site is compromised, the attack would spread to other connected locations severely impacting the entity’s ability to deliver important services to the community.

Furthermore, the entity has not segregated its IT network from its operational technology. This further increases the risk of cyber intrusion and loss of key service delivery if an attack

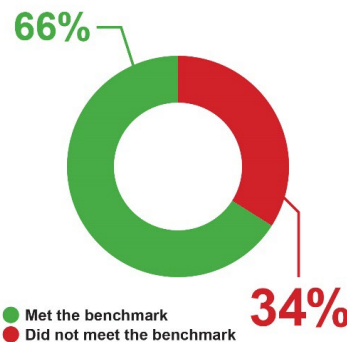
spreads to operational technology devices. As a result, in 2021-22 the entity’s financial statement and controls opinion was qualified.

5. Information security framework

Entities generally performed well with 66% of entities meeting the benchmark in this category. The remaining entities need to improve their information and cyber security governance and use a structured approach to mitigate security risks and protect their sensitive information and key systems.

We assessed if entities have appropriate policies and roles, including a committee to govern information security, and communication processes with security groups. We also looked at:

- information classification procedures
- processes and controls to prevent information loss
- risk assessments for selecting cloud vendors and if regular assessments are conducted of cloud environment security.



Source: OAG

Figure 15: Percentage of entities that met/did not meet the benchmark for information security framework



Source: OAG

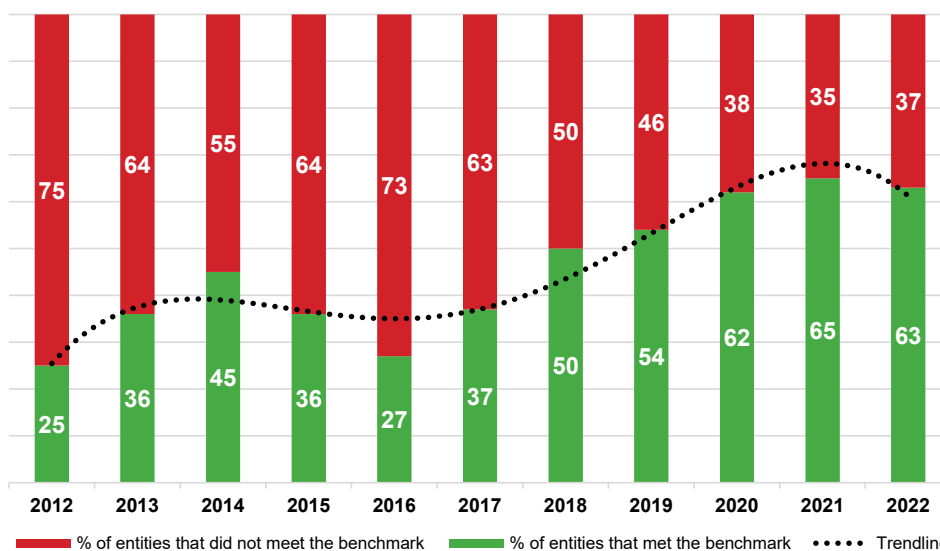
Figure 16: Information security framework controls included in our GCC audits

Common weaknesses included:

- **Information security policies were either in draft or overdue for review** – an entity’s information security requirements and objectives are less likely to be achieved if their policies, standards and procedures are inadequate.
- **Lack of ongoing security assurance from service providers** – ineffective vendor management can result in outsourced IT services not meeting an entity’s expectations, leaving an entity vulnerable to security, financial and reputational risks.
- **Data loss prevention controls were not adequate or not in place** – there is a risk that sensitive data leakage (through USB, cloud and email) and theft might not be detected in a timely manner to prevent or reduce data loss.

6. Business continuity

There was no material change this year with 63% of entities meeting the benchmark for business continuity. Effective business continuity processes focus on strategies, procedures and plans to ensure that an organisation can continue to operate, or quickly resume operations, when a disruption or disaster event strikes.



Source: OAG

Figure 17: Percentage of entities that met/did not meet the benchmark

We assessed if entities have business continuity, disaster recovery, backup and incident response plans and if their effectiveness is regularly tested.



Source: OAG

Figure 18: Business continuity controls included in our GCC audits

Common weaknesses included:

- Outdated continuity plans** – entity activities and key service delivery to the public may experience prolonged downtimes during a disruption if plans do not align with current State processes. This can result in financial loss and reputational damage.
- Lack of regular testing** – if not regularly tested, entities may not be aware of gaps in their continuity plans which may lead to data loss or extended recovery times for their key systems.

- Lack of endorsed cyber incident response plans** – without a plan, entities may be unprepared to handle a cyber incident which can lead to a delayed response and it may not be able to contain the breach adequately.

The following case studies illustrate common weaknesses in continuity planning.

Case study 8: Disaster recovery plan not tested

One entity experienced several issues when it invoked its disaster recovery plan during an outage. Because it had not tested its recovery plan, staff were unaware of their responsibilities, which led to confusion and delays in the recovery process. Allowed system outage timeframes and data recovery objectives were not achieved, disrupting the delivery of important services to the public.

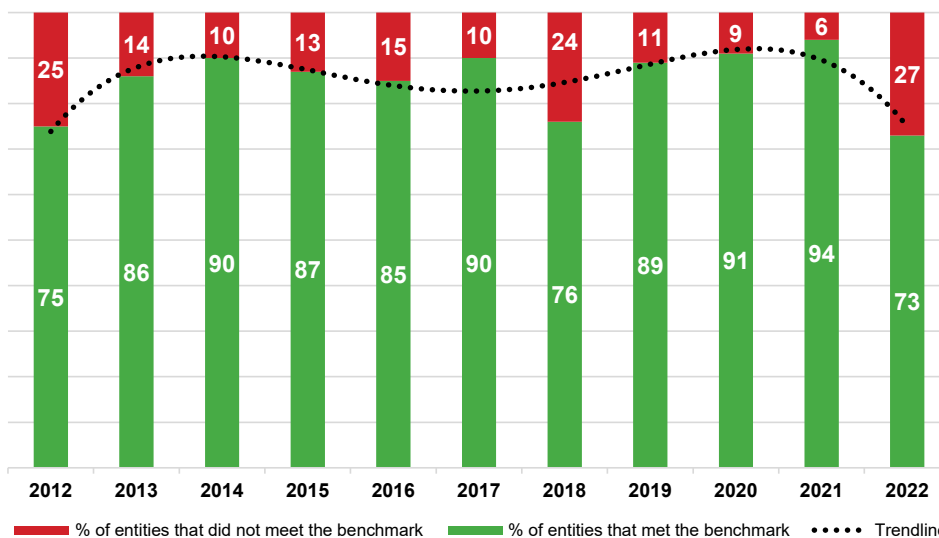
Not testing the disaster recovery plan can have serious consequences.

Case study 9: Outdated continuity plans and lack of testing

One entity did not update its continuity plans to reflect changes to its managed services providers and the shift of servers to a commercial data centre. The outdated plans do not reflect the current state of the entity's operations or infrastructure, which will make it difficult to execute the plans in an emergency.

7. Physical security

This year, 73% of entities met the benchmark for physical security compared to 94% last year, making it the lowest rating for this category in a decade. This was primarily due to poor server room access management and maintenance of facilities. It is important to maintain secure access and environmental controls in server rooms, whether on-premises or managed through a third-party vendor.



Source: OAG

Figure 19: Percentage of entities that met/did not meet the benchmark for physical security

We assessed how entities manage physical controls, access, power, fire hazards, temperature and humidity controls in server rooms. We tested assurance mechanisms for vendor controls where server rooms were managed by third-parties or entities used infrastructure as a service.



Source: OAG

Figure 20: Physical security controls included in our GCC audits

Common weaknesses included:

- **Inappropriate access management to server rooms and data centres** – if access is not controlled it can result in unauthorised or inappropriate access to key systems and damage to infrastructure.
- **Poor data centre maintenance practices** – a lack of proper and regular maintenance of environmental controls heighten the risk of unplanned downtime of services and can also pose a risk to health and safety.
- **Inappropriate temperature and humidity controls** – can cause equipment failures, system downtime and decreased performance resulting in data and financial loss.

The following case studies illustrate common weaknesses in physical security.

Case study 10: Poor server room maintenance and unprotected paper records

During our visit to an entity’s server room we found the ceiling had a hole in it which the entity did not know about and its uninterrupted power supply was also not maintained as some parts needed to be replaced.

In addition, a building’s external and internal doors were left open despite the building storing thousands of paper records containing details of staff names, invoices and expense reports. The entity immediately secured these records when we informed them of the risk.

Case study 11: Terminated employees still had access to data centres

At one entity, swipe cards to access the data centre were still being used despite known vulnerabilities and no longer being recommended by the vendor. The vulnerabilities could allow access cards to be cloned and used by unauthorised individuals.

We also found terminated employees’ access to the data centre had not been revoked due to deficiencies in the data centre access management process. Many current staff also had access that was not required or authorised.

Without appropriate access controls, there is an increased risk of unauthorised access to the server room.

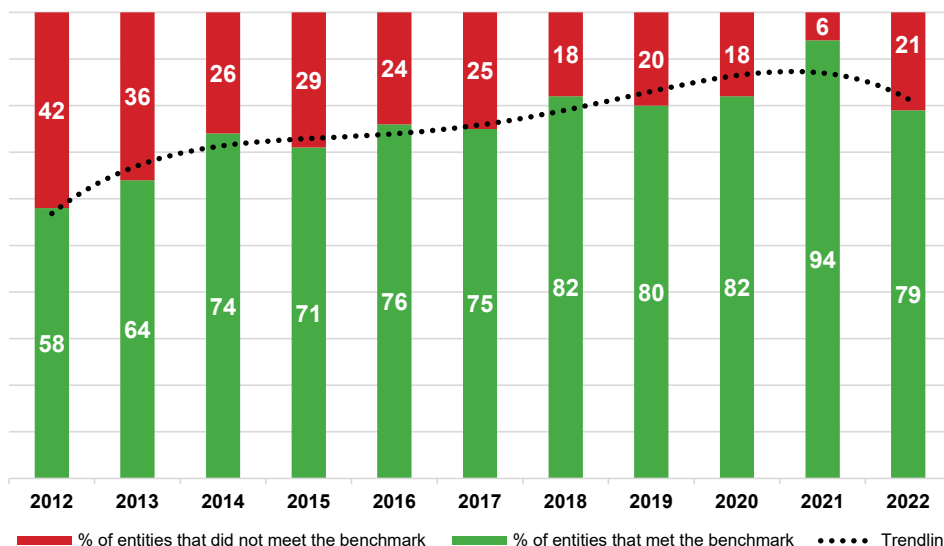
Case study 12: Inadequate assurance over managed data centre

One entity that uses a managed data centre had not regularly obtained and reviewed assurance reports from their data centre provider. Our review of the assurance reports identified the vendor did not terminate data centre access for its former staff. Assurance reports often disclose weaknesses that vendors need to remediate.

Entities should review assurance reports or undertake their own reviews to ensure they get the services they expect and controls implemented by the vendor are sufficient.

8. IT operations

This is another better performing category with 79% of entities meeting the benchmark. The decline in performance compared to last year is primarily due to some areas of IT operations moving to the access management category in our new capability maturity model.



Source: OAG

Figure 21: Percentage of entities that met/did not meet the benchmark for IT operations

We assessed if entities had formal incident management processes and managed supplier contracts and IT assets.



Source: OAG

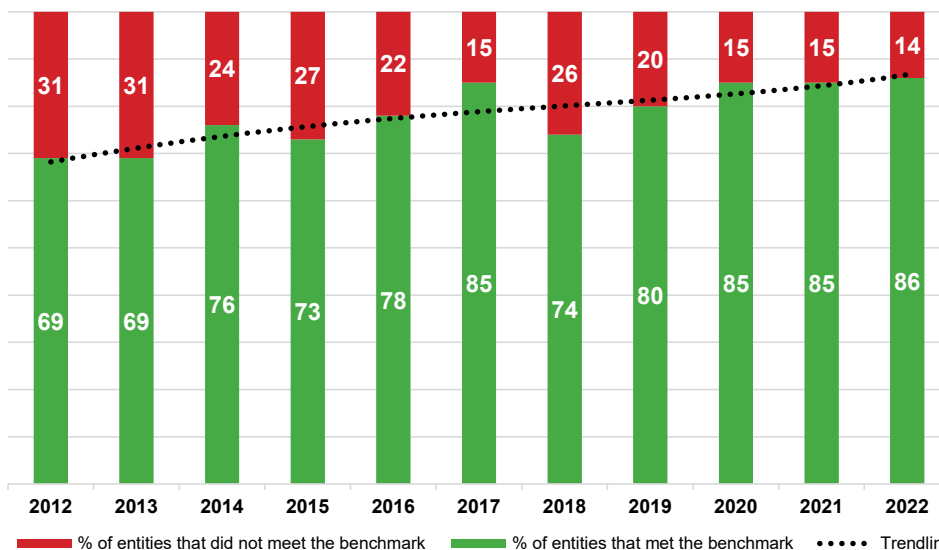
Figure 22: IT operational controls included in our GCC audits

Common weaknesses included:

- **IT asset management was not fully effective** – inadequate IT asset management processes increase the likelihood of lost or stolen IT assets, leading to potential financial loss and reputational harm.
- **Supplier performance was not monitored** – entities may not become aware when IT suppliers fail to fulfil their performance requirements and deliver substandard services. This can compromise entity systems and impact entity service delivery.
- **Lack of service level agreements** – vendors and entities may lack clarity about the expected levels of service delivery and entities may not receive the level of service they have paid for.

9. Change management

The percentage of entities that met the benchmark in change management was 86% in 2021-22, the highest since we started benchmarking this category 14 years ago and continuing an upward trend.



Source: OAG

Figure 23: Percentage of entities that met/did not meet the benchmark in change management

We assessed if entities have processes to authorise and test changes before releasing them to production systems and infrastructure. We also assessed how they manage emergency changes and if access to their production environments is segregated from test and development environments.



Source: OAG

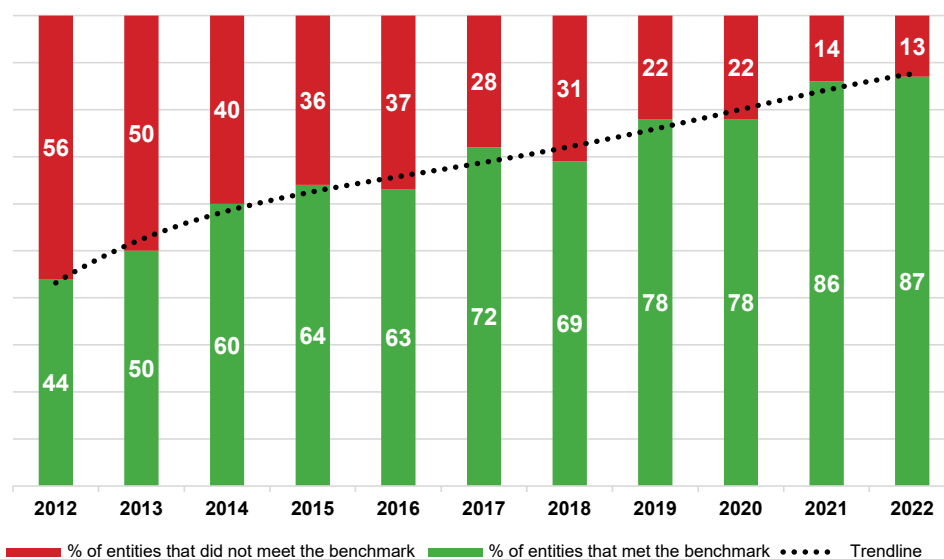
Figure 24: Change management controls included in our GCC audits

Common weaknesses included:

- **Change management procedures were not approved or up-to-date** – this increases the likelihood of errors, delays and failures in implementing changes.
- **No separation of production and non-production environments** – without separation, unauthorised changes may be made to key applications which compromise the integrity and availability of systems.

10. Risk management

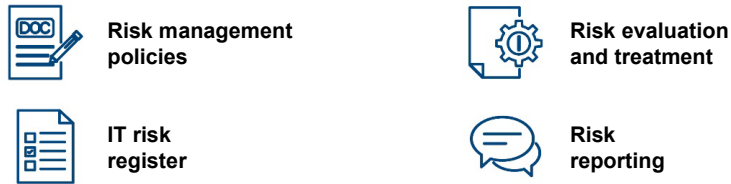
In 2021-22, 87% of entities met the benchmark for this category. This category has shown a consistent positive trend over the last decade. A robust risk management process reduces the likelihood and impact of negative events and enhances overall decision-making.



Source: OAG

Figure 25: Percentage of entities that met/did not meet the benchmark for risk management

We reviewed entities' information risk management policies and processes, and if they considered key cyber risks, threats and vulnerabilities.



Source: OAG

Figure 26: Risk management control included in our GCC audits

Common weaknesses included:

- **Outdated risk management policies or frameworks** – outdated policies and processes may not mitigate emerging risks and leave an entity exposed to potential harm.
- **Failure to maintain IT risk registers** – it is essential to identify, assess and record all relevant risks, including information and cyber risks, in a risk register.

The following case study illustrates common weaknesses in IT risk management.

Case study 13: Risks posed by unmanaged mobile devices were not formally assessed

One entity had not adequately assessed the risks of unmanaged mobile devices connecting to its network. As a result, the entity had not implemented controls to:

- apply software updates
- prevent the use of unauthorised applications
- remotely wipe data if mobile devices are lost or stolen
- restrict the use of public Wi-Fi.

The entity is at increased risk of unintentional data loss and unauthorised access to their systems.

Recommendations

1. Endpoint security

Entities should:

- a. implement effective controls against malware
- b. promptly identify and address known vulnerability
- c. control installation of software on workstations
- d. prevent unapproved applications and macros from executing
- e. enforce minimum baseline controls for personal or third-party devices connecting to their systems
- f. implement controls to prevent impersonations and detect/prevent phishing emails
- g. review and harden server and workstation configurations.

2. Access management

To ensure only authorised individuals have access, entities should:

- a. implement effective access management processes
- b. regularly review active user accounts
- c. enforce strong passphrases/passwords and multi-factor authentication
- d. limit and control administrator privileges
- e. implement automated access monitoring processes to detect malicious activity.

3. Human resource security

Entities should ensure that:

- a. pre-employment screening is conducted for key positions
- b. confidentiality/non-disclosure requirements are in place and understood by employees
- c. termination procedures are in place and followed to ensure timely access cancellation and return of assets
- d. ongoing security awareness training programs are in place and completed by staff.

4. Network security

Entities should:

- a. implement secure administration processes for network devices
- b. regularly review their network security controls through penetration tests
- c. segregate their network, particularly for IT and Operational Technology systems
- d. limit unauthorised devices from connecting to their network
- e. adequately secure wireless networks.

5. Information security framework

Entities should:

- a. maintain clear information and cyber security policies and roles in line with the *WA Government Cyber Security Policy*
- b. conduct regular assessments or gain comfort through assurance reports to ensure their IT supply chain is secure
- c. classify information and implement data loss prevention controls
- d. assign responsibility to a committee to direct information and cyber security activities.

6. Business continuity

Entities should maintain up-to-date business continuity, disaster recovery and incident response plans and regularly test them.

7. Physical security

Entities should:

- a. implement effective physical and access controls to prevent authorised access
- b. maintain environmental controls to prevent fire hazards and damage to IT infrastructure
- c. gain assurance that providers manage data centres appropriately.

8. IT operations

Entities should:

- a. implement appropriate IT incident management processes
- b. regularly monitor supplier performance
- c. perform regular reviews of inventory assets
- d. have formal service level agreements with suppliers.

9. Change management

Entities should:

- a. consistently apply change control processes when making changes to their IT systems
- b. assess and test changes before implementation to minimise the occurrence of problems
- c. maintain change control documentation

10. Risk management

Entities should:

- a. understand their information assets and apply controls based on their value
- b. ensure IT, information and cyber security risks are identified, assessed and treated within appropriate timeframes. They should incorporate good risk management practices in their core business activities
- c. provide executive oversight and remain vigilant against the risks of internal and external threats
- d. implement controls to detect unauthorised changes.

This page is intentionally left blank

Auditor General’s 2022-23 reports

Number	Title	Date tabled
16	Opinions on Ministerial Notifications – Triennial Reports for Griffin Coal and Premier Coal	22 March 2023
15	Opinion on Ministerial Notification – Stamp Duty on the Landgate Building, Midland	8 March 2023
14	Administration of the Perth Parking Levy	16 February 2023
13	Funding of Volunteer Emergency and Fire Services	22 December 2022
12	Financial Audit Results – State Government 2021-22	22 December 2022
11	Compliance with Mining Environmental Conditions	20 December 2022
10	Regulation for Commercial Fishing	7 December 2022
9	Management of Long Stay Patients in Public Hospitals	16 November 2022
8	Forensic Audit Results 2022	16 November 2022
7	Opinion on Ministerial Notification – Tom Price Hospital Redevelopment and Meekatharra Health Centre Business Cases	2 November 2022
6	Compliance Frameworks for Anti-Money Laundering and Counter-Terrorism Financing Obligations	19 October 2022
5	Financial Audit Results – Local Government 2020-21	17 August 2022
4	Payments to Subcontractors Working on State Government Construction Projects	11 August 2022
3	Public Trustee’s Administration of Trusts and Deceased Estates	10 August 2022
2	Financial Audit Results – Universities and TAFEs 2021	21 July 2022
1	Opinion on Ministerial Notification – Wooroloo Bushfire Inquiry	18 July 2022

**Office of the Auditor General
Western Australia**

7th Floor Albert Facey House
469 Wellington Street, Perth

T: 08 6557 7500
E: info@audit.wa.gov.au

www.audit.wa.gov.au



[@OAG_WA](https://twitter.com/OAG_WA)



Office of the Auditor General
for Western Australia



Media contact: Vanessa Sprunt

Mobile: 0427 953 993

Email: vanessa.sprunt@audit.wa.gov.au

22 March 2023

Many State government entities are not doing enough to protect State systems and citizen information from cyber attacks

The Auditor General's report [Information Systems Audit – State Government 2021-22](#) tabled in Parliament today.

It summarises the results of the 2021-22 annual cycle of information systems audits for Western Australian State government entities and is the 15th report of its type.

Auditor General Ms Caroline Spencer said 566 information system weaknesses were reported to 61 entities, compared to 526 findings to 54 entities last year.

'Concerningly, similar to last year, half of the audit findings were unresolved issues from the previous year.

'It is crucial entities prioritise addressing audit findings to safeguard their information systems against constantly evolving and increasingly sophisticated cyber threats.

'If not addressed these findings could result in data breaches, system outages and financial loss to State entities, and ultimately citizens,' Ms Spencer said.

This year entities were audited against an updated capability maturity model, with five of the 10 control categories now relating to information and cyber security controls. Our report includes more information to help entities understand and address weaknesses.

We found a significant majority of the entities failed to meet our benchmark in endpoint security, access management and human resource security. Information security control weaknesses were so pervasive in 13 entities they resulted in a record number of qualified audit opinions – a serious matter – related to various data breach risks.

The report includes a number of case studies that the public sector and community can learn from:

- A former employee accessed an entity's physical facility, logged on to the entity's network and accessed the financial system more than one month after their employment had been terminated as the entity had failed to complete exit procedures required to revoke employee's access to the network and systems.
- A network outage caused by an unauthorised device interrupted key services.
- Decades old network equipment leaves an entity, which has a significant number of connected sites, without modern security features to detect or prevent unauthorised devices and attacks – an attack would severely impact that entity's ability to deliver vitally important services to the community.
- A malicious insider reset the password of another staff member to gain access to a key business system and copied information. The entity was unaware of the malicious access and data extraction for several months as their access logging and monitoring processes were not working effectively. This inappropriate access could have been prevented or made more difficult if multi-factor authentication was enforced.



Ms Spencer said some of the issues can be easily resolved and entities need to show a focused effort on addressing our audit findings to protect the integrity and availability of the State's IT systems and information.

'It is pleasing that a number of entities have accessed funding from the State Government's \$500 million Digital Capability Fund to resolve these issues and address some of the more resource-intensive improvements required, and that the Office of Digital Government is continuing to enhance its tools, support and oversight for the sector. There remains, however, much work to be done,' Ms Spencer said.

Section 82 opinion

The Auditor General also tabled an [opinions on ministerial notifications report](#) today, finding decisions by the Minister for State Development, Jobs and Trade, the Hon Roger Cook MLA, not to provide Parliament with the most recent triennial reports produced by Griffin Coal and Premier Coal were reasonable and therefore appropriate.

Report resources

- [Information Systems Audit – State Government 2021-22](#) - PDF version
- [Triennial Reports for Griffin Coal and Premier Coal](#) – PDF version

9.1.2 Audit register - progress report

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Tricia Brown, Executive Manager, Corporate Services

Attachments 1. ARC Audit Register Progress Report - May 2023 (confidential)

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

COMMITTEE RESOLUTION: ARC 023-22/23

That the Audit & Risk Committee recommends to Council that Council;

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

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 June 2023.

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 7th 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 14th 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 report was received on the 16th August 2022, with six (6) findings presented to the 13th September 2022 ARC meeting. Those six findings were accepted by Council at the 29th September 2022 Ordinary Council Meeting and have now been added to the Audit register progress report.

The 2021/22 (draft) annual financial report was sent to the auditor on the 25th of November 2022 with the final audit performed on-site on December 12-13. Any findings from the final management letter will form part of this report.

The 2022/23 Interim Audit was completed on the 1-3 May 2023 with the interim audit findings from the Interim Management Letter will form part of this report.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has a budget allocation of \$30,000 in the 2022/2023 Budget for the conduct of the external audit function by the Office of the Auditor General, for the audit of the 2021/22 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 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

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	Low
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	Low

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	6/12/2022	14/03/2023	13/06/2023	
New actions added by ARC	7	0	0	0	6	0	4	17
Not Commenced ≤10%	1	1	0	0	0	0	0	
Progressed >11% to 99%	2	2	2	0	4	3	3	
Completed =100%	4	0	1	2	2	1	1	
Total (0% to 100%)	7	3	3	2	6	4	4	
Closed by ARC	4	0	1	2	2			9
Total cumulative Closed by ARC	4	4	5	7	9	9	9	
Open Actions	3	3	2	0	4	3	3	

The committee is requested to recommend to Council that Council note the progress and officer comments.

Four new actions have been added to the register following the 2022-2023 Interim Audit Findings. There is one (1) finding marked as complete (100%) in the audit register to be registered as closed.

All closed items will not form part of the audit register report for future meetings. The closed items are available for external auditors and committee/council to review.




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

9.1.3 Delegation Register Review & Reporting Template

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments

1. Delegation Register [↓](#) 
2. Operational guidelines - Delegations [↓](#) 
3. Delegation Register Report Template [↓](#) 

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

COMMITTEE RESOLUTION: ARC 024-22/23

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

1. Endorse the review of its delegations in accordance with sections 5.18 and 5.46 of the *Local Government Act 1995*
2. BY ABSOLUTE MAJORITY and in accordance with:
 - Local Government Act 1995* sections 5.16, 5.17, 5.18, 5.46.
 - Building Act 2011* section 127
 - Bush Fires Act 1954* section 48
 - Cat Act 2011* section 44
 - Dog Act 1976* section 10AA
 - Food Act 2008* section 118(2)(b)
 - Graffiti Vandalism Act 2016* section 16 and 17
 - Planning and Development Act 2005* sections 214(2), (3) and (5)
 - Planning and Development (Local Planning Schemes) Regulations 2015* clause 82 of Schedule 2
 - Public Health Act 2016* section 21
3. Delegates the local government functions listed in the Shire's Council Delegation Register included as Attachment [1].
4. Note that the Delegations Register will be reported on at the monthly Concept Forum for Councillor information.

IN BRIEF

In accordance with section 5.46 of the *Local Government Act 1995*, Council must review its delegations at least once each financial year.

The last significant review was conducted on 31st March 2022.

The existing delegation register has been reviewed and amended to reflect sector best practice, based upon the WALGA model delegations.

MATTER FOR CONSIDERATION

That Council to consider:

1. Endorsing the review of its delegations in accordance with sections 5.18 and 5.46 of the *Local Government Act 1995*
2. Endorsing BY ABSOLUTE MAJORITY and in accordance with:
 - Local Government Act 1995* sections 5.16, 5.17, 5.18, 5.46.
 - Building Act 2011* section 127
 - Bush Fires Act 1954* section 48
 - Cat Act 2011* section 44
 - Dog Act 1976* section 10AA
 - Food Act 2008* section 118(2)(b)
 - Graffiti Vandalism Act 2016* section 16 and 17
 - Planning and Development Act 2005* sections 214(2), (3) and (5)
 - Planning and Development (Local Planning Schemes) Regulations 2015* clause 82 of Schedule 2
 - Public Health Act 2016* section 21
3. Endorsing the delegates for the local government functions listed in the Shire's Council Delegation Register included as Attachment [1].
4. Noting that the Delegations Register will be reported on at the monthly Concept Forum for Councillor information.

BACKGROUND

Delegations are most commonly used in organisations where:

1. A particular person has authority to exercise a discretion to enforce a right or discharge a duty on behalf of the organisation.
2. That person or officer has either:
 - A multitude of authorities to exercise a discretion to enforce rights or discharge powers; or
 - Many circumstances in which they have authority to exercise a discretion to enforce rights or discharge duties.
3. The business of the organisation could not be efficiently carried on if that person were to personally exercise their discretion to enforce all the rights or discharge all the duties.
4. Through practical administration, that person needs to appoint other persons to exercise their discretion to exercise powers or discharge duties on behalf of the organisation.

Whilst there is a requirement for local government delegations to be authorised by statute (as is explained in section 6 of the local government delegation guidelines (the guidelines) – Attachment [2]), there is no limitation (unless expressly stated to the contrary by statute) on appointing a person to act on behalf of the local government or the CEO, if that appointment does not include the power of delegation (see section 15 of the guidelines for details).

There is a legal distinction between:

1. The delegation to a person to exercise a right or discharge a duty on behalf of an organisation; and
2. Appointing a person to act on behalf of an organisation or another employee of that organisation.

In most circumstances, where a person:

1. Is appointed only to carry out the express instructions of an employee or the governing body of an organisation; and
2. Is provided with only limited discretion in carrying out those instructions, that appointment does not constitute a delegation and does not need to be formally delegated.

When determining whether an appointment is a delegation or simply an appointment to act on behalf of another person, it is critical to consider whether the person is appointed to exercise a broad discretion to exercise a power or discharge a duty.

The provisions of the *Local Government Act 1995* which provide for delegations by a local government, or its CEO are as follows:

1. Section 5.16(1), states: 'Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation.'
2. Section 5.42(1), states: 'A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.'
3. Section 5.44(1), states: 'A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.'

The Act has been framed in a way that determines whether powers and duties can be delegated or not. If the term 'Council' is used, then it is the Council itself which must carry out that function. If the term 'local government' is used then it may be possible to use delegation, subject to any other express powers against delegation or the desirability in using 'acting through' where it may be a better way of carrying out the power or duty.

Section 2 of the *Local Government (Miscellaneous Provisions) Act 1960* effectively incorporates the provisions of that Act into the *Local Government Act 1995*, and therefore the delegation provisions of the *Local Government Act 1995* apply to the *Local Government (Miscellaneous Provisions) Act 1960*.

In addition to the delegation powers of the *Local Government Act 1995* which apply to the *Local Government (Miscellaneous Provisions) Act 1960*, section 374(1b) of the *Local Government (Miscellaneous Provisions) Act 1960* provides for a local government to delegate the authority to approve certain plans to its building surveyor.

Reference also needs to be made to section 23 of the *Strata Titles Act 1985* which provides for delegations to employees.

As per the *Local Government Act 1995*, the CEO is required to report to Council what delegated authority has been exercised under the different Acts. Attachment [3] is the template that will commence being used and will be tabled monthly at the Concept Forum for Councillor information.

STATUTORY ENVIRONMENT

Local Government Act 1995

Sections 5.16, 5.17, 5.18, 5.46.

Building Act 2011 section 127

Bush Fires Act 1954 section 48

Cat Act 2011 section 44

Dog Act 1976 section 10AA

Food Act 2008 section 118(2)(b)

Graffiti Vandalism Act 2016 section 16 and 17

Planning and Development Act 2005 sections 214(2), (3) and (5)

Planning and Development (Local Planning Schemes) Regulations 2015 clause 82 of Schedule 2

Public Health Act 2016 section 21

Local Government (Miscellaneous Provisions) Act 1960 section 2, section 374(1b)

Strata Titles Act 1985 section 23

POLICY IMPLICATIONS

Delegation Register

FINANCIAL IMPLICATIONS

Some staff are given financial delegations on behalf of the local government.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

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

CONSULTATION

A governance consultant confirmed that the delegation register is in line with the relevant Acts and regulations.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Misconduct (non-financial) by a Shire employee results in financial, legal and/or reputational damage.

Asset Management Plan is non-compliant due to aging assets and increasing costs.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Financial risk mitigated through annual review of all Delegations granted by Council.</i>
Health	Low <i>Delegated authority is given to the EHO in relation to public health and food safety.</i>
Reputation	Low <i>Council is required to review its delegations under the Local Government Act 1995 at least once every financial year and to review its delegations made under clause 82 of schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 every two years.</i> <i>Failure to complete the review would result in non-compliance with its statutory responsibilities under these legislative frameworks.</i>
Operations	Low <i>The delegation register is required to be reviewed annually. As previous reviews were conducted in house, it was deemed necessary to request an external consultant to carry out the review.</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
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

Nil.



DELEGATIONS REGISTER



@ShireofQuairading



@QuairadingCaravanPark



@shireofquairading



Delegation Register

Shire of Quairading

Current as at <INSERT DATE OF ADOPTION>

INTRODUCTION..... VII

1 LOCAL GOVERNMENT ACT 1995 DELEGATIONS 12

1.1 Council to Committees of Council 12

1.1.1 Audit and Risk Committee 12

1.2 Council to CEO..... 13

1.2.1 Performing Functions Outside the District 13

1.2.2 Compensation - Damage Incurred when Performing Executive Functions 14

1.2.3 Powers of Entry 15

1.2.4 Declare Vehicle is Abandoned Vehicle Wreck 17

1.2.5 Confiscated or Uncollected Goods..... 18

1.2.6 Disposal of Sick or Injured Animals 20

1.2.7 Close Thoroughfares to Vehicles..... 21

1.2.8 Control Reserves and Certain Unvested Facilities 23

1.2.9 Obstruction of Footpaths and Thoroughfares 24

1.2.10 Gates Across Public Thoroughfares 26

1.2.11 Public Thoroughfare – Dangerous Excavations..... 28

1.2.12 Crossing – Construction, Repair and Removal 30

1.2.13 Private Works on, over or under Public Places 32

1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift..... 34

1.2.15 Expressions of Interest for Goods and Services 35

1.2.16 Tenders for Goods and Services – Call Tenders 36

1.2.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options 38

1.2.18 Tenders for Goods and Services - Exempt Procurement 41

1.2.19 Disposing of Property..... 44

1.2.20 Payments from the Municipal or Trust Funds 46

1.2.21 Defer, Grant Discounts, Waive or Write Off Debts 48

1.2.22 Power to Invest and Manage Investments. 50

1.2.23 Rate Record Amendment..... 52

1.2.24 Agreement as to Payment of Rates and Service Charges 53

1.2.25 Determine Due Date for Rates or Service Charges 55

1.2.26 Recovery of Rates or Service Charges 56

Delegation Register

Shire of Quairading

1.2.27	Recovery of Rates Debts – Require Lessee to Pay Rent.....	57
1.2.28	Recovery of Rates Debts - Actions to Take Possession of the Land.....	58
1.2.29	Rate Record – Objections.....	60
1.2.30	Renewal or Extension of Contracts during a State of Emergency	61
1.2.31	Procurement of Goods or Services required to address a State of Emergency	63
1.3	CEO to Employees	65
1.3.1	Determine if an Emergency for Emergency Powers of Entry	65
1.3.2	Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	66
1.3.3	Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares	68
1.3.4	Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places.....	70
1.3.5	Appoint Persons (other than employees) to Open Tenders.....	71
1.3.6	Electoral Enrolment Eligibility Claims and Electoral Roll	72
1.3.7	Destruction of Electoral Papers	74
1.3.8	Information to be Available to the Public.....	75
1.3.9	Financial Management Systems and Procedures	77
1.3.10	Audit – CEO Review of Systems and Procedures	79
1.3.11	Infringement Notices	80
1.4	Local Law Delegations to the CEO	82
1.4.1	Local Laws of the Shire of Quairading.....	82
2	BUILDING ACT 2011 DELEGATIONS	84
2.1	Council to CEO.....	84
2.1.1	Grant a Building Permit.....	84
2.1.2	Demolition Permits	86
2.1.3	Occupancy Permits or Building Approval Certificates	88
2.1.4	Designate Employees as Authorised Persons	90
2.1.5	Building Orders	91
2.1.6	Inspection and Copies of Building Records.....	93
2.1.7	Referrals and Issuing Certificates.....	94
2.1.8	Private Pool Barrier – Alternative and Performance Solutions.....	95
2.1.9	Smoke Alarms – Alternative Solutions.....	96
2.1.10	Appointment of approved officers and authorised officers	97
3	BUSH FIRES ACT 1954 DELEGATIONS	98
3.1	Council to CEO, President, and Bush Fire Control Officer	98
3.1.1	Make Request to FES Commissioner – Control of Fire	98

Delegation Register

Shire of Quairading

3.1.2	Prohibited Burning Times - Vary	99
3.1.3	Prohibited Burning Times – Control Activities	100
3.1.4	Restricted Burning Times – Vary and Control Activities	102
3.1.5	Control of Operations Likely to Create Bush Fire Danger	104
3.1.6	Burning Garden Refuse / Open Air Fires	105
3.1.7	Firebreaks.....	107
3.1.8	Appoint Bush Fire Control Officer/s and Fire Weather Officer.....	108
3.1.9	Control and Extinguishment of Bush Fires.....	109
3.1.10	Recovery of Expenses Incurred through Contraventions of this Act	110
3.1.11	Prosecution of Offences.....	111
4	CAT ACT 2011 DELEGATIONS.....	112
4.1	Council to CEO.....	112
4.1.1	Cat Registrations	112
4.1.2	Cat Control Notices	114
4.1.3	Approval to Breed Cats	115
4.1.4	Recovery of Costs – Destruction of Cats	116
4.1.5	Applications to Keep Additional Cats.....	117
4.1.6	Reduce or Waiver Registration Fee	118
4.2	Cat Act Delegations - CEO to Employees.....	119
4.2.1	Infringement Notices – Extensions and Withdrawals.....	119
5	DOG ACT 1974 DELEGATIONS.....	120
5.1	Dog Act Delegations Council to CEO	120
5.1.1	Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons.....	120
5.1.2	Refuse or Cancel Registration	121
5.1.3	Kennel Establishments	123
5.1.4	Recovery of Moneys Due Under this Act	124
5.1.5	Dispose of or Sell Dogs Liable to be Destroyed	125
5.1.6	Declare Dangerous Dog.....	126
5.1.7	Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke	127
5.1.8	Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice	128
5.1.9	Determine Recoverable Expenses for Dangerous Dog Declaration.....	129
6	FOOD ACT 2008 DELEGATIONS	130
6.1	Council to CEO.....	130

Delegation Register

Shire of Quairading

6.1.1	Determine Compensation.....	130
6.1.2	Prohibition Orders.....	131
6.1.3	Food Business Registrations.....	132
6.1.4	Appoint Authorised Officers and Designated Officers.....	133
6.1.5	Debt Recovery and Prosecutions	134
6.1.6	Food Businesses List – Public Access	135
7	GRAFFITI VANDALISM ACT 2016 DELEGATIONS	136
7.1	Council to CEO	136
7.1.1	Give Notice Requiring Obliteration of Graffiti	136
7.1.2	Notices – Deal with Objections and Give Effect to Notices	137
7.1.3	Obliterate Graffiti on Private Property	138
7.1.4	Powers of Entry.....	139
8	PUBLIC HEALTH ACT 2016 DELEGATIONS	140
8.1	Council to CEO	140
8.1.1	Appoint Authorised Officer or Approved Officer (Asbestos Regs)	140
8.1.2	Enforcement Agency Reports to the Chief Health Officer	141
8.1.3	Designate Authorised Officers	142
8.1.4	Determine Compensation for Seized Items	144
9	PLANNING AND DEVELOPMENT ACT 2005 DELEGATIONS	145
9.1	Council to CEO	145
9.1.1	Illegal Development	145
9.1.2	Appointment of Designated Persons	146
9.1.3	Application for Development Approval	147
9.1.4	Development Control.....	148
9.1.5	Subdivision control.....	152
9.1.6	Entering any Building or Land	154
9.1.7	Strata Titles Act	155
9.1.8	Local Development Plans.....	157
9.1.9	Structure Plans	158
10	STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES.....	159
10.1	Environmental Protection Act 1986.....	159
10.1.1	Noise Control – Environmental Protection Notices [Reg.65(1)]	159

Delegation Register

Shire of Quairading

10.1.2	Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events.....	160
10.1.3	Noise Management Plans – Construction Sites	161
10.2	<i>Planning and Development Act 2005</i>	162
10.2.1	Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner	162
10.2.2	WA Planning Commission – Powers of Local Governments - s.15 of the <i>Strata Titles Act 1985</i> (DEL.2020/01).....	165
10.3	Main Roads Act 1930	166
10.3.1	Traffic Management - Events on Roads	166
10.3.2	Traffic Management – Road Works	169
10.4	<i>Road Traffic (Vehicles) Act 2012</i>	171
10.4.1	Approval for Certain Local Government Vehicles as Special Use Vehicles	171

Delegation Register

Shire of Quairading

Introduction

FORMAT OF REGISTER

This Register includes:

- Delegations from the Council to the Chief Executive Officer (CEO), and where appropriate to other employees or other persons; and
- Sub delegations from the CEO to other employees or persons,
- Authorisations made by the Council or the CEO,
- Appointments made by the Council or the CEO, or as of right by virtue of legislation.

The Register includes some instruments of sub delegation, authorisation, and appointment by the CEO, which do not need to be adopted/approved by Council. They are included to reflect a “one stop shop” approach.

As a matter of principle throughout the Register, the CEO is the only employee authorised by the Shire of Quairading to commence (or authorise the commencement of) legal proceedings.

TERMINOLOGY AND ACRONYMS

Clause – of the Shire of Quairading Local Planning Scheme No 3 referenced by ‘cl’, as in cl8.2.1.

Employee – refers to an employee of the Shire of Quairading. It should be noted although the CEO may generally only delegate a function or duty to an employee (S5.44 *Local Government Act 1995* and others), any ‘person’ may be appointed an Authorised Person (although some Acts, such as the *Building Act 2011* require only employees or certain qualified employees to be ‘authorised’ or ‘appointed’). Thus, care needs to be taken to ensure that contractors are not ‘delegated’ functions or duties, although they may be appointed as Authorised Persons.

Regulation – subordinate legislation, referenced by ‘r’, as in r22.

Schedule – to an Act, referenced as ‘Sch’, as in Sch 3.2.

Section - of an Act, referenced by ‘s’, as in s5.42.

Sub delegation – the terms ‘sub delegate’ and ‘sub delegation’ are used as a style preference, rather than ‘on delegate’ or ‘on delegation’.

DELEGATIONS AND SUB DELEGATIONS

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making and is consistent with the Shire’s Strategic Community Plan and commitment to a strong customer service focus.

The use of delegated and sub delegated authority does not ‘undermine’ the roles and responsibilities of elected members constituting the Council as the peak local decision-making body of the community. Rather it should free up the Council from some matters to better able to deal with high level strategic matters and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

The Council (and the CEO in the case of most sub delegations) will only delegate matters where the relevant employees (or other persons) have the appropriate skills and expertise to implement the delegation/sub delegation or authorisation within the Shire’s decision-making frameworks. At the same time the exercise of all delegated and sub delegated authority, as well as authorisations is subject to complying with relevant Policies of the Shire, which are cross referenced within each Instrument.

Delegation Register

Shire of Quairading

An important safeguard is also the principle that nothing prevents the delegating body or person from taking back a delegation or sub delegation or making the relevant decision on an issue.

This Register describes:

- the 'head of power' for the exercise of delegation to an elected member, employee, Committee, or person,
- the 'head of power' for sub delegation (where such authority exists under the relevant legislation),
- the precise authority being delegated, including any limits, restrictions, or conditions,
- relevant Shire policies applicable to the execution of the delegation or sub delegation,
- the statutory requirements for the Council to review all delegations, and others to review sub delegations.

In general, for all matters, whether made under the *Local Government Act 1995*, or otherwise, the requirement of the *Local Government Act 1995* to review the Register at least once every financial year will be followed, except where delegations under other Acts have different requirements. Where there is no statutory requirement for review, the provisions of the *Local Government Act* will be applied to ensure uniformity of approach and outcome.

AUTHORISATIONS

This Register includes authorisations under the *Local Government Act 1995* and other legislation. In most cases, authorisations are made by the CEO under s9.10 of the *Local Government Act*, in other cases via delegated authority. In some cases, authorisations are made by the Council itself because the relevant statute requires.

Some legislation provides for authorisation of *Local Government* officers to have powers as are necessary for them to perform their required duties as a specific function of the local government. These duties are carried out as 'acting through' functions under s5.45(2) of the *Local Government Act 1995*.

LOCAL GOVERNMENT ACT 1995

Most delegations and sub delegations described in this Register originate under the *Local Government Act 1995* which permits a local government (by absolute majority decision under s5.42(1)) to delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under the *Local Government Act* except those listed in s5.43, which are:

- Any power or duty that requires a decision of an absolute majority or special majority of the local government,
- Accepting a tender which exceeds an amount determined by the local government,
- Appointing an auditor,
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government,
- Any of the local government's powers under s5.98, 5.98a, s5.99, s5.99a and s5.100 of the act,
- Borrowing money on behalf of the local government,
- Hearing or determining an objection of a kind referred to in s9.5 of the act,
- The power under s9.49a(4) of the act to authorise a person to sign documents on behalf of the local government,
- Any power or duty that requires the approval of the minister or the governor.

Delegation Register

Shire of Quairading

In addition, there are several other matters which cannot be delegated to the CEO:

- Under r18g of the *Local Government (Administration) Regulations 1996* s7.12a, 7.12A(3)(a) and s7.12(4), which relate to meetings with auditors,
- Under r16 of the *Local Government (Financial Management) Regulations 1996* which prevent the delegation of matters relating to internal audit to an employee who has been delegated the duty of maintaining the day-to-day accounts or financial management operations.

The delegation powers under the *Local Government Act 1995* relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

OTHER LEGISLATION

Legislation other than the *Local Government Act 1995*, its Regulations and the Shire's Local Laws created under the Act where delegations, authorisations or appointments may occur (and which are relevant to the Shire of Quairading) include:

- *Animal Welfare Act 2002*,
- *Australian Citizenship Act 2007*,
- *Building Act 2011 and Building Regulations 2012*,
- *Bush Fires Act 1954*, Regulations and local laws created under that Act,
- *Cat Act 2011* and Regulations,
- *Caravan Parks and Camping Grounds Act 1995*,
- *Control of Vehicles (Off-Road Areas) Act 1978* and Regulations,
- *Dog Act 1976* and Regulations,
- *Equal Employment Opportunity Act 1984*,
- *Environmental Protection Act 1986*,
- *Food Act 2008*,
- *Freedom of Information Act 1992*,
- *Graffiti Vandalism Act 2016*,
- *Health (Miscellaneous Provisions) Act 1911*, Regulations and local laws created under that Act,
- *Health (Asbestos) Regulations 1992*,
- *Land Administration Act 1997*, and Regulations,
- *Litter Act 1979* and Regulations,
- *Local Government (Miscellaneous Provisions) Act 1960*,
- *Parks and Reserves Act 1895*,
- *Planning and Development Act 2005* including Regulations, policies, and the Town Planning Scheme,
- *Public Interest Disclosure Act 2003*,
- *Public Health Act 2016*,
- *Rates and Charges (Rebates and Deferments) Act 1982*,
- *Road Traffic Act 1974*,
- *Strata Titles Act 1985*.

Delegation Register

Shire of Quairading

SUB DELEGATION BY THE CEO

The *Local Government Act 1995* allows the CEO to delegate any of the powers delegated to the office of CEO to another employee (s5.44(1)), in writing (s5.44(2)) and may include conditions (s5.44(4)).

Other legislation permits sub delegation by the CEO, either, as of right, or with the express authority of the Council (Dog Act).

The Bush Fires Act prohibits sub delegation by the CEO.

The *Planning and Development (Local Planning Schemes) Regulations 2015* permits sub delegation by the CEO, provided it is resolved by absolutely majority through Council for matters relating to the Local Planning Scheme No 3.

REVIEW OF DELEGATIONS

The Register of Delegations relevant to the CEO and other employees or other persons will be reviewed at least once every financial year (in accordance with the provisions of s5.46(1), (2)).

As a matter of principle, the Shire of Quairading will review all delegations, authorisations, and appointments at least once in every financial year, whether under the *Local Government Act 1995*, or another Act. This is despite the varying requirements for review viz:

- *Building Act 2011* - no requirement
- *Bush Fires Act 1954* - no requirement
- *Cat Act 2011* - annual review requirement
- *Dog Act 1976* - annual review requirement
- *Food Act 2008* - no requirement
- *Graffiti Vandalism Act 2016* - no requirement
- *Public Health Act 2016* - no requirement
- *Planning and Development Act 2005* - annual review requirement

This will include the CEO reviewing all sub delegations, authorisations and appointments made by them.

RECORD OF ACTIONS AND DECISIONS

If a person is exercising a power or duty that has been delegated (including sub delegated), the *Local Government Act 1995* requires that records be kept whenever the delegated authority is utilised (s5.46(3)).

The record is to contain information on:

- How the person exercised the power or discharged the duty,
- When the person exercised the power or discharged the duty; and
- The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty (r19 *Local Government (Administration) Regulations 1996*).

Departments/Sections responsible for a work process are to ensure that data is captured, and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

Similar provisions do not exist (other than under the *Building Act 2011*), under other legislation regarding record keeping.

Delegation Register

Shire of Quairading

PRIMARY/ANNUAL RETURNS

A person to whom a duty or power is delegated under the *Local Government Act 1995* is a 'designated employee' under s5.74(b) of the Act and is required to:

- disclose relevant interests s5.70 *Local Government Act 1995*,
- complete a Primary Return s5.75 *Local Government Act 1995*,
- complete Annual Returns s5.76 *Local Government Act 1995*.

Although these requirements relate only to delegations under the *Local Government Act 1995* and not any other Acts, the Council and the CEO have taken the decision to require compliance with those provisions, even when made under other Acts, to ensure all employees are treated equally in such disclosures.

ACTING THROUGH ANOTHER PERSON

The Act recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire. s5.45 (2) of the Act states:

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- A local government from performing any of its functions by acting through a person other than the CEO; or
- A CEO from performing any of his or her functions by acting through another person.

The key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision-making function in their own right. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to 'act through' another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For further information, see Department of Local Government and Communities Guideline No 17 - Delegations.

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit and Risk Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit and Risk Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to meet with the Shire’s Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: <ol style="list-style-type: none"> a. Examine the report of the Auditor and determine matters that require action to be taken by the Shire; and b. Ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire’s report on any actions taken in response to an Auditor’s report, prior to it being forwarded to the Minister [s.7.12A(4)].
Council Conditions on this Delegation:	a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government’s meeting with the Auditor must be directed to the Council.
Express Power to Sub-Delegate:	<i>Nil. Sub-delegation is prohibited by s.7.1B.</i>

Compliance Links:	Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees Audit and Risk Committee Terms of Reference
Record Keeping:	Audit Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2 Council to CEO

1.2.1 Performing Functions Outside the District

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.20(1) Performing functions outside district
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Determine the circumstances where it is appropriate for the Local Government’s functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Council Conditions on this Delegation:	a. A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation, and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Economic Development Executive Manager, Works & Services Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.2 Compensation - Damage Incurred when Performing Executive Functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Council Conditions on this Delegation:	a. Delegation is limited to settlements which do not exceed a material value of \$500.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.3 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of enter to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government Act 1995:</i> s.9.10 Appointment of authorised persons – also refer s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation 1.3.1
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.4 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.5 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.5 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding, and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 :Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Delegation Register

Shire of Quairading

1. *Local Government Act 1995* Delegations

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.6 Disposal of Sick or Injured Animals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Delegation only to be used where the Delegate’s reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.7 Close Thoroughfares to Vehicles

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ol style="list-style-type: none"> a. give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and b. consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.8 Control Reserves and Certain Unvested Facilities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].
Council Conditions on this Delegation:	a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.9 Obstruction of Footpaths and Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> 1. Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>. 2. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

	<p>good public assets damaged by the obstruction at the completion of works.</p> <p>iii. Provided evidence of sufficient Public Liability Insurance.</p> <p>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.2 – Public Thoroughfare Obstruction – Determine Conditions Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record Keeping	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.10 Gates Across Public Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Each approval provided must be recorded in the Shire’s statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.11 Public Thoroughfare – Dangerous Excavations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)] 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.12 Crossing – Construction, Repair and Removal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996 .
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
--------------------------	---

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.
-----------------	--

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.13 Private Works on, over or under Public Places

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

	<p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.15 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Corporate Services (Functions 1 and 2) Executive Manager, Works & Services (Function 2) Executive Manager, Economic Development (Function 2)
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Quairading Purchasing Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.16 Tenders for Goods and Services – Call Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: <ol style="list-style-type: none"> i. The proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or ii. A current supply contract expiry is imminent; and iii. The value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. b. Exercise of this delegation to be reported to Council at least six monthly.

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

	c. Tenders can only be invited for those goods and services identified in the Annual Budget, or separately approved by Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services Executive Manager, Economic Development Economic Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent’s position role and responsibilities.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Quairading Purchasing Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> a. The extent to which each tender satisfies the criteria for deciding which tender to accept; and b. To accept the tender that is most advantageous within the \$value as detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 20% or to

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

	<p>a maximum of \$50,000 whichever is the lesser value [F&G r.21A(a)].</p> <p>9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</p>
<p>Council Conditions on this Delegation:</p>	<p>a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ul style="list-style-type: none"> i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). <p>c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&G r.21A(a)] must include evidence that the variation is necessary and does not change the scope of the contract.</p> <p>e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor’s performance has been reviewed and the review evidences the rationale for entering into the extended term.</p> <p>f. Exercise of this delegation to be reported to Council at least six monthly.</p> <p>g. Tenders can only be invited for those goods and services identified in the Annual Budget, or separately approved by Council.</p>
<p>Express Power to Sub-Delegate:</p>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>

<p>Sub-Delegate/s: <i>Appointed by CEO</i></p>	
---	--

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent’s position role and responsibilities.
--	--

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Quairading Purchasing Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.18 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government												
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO												
Express Power or Duty Delegated:	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.11(2) When tenders have to be publicly invited (<i>exemptions</i>)												
Delegate:	CEO												
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)]. 												
Council Conditions on this Delegation:	<p>a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$value specified for the following categories:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Category</th> <th style="width: 30%;">Maximum Value for individual contracts</th> </tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program <i>[F&G.r.11(2)(b)]</i></td> <td style="text-align: center;">\$250,000</td> </tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government <i>[F&G.r.11(2)(e)]</i></td> <td style="text-align: center;">\$250,000</td> </tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below <i>[F&G.r.(2)(f)]</i></td> <td style="text-align: center;">\$250,000</td> </tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines <i>[F&G.r.11(2)(g)]</i></td> <td style="text-align: center;">\$250,000</td> </tr> <tr> <td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u></td> <td style="text-align: center;"><\$250,000* <i>*as specified in F&G.r.11(2)(h)(ii)</i></td> </tr> </tbody> </table>	Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program <i>[F&G.r.11(2)(b)]</i>	\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government <i>[F&G.r.11(2)(e)]</i>	\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below <i>[F&G.r.(2)(f)]</i>	\$250,000	Supply of petrol, oil or any other liquid or gas used for internal combustion engines <i>[F&G.r.11(2)(g)]</i>	\$250,000	Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u>	<\$250,000* <i>*as specified in F&G.r.11(2)(h)(ii)</i>
Category	Maximum Value for individual contracts												
WALGA Preferred Supplier Program <i>[F&G.r.11(2)(b)]</i>	\$250,000												
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government <i>[F&G.r.11(2)(e)]</i>	\$250,000												
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below <i>[F&G.r.(2)(f)]</i>	\$250,000												
Supply of petrol, oil or any other liquid or gas used for internal combustion engines <i>[F&G.r.11(2)(g)]</i>	\$250,000												
Goods or services supplied by a person registered on the Aboriginal Business Directory WA <u>OR</u>	<\$250,000* <i>*as specified in F&G.r.11(2)(h)(ii)</i>												

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

	Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. <i>[F&G.r.11(2)(h)]</i>	
	Goods or services supplied by an Australian Disability Enterprise <i>[F&G.r.11(2)(i)]</i>	\$250,000
<p>b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. <p>c. Where the total consideration of a Tender Exempt procurement contract exceeds the \$250,000 delegated above, the decision is to be referred to Council.</p> <p>d. Exercise of this delegation to be reported to Council at least six monthly.</p> <p>e. e. Tenders can only be invited for those goods and services identified in the Annual Budget, or separately approved by Council.</p>		
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees	

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent’s position role and responsibilities.

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures WALGA Subscription Service – Procurement Toolkit Shire of Quairading Purchasing Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.19 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> a. The highest bidder at public auction [s.3.58(2)(a)] b. The person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$250,000 or less. c. When determining the method of disposal: <ol style="list-style-type: none"> i. Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> o Reserve price has been set by independent valuation. o Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. ii. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. iii. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to:

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> o Negotiate the sale of the property up to a -10% variance on the valuation; and o Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. <p>d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken:</p> <ul style="list-style-type: none"> i. Without reference to Council for resolution; and ii. In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services Executive Manager, Corporate Services Executive Manager, Economic Development
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 r.30 Dispositions of property excluded from Act s. 3.58 Shire of Quairading Disposal of Property Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.20 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	a. Authority to make payments is subject to annual budget limitations. b. All payments are subject to compliance with Shire of Quairading Policies and Procedures.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Corporate Services Executive Manager, Works & Services Executive Manager, Economic Development Executive Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. 2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the Executive Manager, Corporate Services. 3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
--------------------------	---

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

	<p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p> <p>Department of Local Government, Sport and Cultural Industries: Accounting Manual</p> <p>Shire of Quairading Corporate Credit Card Policy and Purchasing Policy.</p>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.21 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire to a maximum value of \$1000. [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire [s.6.12(1)(c)] 4. 4. Write off an amount of money to the maximum value of \$500 owed to the Shire, including fines/penalties imposed by court that are unrecoverable.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Write-off a rates or service charge debt up to \$1000 in accordance with the Financial Hardship Policy [s.6.12(1)(c) &(2)]. b. A debt may only be waived where: <ol style="list-style-type: none"> i. The debtor cannot be located ii. Uneconomical to pursue the debt iii. The Hardship circumstances of the debtor do not warrant the taking or continuation of recovery action iv. Legal proceedings through the courts have proved, or on legal advice would prove, unsuccessful v. The write-off of the debt will result in a favourable outcome to the Council c. A concession may only be granted where: <ol style="list-style-type: none"> i. Section 6.26(2)(g) of the Local Government Act provides for a rates exemption for land used exclusively for charitable purposes and is deemed applicable. d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire. <ol style="list-style-type: none"> i. Limited to individual debts valued below \$1000 or cumulative debts of a debtor valued below \$1000. Write off of debts greater than these values must be referred for Council decision.

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

	<p>e. Delegated Functions (1), (2) and (3) excludes amounts owing in respect of rates and service charges or fees for a planning service.</p> <p>f. The CEO shall report to Council at least six monthly on the exercise of these delegations.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<p>1. Executive Manager Corporate Services may waive fees and charges related to their operational responsibilities where such waiver is either to:</p> <ul style="list-style-type: none"> a. rectify a service failure on the part of the Shire of Quairading limited to a value less than \$250.00 per customer within a financial year; or b. assist a not for profit community group or charitable entity in fulfilling a service, social or cultural outcome within the Shire of Quairading. <p>2. Executive Manager Corporate Services may only write off debts limited to a value of less than \$250.00 per debtor within a financial year.</p>

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Collection of Rates Debts – refer Delegations:</p> <p>Recovery of Rates, Debts and Service Charges Policy:</p> <ul style="list-style-type: none"> a. Agreement as to Payment of Rates and Service Charges b. Recovery of Rates or Service Charges c. Require Lessee to Pay Rent d. Actions to Take Possession of the Land
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System. and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.22 Power to Invest and Manage Investments.

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Investment Policy. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ol style="list-style-type: none"> 1. A decision to invest must be jointly confirmed by two Delegates. 2. Investment decisions are limited to a maximum of \$1,000,000 per transaction on the short-term money market and up to a value of \$1,000,000 per transactions for other markets. 3. Where exposure to a single market or investment type will exceed \$1,000,000 the decision must be referred to the CEO.

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Financial Management) Regulations 1996 refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Investments Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.23 Rate Record Amendment

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.24 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Decisions under this delegation must comply with the Rates Collections Policy and Financial Hardship Policy b. Agreements must be in writing and, subject to the Rates Collections Policy and Financial Hardship Policy, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. c. Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished within 2-5 years (depending on hardship circumstances) following the current financial year that the payment plan arrangement is entered into. d. All such arrangements shall be presented to Council every six months.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Collection of Rates Debts – refer Delegations:</p> <p>Recovery of Rates, Debts and Service Charges Policy:</p> <ul style="list-style-type: none"> a. Agreement as to Payment of Rates and Service Charges b. Recovery of Rates or Service Charges c. Require Lessee to Pay Rent d. Actions to Take Possession of the Land
Record Keeping:	<p>All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.</p>

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.25 Determine Due Date for Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	a. Authority to determine the date on which rates or service charges become due and payable to the Shire. [s.6.50].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.26 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with the Rates Collection Policy and Financial Hardship Policy.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i> T66t	Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Recovery of Rates, Debts and Service Charges Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review.
---	--------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent.

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with the Rates Collection Policy and Financial Hardship Policy.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. Rates Collection Policy Financial Hardship Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.28 Recovery of Rates Debts - Actions to Take Possession of the Land

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> a. lease the land, or b. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: c. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or d. cause the land to be transferred to the Shire [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Decisions under this delegation must comply with Council Rates Collection Policy and Financial Policy. b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / changes through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Corporate Services
---	---------------------------------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
--	--

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. Local Government (Financial Management) Regulations 1996 Regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation. Rates Collection Policy Recovery of Rates, Debts and Service Charges Policy Financial Hardship Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review.
---	--------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.29 Rate Record – Objections

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person who made the objection [s.6.76(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation. b. An extension is not to be granted for a period exceeding six weeks.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.30 Renewal or Extension of Contracts during a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: 1. Contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and 2. Contracts formed through a public tender.
Council Conditions on this Delegation:	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is \$500,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e., before the expense is incurred) in accordance with LGA s.6.8(1)(c). d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

	<p>e. This authority may only be exercised where the total consideration under the resulting contract is value which is over \$250,000 or less.</p> <p>f. The CEO cannot sub-delegate this authority.</p>
Express Power to Sub-Delegate:	Nil

Compliance Links:	<p>Local Government (Functions and General) Regulations 1996</p> <p>WALGA Subscription Service – Procurement Toolkit</p> <p>Shire of Quairading Purchasing Policy</p>
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.2.31 Procurement of Goods or Services required to address a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e., before the expense is incurred) in accordance with Local Government Act s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. e. The CEO cannot sub-delegate this authority.

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Shire of Quairading Purchasing Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.3 CEO to Employees

1.3.1 Determine if an Emergency for Emergency Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	CEO
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.34(2) Entry in emergency
Delegate/s:	Executive Manager, Works & Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil.</i>

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

Delegator: <i>Power / Duty assigned in legislation to:</i>	CEO
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Delegate/s:	Executive Manager, Works & Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.9: <ol style="list-style-type: none"> 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)]. 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. Decisions under this Delegation must be exercised in alignment with Council’s Delegated Authority 1.2.9 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>.
Express Power to Sub-Delegate:	<i>Nil.</i>

Compliance Links:	<p>This delegated authority is effective only in alignment with Delegated Authority 1.2.9 Obstructions of Footpaths and Thoroughfares.</p> <p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>
--------------------------	--

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Record Keeping:	Decisions under this delegation must comply with Shire of Quairading Recovery of Rates, Debts and Service Charges Policy
-----------------	--

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	CEO
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Delegate/s:	Executive Manager, Works & Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.12: <ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. Decisions under this Delegation must be exercised in alignment with Council’s Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations. b. Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>.
Express Power to Sub-Delegate:	<i>Nil.</i>

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>This delegated authority is effective only in alignment with Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>
Record Keeping:	<p>All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.</p>

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places

Delegator: <i>Power / Duty assigned in legislation to:</i>	CEO
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Delegate/s:	Executive Manager, Works & Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.14 Private Works on, over or under Public Places
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.3.5 Appoint Persons (other than employees) to Open Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	CEO
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Functions and Genera) Regulations 1996: r.16(3) Receiving and opening tenders, procedure for
Delegate/s:	Executive Manager, Works & Services Executive Manager, Corporate Services Executive Manager, Economic Development
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.3.6 Electoral Enrolment Eligibility Claims and Electoral Roll

Delegator: <i>Power / Duty assigned in legislation to:</i>	CEO
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
Delegate/s:	Executive Manager, Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector’s address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector’s or their family’s safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

CEO Conditions on this Delegation:	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express Power to Sub-Delegate:	<i>Nil.</i>

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	Decisions under this delegation must comply with Shire of Quairading Recovery of Rates, Debts and Service Charges Policy

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.3.7 Destruction of Electoral Papers

Delegator: <i>Power / Duty assigned in legislation to:</i>	CEO
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
Delegate/s:	Executive Manager, Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil.</i>

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.3.8 Information to be Available to the Public

Delegator: <i>Power / Duty assigned in legislation to:</i>	CEO
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Administration) Regulations 1996:</i> r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	Executive Manager, Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil.</i>

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.3.9 Financial Management Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	CEO
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Financial Management) Regulations 1996: r.5 CEO's Duties as to financial management
Delegate/s:	Executive Manager, Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> a. Collection of money owed to the Shire; b. Safe custody and security of money collected or held by the Shire; c. Maintenance and security of all financial records, including payroll, stock control and costing records; d. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; e. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; f. Making of payments in accordance with Delegated Authority; g. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	Nil.

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.3.10 Audit – CEO Review of Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	CEO
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Audit) Regulations 1996: r.17 CEO to review certain systems and procedures
Delegate/s:	Executive Manager, Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire’s systems and procedures in relation to <ul style="list-style-type: none"> a. Risk management; and b. Internal controls; and c. Legislative compliance [r.17(1)].
CEO Conditions on this Delegation:	a. Each matter is to be reviewed at least once within every three financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Audit) Regulations 1996
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

1.3.11 Infringement Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	CEO
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice <i>Building Regulations 2012:</i> Regulation 70(1A), (1), (2) Approved officers and authorised officers
Delegate/s:	CEO Executive Manager, Works & Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider an owner of a vehicle’s submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. b. Delegation for Dog Act, Cat Act and Dogs Local Law 2016 Infringement Notices is limited to the following listed positions ONLY: <ol style="list-style-type: none"> i. CEO ii. Executive Manager, Works & Services c. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a <u>precondition for appointment</u> as an “Approved Officer” in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> Infringement Notices: <ol style="list-style-type: none"> i. CEO <p><i>NOTE: Delegates must also be appointed as an “Approved Officer” – appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.</i></p>

Delegation Register

Shire of Quairading

1. Local Government Act 1995 Delegations

Express Power to Sub-Delegate:	Nil.
--------------------------------	------

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

1.4 Local Law Delegations to the CEO

1.4.1 Local Laws of the Shire of Quairading

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<ol style="list-style-type: none"> 1. To administer the Shire’s local laws (listed) and do all other things that are necessary or convenient to be done for, or in connection, with performing their functions under <i>the Local Government Act 1995</i>: <ol style="list-style-type: none"> a. <i>Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016</i> b. <i>Animals, Environment and Nuisance Amendment Local Law 2019</i> c. <i>Animals, Environment and Nuisance Local Law 2017</i> d. <i>Bush Fire Brigades Local Law 2023</i> e. <i>Cemetery Local Law 2016</i> f. <i>Dogs Local Law 2017</i> g. <i>Extractive Industries Local law 2011</i> h. <i>Health Local Law 2016</i> i. <i>Joint Standing Committee on Delegated Legislation Undertakings relating to Animals, Environment and Nuisance Local Law 2017</i> j. <i>Local Government Property Local Law 2016</i> k. <i>Pest Plants Amendment Local Law 2018</i> l. <i>Pest Plants Local Law 2016</i> m. <i>Repeal Local Law 2016</i> n. <i>Repeal Local Law 2023</i>
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	To undertake all the roles, duties, and responsibilities of the Local Government under the Local Laws, subject to the limits and conditions set out below.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> 1. Delegation excludes: <ol style="list-style-type: none"> a. Setting of fees and charges under section 6.16 of the <i>Local Government Act 1995</i>; and b. Decision-making where the local law specifies the matter be determined by Council resolution. 2. Subject to Council policy, Withdrawal or Upholding of Infringements
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Corporate Services Executive Manager, Works & Services Executive Manager, Economic Development
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Delegation Register

Shire of Quairading

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Grant a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> a. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] b. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil. Only employees can be sub delegated to under the Building Act.</i>
---	--

Delegation Register

Shire of Quairading

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
--	--

Compliance Links:	Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor Building Regulations 2012 r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT <i>Building Services (Registration Act) 2011 – Section 7</i> <i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

2.1.2 Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> a. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] b. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil. Only employees can be sub delegated to under the Building Act.</i>
CEO Conditions on this Sub-Delegation:	

Delegation Register

Shire of Quairading

<i>Conditions on the original delegation also apply to the sub-delegations.</i>	
---	--

Compliance Links:	<p>Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit</p> <p><i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record Keeping:	<p>All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.</p>

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil. Only employees can be sub delegated to under the Building Act.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Delegation Register

Shire of Quairading

Compliance Links:	<p>Building Act 2011</p> <p>s.59 time for granting occupancy permit or building approval certificate</p> <p>s.60 Notice of decision not to grant occupancy permit or grant building approval certificate</p> <p>s.121 Occupancy permits and building approval certificates – application for review by SAT</p> <p><i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record Keeping:	<p>All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.</p>

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. <p>NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.</p>
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil. Only employees can be sub delegated to under the Building Act.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Building Act 2011:</i> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

2.1.5 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil. Only employees can be sub delegated to under the Building Act.</i>

Delegation Register

Shire of Quairading

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
--	--

Compliance Links:	Building Act 2011: Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

2.1.6 Inspection and Copies of Building Records

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine an application from a n interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil. Only employees can be sub delegated to under the Building Act.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Building Act 2011 s.146 Confidentiality
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

2.1.7 Referrals and Issuing Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].
Council Conditions on this Delegation:	Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with Building Regulation 5
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil. Only employees can be sub delegated to under the Building Act.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Building Act 2011:</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

2.1.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil. Only employees can be sub delegated to under the Building Act.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Building Act 2011:</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

2.1.9 Smoke Alarms – Alternative Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil. Only employees can be sub delegated to under the Building Act.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Building Act 2011</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

2.1.10 Appointment of approved officers and authorised officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as “approved officers”.</i> Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</i>
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil. Only employees can be sub delegated to under the Building Act.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, President, and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

3.1.2 Prohibited Burning Times - Vary

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	President and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	a. Decisions under s,17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	<i>Nil – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

3.1.3 Prohibited Burning Times – Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil – Sub-delegation is prohibited by s.48(3)</i>

Delegation Register

Shire of Quairading

Compliance Links:	<i>Bush Fires Act 1954:</i> <i>Bush Fire Regulations 1954:</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.
Version Control:	
1	2023 Review

Delegation Register

Shire of Quairading

3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].

Delegation Register

Shire of Quairading

	<p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. 9. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

3.1.6 Burning Garden Refuse / Open Air Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. Camping or cooking [s.25(1)(a)]. b. Conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil – Sub-delegation is prohibited by s.48(3)</i>

Delegation Register

Shire of Quairading

Compliance Links:	<i>Bush Fires Act 1954</i> <i>Bush Fire Regulations 1954</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

3.1.7 Firebreaks

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire: <ol style="list-style-type: none"> a. Clearing of firebreaks as determined necessary and specified in the notice; and b. Act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. As a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

3.1.9 Control and Extinguishment of Bush Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. <ol style="list-style-type: none"> a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

3.1.11 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	Community Emergency Services Manager Bush Fire Control Officers
Express Power to Sub-Delegate:	<i>Nil – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of Shire’s District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Delegation Register

Shire of Quairading

Compliance Links:	<p><i>Cat Regulations 2012</i></p> <ul style="list-style-type: none"> r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>
Record Keeping:	<p>All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.</p>

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

4.1.2 Cat Control Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s.26].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Cat Regulations 2012</i> r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Cat Regulations 2012:</i> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

4.1.4 Recovery of Costs – Destruction of Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Cat Act 2011:</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

4.1.5 Applications to Keep Additional Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Cat Act 2011</i> <i>Cat (Uniform Local Provisions) Regulations 2013</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

4.1.6 Reduce or Waiver Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services Executive Manager, Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

4.2 Cat Act Delegations - CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

Delegator: <i>Power / Duty assigned in legislation to:</i>	CEO
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.64 Extension of time s.65 Withdrawal of notice
Delegate/s:	Executive Manager, Works & Services Executive Manager, Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. 2. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
CEO Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<i>Cat Regulations 2012:</i> r.28 Withdrawal of infringement notice (s.65(1))
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

5. Dog Act 1974 Delegations

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$200 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	a. The CEO permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Dog Act 1976:</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

5. Dog Act 1974 Delegations

5.1.2 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> a. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or b. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or c. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept d. the dog is required to be microchipped but is not microchipped; or e. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire’s District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> a. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	a. The CEO permitted to sub-delegate to employees [s.10AA(3)].

Delegation Register

Shire of Quairading

5. Dog Act 1974 Delegations

Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
---------------------------------------	---

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

5. Dog Act 1974 Delegations

5.1.3 Kennel Establishments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Council Conditions on this Delegation:	a. The CEO permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the <<insert LG name>> Dogs Local Law.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

5. Dog Act 1974 Delegations

5.1.4 Recovery of Moneys Due Under this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	a. The CEO permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023
---	------

Delegation Register

Shire of Quairading

5. Dog Act 1974 Delegations

5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. The CEO permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Dog Act 1976</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

5. Dog Act 1974 Delegations

5.1.6 Declare Dangerous Dog

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	a. The CEO permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

5. Dog Act 1974 Delegations

5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> a. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	a. The CEO permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil.
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

5. Dog Act 1974 Delegations

5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. A notice declaring a dog to be dangerous; or b. A notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	a. The CEO permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

5. Dog Act 1974 Delegations

5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	a. The CEO permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in Regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$200 Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	<i>Nil – Food Regulations 2009 do not provide for sub-delegation.</i>

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open)

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

6. Food Act 2008 Delegations

6.1.2 Prohibition Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in Regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	<i>Nil – Food Regulations 2009 do not provide for sub-delegation.</i>

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in Regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ol style="list-style-type: none"> i. <i>Food Act 2008</i> Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA ii. Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 iii. WA Priority Classification System iv. Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	<i>Nil – Food Regulations 2009 do not provide for sub-delegation.</i>

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in Regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ol style="list-style-type: none"> i. Appointment of Authorised Officers as Meat Inspectors ii. Appointment of Authorised Officers iii. Appointment of Authorised Officers – Designated Officers only iv. Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	<i>Nil – Food Regulations 2009 do not provide for sub-delegation.</i>

Compliance Links:	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in Regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	<i>Nil – Food Regulations 2009 do not provide for sub-delegation.</i>

Compliance Links:	<i>Food Act 2008:</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

6. Food Act 2008 Delegations

6.1.6 Food Businesses List – Public Access

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in Regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	<i>Nil – Food Regulations 2009 do not provide for sub-delegation.</i>

Compliance Links:	<i>Food Regulations 2009</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

7. Graffiti Vandalism Act 2016 Delegations

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Quairading Graffiti & Other Vandalism Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

7. Graffiti Vandalism Act 2016 Delegations

7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> a. Determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and b. To give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Shire of Quairading Graffiti & Other Vandalism Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

7. Graffiti Vandalism Act 2016 Delegations

7.1.3 Obliterate Graffiti on Private Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	a. Subject to exercising Powers of Entry.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Shire of Quairading Graffiti & Other Vandalism Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

7. Graffiti Vandalism Act 2016 Delegations

7.1.4 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Shire of Quairading Graffiti & Other Vandalism Policy
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

8. Public Health Act 2016 Delegations

8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	<i>Nil – the Health (Asbestos) Regulations 1992 do not provide a power to sub-delegate.</i>

Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i> Shire of Quairading Register of Authorised Officers
Record Keeping:	All exercises of delegated authority to be record managed in F: Information Management System and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

8. Public Health Act 2016 Delegations

8.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government’s report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].</i>

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

8. Public Health Act 2016 Delegations

8.1.3 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ul style="list-style-type: none"> a. The <i>Public Health Act 2016</i> or other specified Act b. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act c. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul style="list-style-type: none"> i. An environmental health officer or environmental health officers as a class; OR ii. A person who is not an environmental health officer or a class of persons who are not environmental health officers, OR iii. A mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> i. Appropriately qualified and experienced [s.25(1)(a)]; and ii. Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	<i>Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].</i>

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws
--------------------------	--

Delegation Register

Shire of Quairading

8. Public Health Act 2016 Delegations

	<p>s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006,</i> Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code, Chapter XXVI</i> Refer s.252 of the <i>Public Health Act 2016</i></p>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

8. Public Health Act 2016 Delegations

8.1.4 Determine Compensation for Seized Items

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.264 Compensation
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	a. Compensation is limited to a maximum value of \$200, with any proposal for compensation above this value to be referred for Council’s determination.
Express Power to Sub-Delegate:	<i>Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].</i>

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

9 Planning and Development Act 2005 Delegations

9.1 Council to CEO

9.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil – must be delegated to an employee.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

9.1.2 Appointment of Designated Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005</i> Section 234 Designated persons, appointment of
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Appoint persons, or classes of persons as designated persons for the purposes of sections 228, 229, 230 and 231 of the <i>Planning and Development Act 2005</i> .
Council Conditions on this Delegation:	a. Person who is authorised to give infringement notices under section 228 is not eligible to be a designated person for the purposes of any of the other sections mentioned under s234(1) of the <i>Planning & Development Act 2005</i> .
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil – must be delegated to an employee.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the Planning and Development Act 2005 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Shire of Quairading Local Planning Scheme No 3
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

9.1.3 Application for Development Approval

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2, cl.82, 83 and 84 - Delegations by local government
Express Power or Duty Delegated:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2 Deemed provisions for Local Planning Schemes.
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Refuse to accept an application under cl.85 of Schedule 2, Part 11 if the applicant does not agree for local government to use any copyrighted material provided with the application for advertising the application or implementing a decision on an application and for zero remuneration. 2. May require a heritage assessment, in the manner and form approved by the Heritage Council of WA, to be carried out prior to approval of any development proposed in a heritage area or in respect of a place entered in the heritage list, despite any existing assessment on record. 3. Waive or vary a requirement set out in Clause 63(2), Part 8 of the Regulations in respect to information provided with a development application, c.63(2), Schedule 2, Part 8 of the Regulations. 4. Where an application relates to a place entered on a heritage list or an area designated as a heritage area under the Scheme, the information set out in c.63(3)(a)(b) and (c) may be required which relates to street elevations, schedule of finishes and comparison of proposed finishes to existing developments on immediately adjoining lots.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> ss82, 83 and 84 Local government CEO may delegate powers

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil – must be delegated to an employee.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

9.1.4 Development Control

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Planning and Development (Local Planning Scheme) Regulations 2015</i>
Express Power or Duty Delegated:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Local Planning Scheme No. 3
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Approve development applications for a “single house”, “ancillary dwelling”, “grouped dwellings” or any associated, ancillary, or incidental development including, but not limited to (outbuildings, garages/carports, patios and the like, front boundary fences, retaining walls and swimming pools) that: <ol style="list-style-type: none"> a. Does not include more than four grouped dwellings; and b. Satisfies the provisions of Local Planning Scheme No. 3, the <i>Planning & Development Regulations 2015</i>, the Shire’s Local Planning Strategy, the objectives of the Shire’s Local Planning Policies, the Residential Design Codes Volumes 1 and State Planning Policy 7.0. <ol style="list-style-type: none"> i. Where no valid objections have been received from the affected landowners; or ii. Valid objections have been resolved to the satisfaction of the shire. 2. Approve development applications for existing and new “multiple dwellings” development including any associated, ancillary, or incidental development, including but not limited to, outbuildings, garages, carports, patio, front boundary fences, retaining walls and swimming pools that: <ol style="list-style-type: none"> a. Satisfy the provisions of Local Planning Scheme No 3, the <i>Planning & Development Regulations 2015</i>, the Shire’s Local Planning Strategy, the Objectives of the Shire’s Local Planning Policies, the Element Objectives of the Residential Design Codes Volume 2, State Planning Policy 7.0; and <ol style="list-style-type: none"> i. Where no valid objections have been received from the affected landowners; or ii. The valid objections have been resolved to the satisfaction of the Shire. 3. Approve applications for non-residential (including non-conforming use) development where: <ol style="list-style-type: none"> a. The development is considered minor; and b. No valid objections have been received from affected adjoining landowners; or

Delegation Register

Shire of Quairading

	<ul style="list-style-type: none"> c. The valid objections have been resolved to the satisfaction of the Shire. 4. Approve applications that seek to reapprove expired development applications where no changes are made to the original approval. 5. Clear all conditions on planning approvals, except those requiring specific Council approval. 6. To waive or reduce development application fees in accordance with Council’s adopted Local Planning Policy. 7. Approve applications for “home business” where no valid objections have been received from affected adjoining landowners. 8. Approve retrospective applications in accordance with clause 65 of the deemed provisions where no valid objections have been received and/or valid objections have been resolved 9. Approve applications for change of use where: <ul style="list-style-type: none"> a. It’s a P use that varies relevant development standard/s; b. A D, A or, use not listed in the Scheme that varies relevant development standard/s, where no valid objections are received from affected parties; or c. Valid objections are resolved to the Shire’s satisfaction. 10. Refuse applications that are inconsistent with Local Planning Scheme No 3, <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, SPP 7.3 Residential Design Codes Volume 1 and 2 and State Planning Policy 7.0. 11. Approve applications that seek to amend an existing planning approval granted by Council where: <ul style="list-style-type: none"> a. Any new variations are considered minor; and b. The relevant design principles/element objectives of the residential design codes can be satisfied where applicable; and c. No valid objections received from affected parties; and/ or d. Valid objections resolved to the satisfaction of the shire. 12. Exercise discretion, determine and apply conditions to all applications for development approval made under the Shire’s Local Planning Scheme No.3.
Council Conditions on this Delegation:	<ul style="list-style-type: none"> 1. Any application is to be referred to Council for determination if one or more elected members request such referral in a written request to the CEO. 2. Any application for planning approval shall be referred to Council for determination, where requested by the applicant in writing.

Delegation Register

Shire of Quairading

	<ol style="list-style-type: none"> 3. Any application for planning approval to be referred to Council for determination, where the Manager, Health & Building requests. 4. The CEO is to report to the Council, on a monthly basis where the exercise of powers and functions related to this delegation has been undertaken.
Express Power to Sub-Delegate:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> - s83 Local government CEO may delegate powers

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil – must be delegated to an employee.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<p>This delegation does not extend to:</p> <ol style="list-style-type: none"> 1. Applications for development approval that propose a new non-conforming use that is proposed to replace and effect the discontinuance of an existing non-conforming use. 2. Applications for telecommunications infrastructure that have received one or more objections. 3. Applications for development approval that propose the demolition of buildings identified in the Heritage List, within a Heritage Area, or on the State Register of Heritage Places. 4. Requests from the State Administrative Tribunal for a reconsideration of a Council decision under section 31 of the <i>State Administrative Tribunal Act 2004</i> where Council determined the application. 5. Change of Use applications which are classified D and A or are uses not listed in the Scheme where after advertising, valid submissions have been received which raise objections that are not able to be rectified by way of negotiation and/or amendment(s) being made to the proposal. 6. Grouped and/or Multiple Dwelling developments involving five 7. 7. (5) or more dwellings.

Compliance Links:	Planning and Development Act 2005 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Shire of Quairading Local Planning Scheme No 3 Shire of Quairading Local Planning Scheme No 3 State Planning Policy 7.3 - Residential Design Codes - Volume 1 State Planning Policy 7.3 - Residential Design Codes - Volume 2 Shire of Quairading Local Planning Policies State Planning Policy 7.0 - Design of the Built Environment
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Delegation Register

Shire of Quairading

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

9.1.5 Subdivision control

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995</i> s.5.42 Delegation of some powers or duties to the CEO <i>Planning and Development Act 2005</i> clause 16 WAPC Delegation (DEL2020/01): Powers of Local Government
Express Power or Duty Delegated:	Authority to exercise the relevant powers and duties in the WAPC delegation instrument DEL2020/01.
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Approve a strata plan or an amendment of a strata plan to give effect to a subdivision of land by a strata scheme. (Cl15). 2. Impose conditions on a strata scheme approval as if the approval were for a plan of a submission given under the <i>Planning and Development Act 2005</i>. (c.15). 3. Approve an amendment to a scheme plan that proposes to Impose, vary or revoke a restricted use condition (c.21). 4. Approve an amendment or repeal of a scheme by-law (c.22).
Council Conditions on this Delegation:	<ol style="list-style-type: none"> 1. A local government that exercises the power referred to in clause 1 and/or clause 2 of DEL2020/01 (clauses 15, 21 and 22 of the <i>Strata Titles Act 1985</i>) is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC. 2. The delegation of s.15 of the <i>Strata Titles Act 1985</i>, does not apply to those applications that— <ol style="list-style-type: none"> a. Propose the creation of a vacant lot; b. Propose vacant air strata in multi-tiered strata scheme developments; c. Propose the creation or postponement of a leasehold scheme; d. Propose a type 1 (a) subdivision or a type 2 subdivision (as defined in s.3 of the <i>Strata Titles Act 1985</i>); e. In the opinion of the wapc as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the wapc in writing, relate to: <ol style="list-style-type: none"> i. A type of development; and/or ii. Land within an area, which is of state or regional significance, or in respect of which the wapc has determined is otherwise in the public interest for the wapc to determine the application.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Delegation Register

Shire of Quairading

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil – must be delegated to an employee.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Planning and Development Act 2005 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Shire of Quairading Local Planning Scheme No 3 <i>Planning and Development Act 2005 Clause 16(4)</i> DEL2020/01 - Powers of Local Government
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

9.1.6 Entering any Building or Land

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2, Clauses 82, 83 and 84
Express Power or Duty Delegated:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2, Part 10, Clause 79
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint Authorised Officers for the purposes of entering any buildings or land to determine whether the provisions of Local Planning Scheme No. 3 have been or are being observed in accordance with the relevant clauses of the <i>Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 Deemed Provisions – including clause 79</i>
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the Planning and Development Act 2005 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Shire of Quairading Local Planning Scheme No 3
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

9.1.7 Strata Titles Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<p><i>Planning & Development Act 2005</i></p> <p><i>Strata Titles Act 1985 s.15, 21, 22 and 24</i></p> <p>DEL 2020/01 – Powers of Local Government - On 19 March 2020, pursuant to section 16 of the Act, the Western Australian Planning Commission RESOLVED—</p> <ol style="list-style-type: none"> To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule, within their respective districts, subject to the conditions set out in clause 2 of Schedule 1. To declare that this instrument recording its resolution is to take effect upon the proclamation of the <i>Strata Titles Amendment Act 2018</i>.
Express Power or Duty Delegated:	Authority to exercise the relevant powers and duties delegated by the <i>Planning and Development Act 2005</i> , the <i>Strata Titles Act 1985</i> and relevant delegation instrument.
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> The local government may make a preliminary determination that the plans and specifications are of sufficient standard to be brought under the <i>Strata Titles Act 1985</i> as a building in a strata scheme (c.24). Power to determine applications for the issuing of a certificate of approval for a plan of subdivision, re-subdivision or consolidation, except those applications that: <ol style="list-style-type: none"> Propose the creation of a vacant lot; Propose vacant air stratas in multi-tiered strata scheme developments; In the opinion of the wapc as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the wapc in writing, relate to: A type of development; and/or Land within an area, which is of state or regional significance, or in respect of which the wapc has determined is otherwise in the public interest for the wapc to determine the application (c.24). Determine applications under s. 21 and 22 of the <i>Strata Titles Act 1985</i> in accordance with DEL2020/01.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
---	--

Delegation Register

Shire of Quairading

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
--	--

Compliance Links:	<p><i>Strata Titles Act 1985</i> ss .15, 21 and 22</p> <p>DEL 2020/01 - Powers of Local Government</p> <p><i>Planning and Development Act 2005</i></p>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

9.1.8 Local Development Plans

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Planning Scheme No. 3 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2, c.82
Express Power or Duty Delegated:	Authority to exercise the relevant powers and duties under the Local Development Plans
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. To prepare Local Development Plans, where appropriate. 2. Determine the information provided with an application is satisfactory for the purposes of advertising in accordance with c.49 of the Deemed Provisions. 3. Determine that a Local Development Plan does not require advertising in accordance with c.50(3) of the Deemed Provisions. 4. Approve, modify or refuse a Local Development Plan in accordance with 5. c.52 of the Deemed Provisions where there are no valid objections, or where valid objections have been resolved to the satisfaction of the Shire. 6. To extend the period of approval for a Local Development Plan in accordance with c.57(3) of the Deemed Provisions. 7. 7. Determine that an amendment is of a minor nature and does not require advertising in accordance with c.59(4) of the Deemed Provisions.
Council Conditions on this Delegation:	a. CEO must not approve a Local Development Plan for reasons set out in c.52(1A) of the Deemed Provisions.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Works & Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Local Planning Scheme No 3
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

9.1.9 Structure Plans

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Planning Scheme No. 3 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Express Power or Duty Delegated:	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Schedule 2, Part 10, Clause 79
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. To prepare a Structure Plan. 2. Determine whether the information provided with an application is satisfactory for the purposes of assessment and advertising in accordance with clause 17 of the Deemed Provisions. 3. Determine whether an amendment to a Structure Plan is of a minor nature and does require advertising in accordance with c.29 of the Deemed Provisions. 4. Prepare and forward a report of the proposed Structure Plan to the WAPC in accordance with c.20 of the Deemed Provisions.
Council Conditions on this Delegation:	a. CEO must not approve a Local Development Plan for reasons set out in c.52(1A) of the Deemed Provisions.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	<i>Nil – must be delegated to an employee.</i>
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Local Planning Scheme No. 3 <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Record Keeping:	All exercises of delegated authority to be record managed in F: Delegation Register Template (Click link to open) and Altus Content.

Version Control:

1	2023 Review
---	-------------

Delegation Register

Shire of Quairading

**10 Statutory Authorisations and Delegations to Local Government
from State Government Entities****10.1 Environmental Protection Act 1986****10.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]**Published by:
Environment**GOVERNMENT GAZETTE**
Western Australia
[Previous](#) [Close](#) [Next](#)No. 47. 19-Mar-2004
Page: 919 Pdf - 476kb**EV401****ENVIRONMENTAL PROTECTION ACT 1986****Section 20**

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

Delegation Register

Shire of Quairading

10.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 232. 20-Dec-2013
Page: 6282 [Pdf](#) - 3Mb

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment, Heritage.

Delegation Register

Shire of Quairading

10.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 71. 16-May-2014
Page: 1548 [Pdf](#) - [2Mb](#)

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of-

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Delegation Register

Shire of Quairading

10.2 Planning and Development Act 2005

10.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the *2nd* day of *June* 2016



**HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS**

Delegation Register

Shire of Quairading

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the Planning and Development Act 2005

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road. <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local Interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Amadise Shire of Ardcurton Shire of Augusta-Margaret River Town of Bassendean City of Baywater City of Belconnen Shire of Beverley Shire of Bodrington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capal Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Calamit City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cue Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/Vest Kimberley Shire of Donnybrook-Balingup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Edinburg City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Greenough Shire of Goomalling City of Gnowanda Shire of Hall Creek Shire of Harvey Shire of Inn Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalbarrie-Boulder Shire of Kalbarrie Shire of Kellerberrin Shire of Kent Shire of Koorup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Marelithama City of Meville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Morawa Shire of Morue Town of Moaman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbin Shire of Mundaring Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Delegation Register

Shire of Quairading

Shire of Nannup
 Shire of Narrobean
 Shire of Narmgin
 Town of Narrogin
 City of Neelands
 Shire of Ngaanyatjaraku
 Shire of Northern
 Shire of Northampton
 Shire of Nungarin
 Shire of Peppermint Grove
 Shire of Perenjori
 City of Perth
 Shire of Pingelly
 Shire of Plantagenet
 Town of Port Hedland
 Shire of Quairading
 Shire of Ravensthorpe
 City of Rockingham
 Shire of Roebourne
 Shire of Sandstone
 Shire of Serpentine Jarrahdale
 Shire of Shark Bay
 City of South Perth
 City of Stirling
 City of Subiaco
 City of Swan

Shire of Tammin
 Shire of Three Springs
 Shire of Toodyay
 Shire of Trayning
 Shire of Upper Gascoyne
 Town of Victoria Park
 Shire of Victoria Plains
 Town of Vincent
 Shire of Wagin
 Shire of Wandering
 City of Wanneroo
 Shire of Waroona
 Shire of West Arthur
 Shire of Westonia
 Shire of Wickiepin
 Shire of Williams
 Shire of Wiluna
 Shire of Wongan-Ballidu
 Shire of Woodliffing
 Shire of Wyalkatchem
 Shire of Wyndham-East Kimberley
 Shire of Yalgoo
 Shire of Yalgoo
 Shire of York



HON DONALD TERRENCE REDMAN MLA
 MINISTER FOR LANDS

2nd June
 day of 2016

Delegation Register

Shire of Quairading

10.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the *Strata Titles Act 1985* (DEL.2020/01)

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

Delegation Register

Shire of Quairading

10.3 Main Roads Act 1930

10.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

Delegation Register

Shire of Quairading

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Delegation Register

Shire of Quairading

Dated:

**THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS**)

WAS AFFIXED BY)

COMMISSIONER OF MAIN ROADS)

FOR THE TIME BEING IN THE
PRESENCE OF:)

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe,
perform and be bound by the above conditions.

THE COMMON SEAL of)

[Insert name of Local Government])

Was hereunto affixed pursuant to a
resolution of the Council in the
presence of:)

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

Delegation Register

Shire of Quairading

10.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads (“the Commissioner”) hereby authorises (“Authorised Body”) by itself, its employees, consultants, agents and contractors (together “Representatives”) to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the “Traffic Management for Works on Roads Code of Practice” (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia (“the Code”) referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner’s delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Delegation Register

Shire of Quairading

Dated:

THE COMMON SEAL OF THE)
 COMMISSIONER OF MAIN ROADS)
 WAS AFFIXED BY)
)
)
 COMMISSIONER OF MAIN ROADS)
 FOR THE TIME BEING IN THE PRESENCE OF:)

Signature of Witness

Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE)
)
)
 WAS AFFIXED PURSUANT TO A RESOLUTION)
 OF THE COUNCIL IN THE PRESENCE OF)

Chief Executive Officer

Witness

Delegation Register

Shire of Quairading

10.4 Road Traffic (Vehicles) Act 2012

10.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles

Delegation Register

Shire of Quairading



Government of Western Australia
Department of Transport
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:

Delegation Register

Shire of Quairading



Government of **Western Australia**
Department of **Transport**
Driver and Vehicle Services

- (a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and
- (b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.

A handwritten signature in blue ink, appearing to read 'C. Davers', written over a horizontal line.

Christopher Davers
Assistant Director, Strategy and Policy
Driver and Vehicle Services
Department of Transport

Dated the 5th day of September 2017

[Approval for ranger vehicles to fit and use yellow flashing lights \(transport.wa.gov.au\)](http://transport.wa.gov.au)

Extracted on line on 15 March 2021



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 17 – January 2007

Delegations

1. Introduction

This guideline has been developed in response to enquiries from local governments regarding the nature of delegations, how to go about determining whether to use delegations and other related matters.

Within the context of government administration and administrative law, this guideline:

- explains the concept of delegation;
- explains how delegations relate to or are derived from legislation;
- explains and illustrates the associated concept of 'acting through';
- provides guidance on determining which powers and duties should be delegated;
- explains the procedure for making delegations; and
- provides examples of delegations from selected powers and duties set out in the *Local Government Act 1995*.

This guideline also contains a listing of various powers and duties in the *Local Government Act 1995* and its associated regulations, and identifies powers and duties capable of delegation and to whom.

2. Definition of 'Delegate'

The [Macquarie Dictionary Second Edition](#) (1991), The Macquarie Library Pty Ltd, Macquarie University, New South Wales (Australia), p. 469, defines 'delegate' as follows:

- to send or appoint (a person) as deputy or representative;
- to commit (powers, duties, etc.) to another as agent or deputy; and
- to commit powers or duties to others.

The [Oxford Shorter English Dictionary Third Edition](#) (1978), Oxford University Press, Oxford (England), p. 511, defines 'delegate' as follows:

- a person sent or deputed to act for or represent another or others; a deputy, commissioner;
- to send or commission (a person) as a deputy
- or representative, with power to act for another; and
- to entrust or commit (authority, etc.) to another as an agent or deputy.

Justice Wills in *Huth v Clarke* (1890) 25 QBD 391, at 395 stated:

'Delegation, as the word is generally used, does not imply a parting with powers by the person who grants the delegation, but points rather to a conferring of an authority to do things which otherwise the person would have to do himself... [It] is never used by legal writers...as implying that the delegating person parts with his power in such a manner as to denude himself of his rights...[The] word 'delegate' means little more than an agent''

The definitions and judicial commentary above illustrate that:

- to delegate is to appoint another person to exercise a power or discharge a duty; and
- a delegation does not strip the person making the delegation of the right to exercise the delegated power or discharge the delegated duty.

3. The Nature of Delegation – Decision Making

Delegations are most commonly used in organisations where:

- A particular person has authority to exercise a discretion to enforce a right or discharge a duty on behalf of the organisation;
- That person or officer has either:
 - (i) a multitude of authorities to exercise a discretion to enforce rights or discharge powers; or
 - (ii) many circumstances in which they have authority to exercise a discretion to enforce rights or discharge duties;
- The business of the organisation could not be efficiently carried on if that person were to personally exercise their discretion to enforce all the rights or discharge all the duties; and
- Through practical administration, that person needs to appoint other persons to exercise their discretion to exercise powers or discharge duties on behalf of the organisation.

Whilst there is a requirement for local government delegations to be authorised by statute (as is explained in section 6 of these guidelines), there is no limitation (unless expressly stated to the contrary

by statute) on **appointing** a person to act on **behalf** of the local government or the CEO, provided that appointment does not include the power of delegation (see section 15 of these guidelines for details).

There is a legal distinction between:

- the delegation to a person to exercise a right or discharge a duty on behalf of an organisation; and
- appointing a person to act on behalf of an organisation or another employee of that organisation.

In most circumstances, where a person:

- Is appointed only to carry out the express instructions of an employee or the governing body of an organisation; and
- Is provided with only limited discretion in carrying out those instructions,

that appointment does not constitute a delegation and does not need to be formally delegated. Please see section 4 of these guidelines which explain the concept of 'acting through'. Section 3 of this guideline has illustrated that when determining whether an appointment is a delegation or simply an appointment to act on behalf of another person, it is critical to consider whether or not the person is appointed to exercise a broad discretion to exercise a power or discharge a duty.

4. The Concept of 'Acting Through'

In addition to covering delegations, the *Local Government Act 1995* introduces the concept of 'acting through'. Section 5.45 of the Act states that in relation to delegations, nothing prevents a 'local government from performing any of its functions by acting through a person other than the CEO' or 'a CEO from performing any of his or her functions by acting through another person'. The Act does not specifically define the meaning of the term 'acting through'. However, the key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

An appropriate method for a council of a local government to make a decision which will be implemented by its officers, is for it to make a policy about particular functions that it performs. In that case there is no need for a delegation as it will be the role of the organisation to implement those policy decisions.

It is critical in understanding the types of functions that are appropriate for 'acting through' another person in preference to delegation. This can be demonstrated through the following example. In this case, the Council gives the CEO the power to call tenders subject to certain cost parameters. If that power is delegated, the CEO could call tenders if the CEO believed the cost parameters had been satisfied (even if the Council's opinion was different to the CEO's opinion). However, under an 'acting through' arrangement, the CEO could only call tenders if the Council was satisfied about the cost parameters.

There are several advantages in using 'acting through' rather than delegation which include:

- it will better suit particular operational processes;
- it may decrease bureaucratic arrangements;
- it will reduce additional recording; and
- it will reduce reporting requirements placed on employees who are given delegated authority.

5. Legislative Powers for Delegations in Local Government

The legislation authorising the delegation of certain local government powers or duties and requiring records to be maintained in respect of such delegations, includes the:

- *Local Government Act 1995*;
- *Local Government (Miscellaneous Provisions) Act 1960*; (*Strata Titles Act 1985*);
- *Bush Fires Act 1954*; and
- *Planning and Development Act 2005*.

6. Local Government Act 1995

The provisions of the *Local Government Act 1995* which provide for delegations by a local government or its CEO are as follows:

- Section 5.16(1), states:
'Under and subject to section 5.17, a local government may delegate to a committee any of its powers and duties other than this power of delegation.'
- Section 5.42(1), states:
'A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.'
- Section 5.44(1), states:
'A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.'

The Act has been framed in a way that determines whether powers and duties can be delegated or not. If the term 'council' is used then it is the council itself which must carry out that function. If the term 'local government' is used then it may be possible to use delegation, subject to any other express powers against delegation or the desirability in using 'acting through' where it may be a better way of carrying out the power or duty.

7. Local Government (Miscellaneous Provisions) Act 1960; Strata Titles Act 1995

Section 2 of the *Local Government (Miscellaneous Provisions) Act 1960* effectively incorporates the provisions of that Act into the *Local Government Act 1995*, and therefore the delegation provisions of the *Local Government Act 1995* apply to the *Local Government (Miscellaneous Provisions) Act 1960*.

Section 2 states that:

'The Local Government Act 1995 applies as if the provisions of this Act were in that Act but in construing the provisions of this Act account is to be taken of the meanings they had before the Local Government Act 1995 commenced.'

In addition to the delegation powers of the *Local Government Act 1995* which apply to the *Local Government (Miscellaneous Provisions) Act 1960*, section 374(1b) of the *Local Government (Miscellaneous Provisions) Act 1960* provides for a local government to delegate the authority to approve certain plans to its building surveyor, stating that:

'The authority to approve or refuse to approve plans and specifications submitted under [section 374] may be delegated by a local government to a person appointed to the office of building surveyor...'

Reference also needs to be made to section 23 of the *Strata Titles Act 1985* which provides for particular delegations to employees.

8. *Bush Fires Act 1954*

Section 48 of the *Bush Fires Act 1954* provides for a local government to delegate powers to its CEO, stating that:

'A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.'

9. *Planning and Development Act 2005*

The *Planning and Development Act 2005* provides for a system through the Model Scheme Text as a set of general provisions for carrying out the general objects of town planning schemes.

Item 11.3.1 of the Model Scheme Text provides for a local government to delegate powers to a committee or its CEO, stating that:

'The local government may...delegate to a committee or the CEO...the exercise of any of its powers or the discharge of any of its duties under the Scheme, other than this power of delegation.'

Item 11.3.2 of the Model Scheme Text provides for a local government CEO to delegate their powers and duties to another employee, stating that:

'The CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under clause 11.3.1.'

10. Legislative Powers to Delegate Relate Only to the Act in which they are Contained

Some local governments have mistakenly attempted to use the legislative powers of delegation contained in one Act to delegate a power or duty contained in another Act.

Unless expressly stated to the contrary, a legislative power to delegate only relates to the powers or duties under the Act in which the delegation power is located.

It is not possible to, for example, rely on section 5.42(1) of the *Local Government Act 1995* to delegate any of a local government's powers under the *Bush Fires Act 1954* to a CEO. Any delegation by a local government of its powers under the *Bush Fires Act 1954* can only be delegated by the delegation provisions of that Act.

11. The Rule Against Sub-delegation

Notwithstanding that only some of the relevant legislation expressly prohibits sub-delegation, the common law prohibits sub-delegation unless it is expressly provided for by legislation.

For the avoidance of doubt, an example of sub-delegation is where person A is delegated to exercise a power and they attempt to delegate to person B to exercise the power which was originally delegated to person A.

Another example is the *Bush Fires Act 1954*. Unlike the *Local Government Act 1995*, the *Bush Fires Act 1954* does not provide for a CEO to delegate to another employee to exercise the powers

delegated by council to the CEO under section 48 of that Act. Therefore, only the CEO may exercise the powers delegated by council to the CEO under that Act.

12. Statutory Limitations on Delegations

There are limitations on all of the above legislative provisions which provide for the delegation of powers and duties.

Many of the limitations relate to sub-delegation. Other limitations include whether the delegation must be in writing, what types of powers and duties can be delegated and what type of majority decision is required to delegate a power or duty.

Not all of the limitations can be addressed in this operational guideline, due to their number and detail. However, the majority of the limitation provisions are located close to the provisions which provide for the delegations.

As the *Local Government Act 1995* is the Act under which most delegations will be made by local government, this guideline will discuss the limitations on delegations contained within that Act.

13. Delegations to Committees

Section 5.17 of the *Local Government Act 1995* provides limitations on what powers and duties a local government can delegate to its committees. Section 5.17(1) limits the powers and duties which can be delegated to committees, according to the types of members which constitute the committees eg:

- Council members only;
- Council members and employees only;
- Council members, employees and other persons; or
- Employees and other persons only.

Section 5.17(2) prohibits absolutely the delegation of any powers or duties to committees comprised of only persons other than local government council members or employees.

14. Delegations to the CEO

Sections 5.43(a) to 5.43(h) of the *Local Government Act 1995* provide limitations on what powers and duties a local government can delegate to its CEO, stating that:

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

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;

- (g) hearing or determining an objection of a kind referred in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.'

Section 5.43(i) of the Act provides for regulations to prescribe further powers or duties which cannot be delegated to the CEO.

The following regulations prescribe powers and duties which cannot be delegated to a CEO:

- (a) Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under:
 - (i) Sections 7.12A(2), 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to meetings with auditors); and
 - (ii) Regulations 18C and 18D (relating to the selection and appointment of CEOs and reviews of their performance).
- (b) Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

15. Delegations to Other Local Government Employees

Section 5.44(1) of the *Local Government Act 1995* provides for the CEO to make delegations to other employees.

The obvious main limitation of section 5.44(1) is that it expressly prohibits any sub-delegation of the power to delegate. This means that once the CEO has delegated a power or duty to an employee or employees, that power or duty cannot be on-delegated to other employees.

Just as a delegation to a CEO by a council may be done with conditions attached, when delegating to another employee a CEO may attach conditions to the delegation, provided that the CEO does not purport to delegate more powers or duties to the other employee than were delegated to the CEO.

16. Powers Under the Interpretation Act 1984

Section 59 of the *Interpretation Act 1984* explains the particular elements of the power to delegate when it appears in various Acts. It states:

'Construction of Power to Delegate

- (1) Where a written law confers power upon a person to delegate the exercise of any power or the performance of any duty conferred or imposed upon him under a written law –
 - (a) such a delegation shall not preclude a person so delegating from exercising or performing at any time a power or duty so delegated;

- (b) such a delegation may be made subject to such conditions, qualifications, limitations or exceptions as the person so delegating may specify;
 - (c) if the delegation may be made only with the approval of some person, such delegation, and any amendment of the delegation, may be made subject to such conditions, qualifications, limitations or exceptions as the person whose approval is required may specify;
 - (d) such a delegation may be made to a specified person or to persons of a specified class, or may be made to the holder or holders for the time being of a specified office or class of office;
 - (e) such a delegation may be amended or revoked by instrument in writing signed by the person so delegating;
 - (f) in the case of a power conferred upon a person by reference to the term designating an office, such a delegation shall not cease to have effect by reason only of a change in the person lawfully acting in or performing the functions of that office.
- (2) The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.
- (3) Where under a written law an act or thing may or is required to be done to, by reference to or in relation to, a person and that person has under a written law delegated a relevant

function conferred or imposed on him with respect to or in consequence of the doing of that act or thing, the act or thing shall be regarded as effectually done if done to, by reference to or in relation to the person to whom the function has been delegated.'

It is important to be aware that under these provisions, the delegator retains the power to make decisions if need be, despite the fact that a delegation has occurred.

Also, in situations when a number of people occupy a particular office throughout either the day or week (eg ranger officers), a delegation by office enables an employee who occupies that office for the time being, to exercise the powers and duties delegated to that office.

A delegation by office will also enable an employee who temporarily occupies an office, say in an acting role whilst the normal occupier of the office is sick, to efficiently exercise the powers and duties delegated to that office, without the need to go through the delegation process again. Care needs to be taken in ensuring that the person has the appropriate qualifications where required.

When delegating by office, it is essential to ensure that the office described is a distinctly identifiable office (eg Manager, Corporate Services).

17. Records of Delegations

The major requirements to keep records of delegations to committees, CEOs and other employees are contained in sections 5.18 and 5.46 of the *Local Government Act 1995*.

In relation to delegations to committees, section 5.18 states that:

'A local government is to keep a register of the delegations made [to committees] under this Division and review the delegations at least once every financial year.'

In relation to delegations to CEOs and other employees, section 5.46 states that:

- '(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.'

The registers of delegations to committees and CEOs should include a copy of the minutes which record the delegation (and any conditions) and can be kept in an electronic or paper format. In the case of a delegation from the CEO to an officer the register should also contain a copy of the memorandum of delegation.

Obligations are imposed on the recipients of delegated powers and duties. Under section 5.46 of the *Local Government Act 1995*, regulation 19 of the *Local Government (Administration) Regulations 1996* requires delegates to keep a record

of each occasion on which they exercise the powers or discharge the duties delegated to them, stating that:

'Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of:

- (a) how the person exercised the power or discharged the duty;
- (b) when the person exercised the power or discharged the duty; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.'

This provision does not necessarily require the keeping of a register and other efficient record keeping practices would be sufficient. However, it is recommended that such systems provide for accessible accountability of the performance of these tasks.

18. Delegates to Disclose Interests and Lodge Returns

Part 5 Division 6 of the *Local Government Act 1995* (disclosure of financial interests) also applies to delegates of powers and duties.

Section 5.71 states that:

‘If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and
- (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.

Penalty: \$10,000 or imprisonment for 2 years.’

In circumstances where the employee is carrying out a delegated function and the matter relates to his or her own projects, then another officer will need to have the authority to deal with the matter. In addition to the prohibition on delegates exercising the powers or performing the duties delegated to them, sections 5.75 and 5.76 of the *Local Government Act 1995* require employees who have been delegated powers or duties to lodge primary and annual returns. Sections 5.75 and 5.76 state:

5.75 Primary Returns

- (1) A relevant person other than the CEO must lodge with the CEO a primary return in the prescribed form within 3 months of the start day.
- (2) A CEO must lodge with the mayor or president a primary return in the prescribed form within 3 months of the start day.
- (3) This section does not apply to a person who:
 - (a) has lodged a return within the previous year; or
 - (b) has, within 3 months of the start day, ceased to be a relevant person.

Penalty: \$10,000 or imprisonment for 2 years.

5.76 Annual returns

- (1) Each year, a relevant person other than the CEO must lodge with the CEO an annual return in the prescribed form by 31 August of that year.
- (2) Each year, a CEO must lodge with the mayor or president an annual return in the prescribed form by 31 August of that year.

Penalty applicable to subsections (1) and (2): \$10,000 or imprisonment for 2 years.’

‘Relevant person’ includes a ‘designated employee’ who has been delegated a power or duty.

Section 5.78 of the *Local Government Act 1995* prescribes the information which must be included in the primary and annual returns.

Where an officer acts temporarily in a position with delegated power, that person will need to complete a financial interest return unless they have only acted in that position for less than 3 months.

19. Determining What Should Be Delegated

A decision to delegate a power or duty should be made by local governments only after thorough consideration of whether the delegation will facilitate the effective operation of the local government. This will therefore depend on the particular circumstances of each local government.

A local government council is unable to deal with all of the numerous issues and duties concerning its local government. As far as is possible and reasonable, councils should be predominantly concerned with dealing with higher level policy matters for their local governments.

Duties and powers which are operational in nature, but exercise a discretion should be delegated to the CEO.

Powers and duties can be delegated to CEOs with comprehensive conditions attached. The conditions limit the exercise of powers or discharge of duties to circumstances prescribed by the council. For example, a permit application which does not satisfy the conditions attached to a delegation, must be referred to the council for determination.

The Local Laws Manual (2005), Local Laws WA, Western Australian Local Government Association, Western Australia (Australia) at Section 2, page 10, provides a useful example of a recommendation to council for the delegation of certain powers with conditions attached, as follows:

‘That the administration of this Local Law including any enforcement action and collection of the annual licence fee be delegated to the CEO, but that the exercise of the following powers be reserved to the Council:

- (a) issue or refusal of a licence under clause...;
- (b) determination of a licence period under clause...;
- (c) cancellation of a licence under clause...;
- (d) renewal or refusal to renew a licence under clause...; and
- (e) determination of any security under clause...’.

Delegations with conditions are also frequently made in relation to employees other than the CEO for acquiring assets on behalf of a local government. An example is where the CEO delegates an employee with the power to purchase goods and services to a value of \$10,000 - any proposed purchases which would exceed this limit would need to be referred to the CEO for approval.

Many local laws provide for the appointment of employees as ‘authorised persons’ for the purpose of the relevant local law. Once an employee is appointed as an ‘authorised person’, it is not necessary for the CEO or council to delegate any powers to that employee in order for that employee to, say, enforce the relevant local law.

It is important to again note the difference between a delegation of a power or duty and the implementation of a council or CEO decision – see section 4 of this guideline in relation to ‘acting through’.

An example of carrying out a council decision (compared to exercising a delegated power or duty) is where a council approves an annual budget which includes the expenditure of \$40,000 for particular road maintenance to be carried out by employees. Employees do not need to be delegated the power to carry out their operational functions.

In the example above, if the relevant employees believe it is necessary to spend more funds than approved in the budget, they must refer that matter to the council for its approval – the adoption of an annual budget can only be done by an absolute majority of council, which under section 5.43(a) of the *Local Government Act 1995* cannot be delegated to the CEO or any other employee.

The principal consideration for a local government when deciding if it should delegate a power or duty, is whether the delegation will improve the efficiency of the local government's operations whilst ensuring that its policies are consistently implemented. See the attached schedule which lists those items where acting through would be a suitable mechanism for achieving that efficiency. Local governments also need to consider the content of their local laws and whether delegation may be necessary, in some circumstances. However, 'authorised persons' can normally carry out the 'policing' powers in local laws.

20. Procedure for Delegations by Council

Section 19 of this guideline considers how a local government can determine whether it should delegate particular powers and duties. This part considers the procedure for council to make a delegation.

When CEOs identify a duty or power of the local government which can be delegated and they believe that if it is delegated it will provide better efficiency, they should put the proposed delegation to their council, for approval.

As the earlier example from the Local Laws Manual (in section 19) demonstrates, a recommendation to council for a delegation is relatively straightforward. The essential elements of a delegation recommendation are:

- (a) correct and accurate identification of the power or duty to be delegated;
- (b) correct and accurate identification of the person or office to whom or which the power or duty is to be delegated;
- (c) correct and accurate definition of the circumstances (if any) in which the power or duty can be exercised or discharged; and
- (d) conditions on the exercise of the power or discharge of the duty.

It is important to note again that all delegations by council require an absolute majority decision.

Once a delegation has been made by council, the delegation must be recorded in the delegation register.

Under regulation 19 of the *Local Government (Administration) Regulations 1996*, the delegate must keep written records of when and how they exercise the delegated power or discharge the delegated duty, and the persons or classes of persons affected by the exercise of the power or discharge of the duty.

21. Procedure for Delegations by CEO

Similarly to delegations by councils, delegations by CEOs must accurately and correctly identify all elements of the delegation.

Employee proposals for delegations (for themselves or for other employees) should be provided to the CEO. The recommendations should be in a format similar to the recommendations for delegations by councils.

As with delegations by council, written records of delegations by the CEO must be kept in the delegations register and delegates must keep records of their exercise of delegated powers or discharge of delegated duties.

22. Schedule of Powers and Duties

The attached schedule lists the powers and duties under the *Local Government Act 1995* (with associated regulations) which cannot be delegated, those that can be delegated, and to whom the powers and duties can be delegated. It also lists those matters where ‘acting through’ may be the most practical way of carrying out those functions.

It is not suggested that all of the powers and duties which can be delegated should be delegated – the schedule is provided only as an indication of what can be delegated if it is appropriate for a particular local government.

Examples of Delegations

23. Issuing Notices to Owners or Occupiers of Land

Section 3.25(1) of the *Local Government Act 1995* provides for a local government to provide notice to a person requiring that person to do certain things in relation to land, stating that:

‘A local government may give a person who is the owner ... of land a notice in writing relating to the land requiring the person to do anything specified in the notice that:

- (a) is prescribed in Schedule 3.1, Division 1; or
- (b) is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2.’

If a council determines that the efficiency of its local government operations will be improved if its CEO is delegated to exercise the powers under section 3.25(1), the council may so delegate to the CEO either with or without any conditions.

The following is an example of a recommendation for such a delegation:

‘That, under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer be delegated to exercise the powers under section 3.25(1) of the *Local Government Act 1995*.’

As with all delegations by council:

- (a) any delegation to a CEO to exercise the powers under section 3.25 must be:
 - (i) by way of absolute majority decision;
 - (ii) recorded in the delegations register;
 and
- (b) the CEO must keep records of the exercise of the delegated power or discharge of the delegated duty.

For reasons of policy and/or to maintain uniformity, it may be inappropriate for a CEO to delegate to other employees to exercise any section 3.25(1) powers which have been delegated to the CEO. However, other employees can be appointed to carry out a CEO's exercise of powers delegated to the CEO, without those other employees needing to be delegated.

By way of example, in times when a cyclone is approaching a district, if the CEO is delegated to exercise section 3.25(1) powers, the CEO may decide that certain items must be tied down to prevent them from causing a hazard when the cyclone hits the district, and that section 3.25(1) notices must be issued in relation to those items. Once the CEO has decided this, the CEO may then appoint any number of employees to survey the district and, when they identify items which the CEO has decided must be tied down, complete the section 3.25(1) notices and issue them to the relevant person, on behalf of the CEO.

24. Calling for and Accepting Tenders

Section 3.57(1) of the *Local Government Act 1995* states that:

'A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.'

Section 5.43 of that Act states that:

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

- (a) ...
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph.'

Part 4 of the *Local Government (Functions and General) Regulations 1996* regulates and provides the procedures for local government tenders for providing goods or services.

A council may delegate to its CEO to invite tenders under section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*, without the necessity of setting a maximum limit on the tenders which the CEO may invite.

However, the effect of section 5.43(b) is that if a council wishes to delegate to its CEO to accept tenders under section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*, it may attach a condition to the delegation that specifies the maximum limit of the tenders which the CEO may accept.

Following is an example of a recommendation to council to delegate to its CEO to invite any tenders (in accordance with council's selection criteria) and accept tenders up to a limit of \$200,000 under section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*:

'That, under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer be delegated to:

- (a) Invite any tenders; and
- (b) Accept tenders up to an amount of \$200,000 in total value, under section 3.57 of the *Local Government Act 1995* and Part 4 of the *Local Government (Functions and General) Regulations 1996*.'

Local Government Act 1995

Relevant Exercisable Powers and Dischargeable Duties of a Local Government

(Refer to each section of the Act or Regulations for the full details of each power or duty to be exercised by the local government)

- This table sets out the Powers and Duties relevant to delegation and also identifies when 'acting through' the staff of the organisation may be appropriate.
- The table also indicates where delegation is not permitted and the Council is to perform that power or duty.
- See a ✓ where applicable.
- The decision to delegate will be a policy matter for each local government.
- The column headed 'Suitable for Acting Through' covers the situations where either the council has made a policy about the matter and the staff of the organisation implement that particular function or where the organisation may carry out the function administratively.

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
2.11(2)	A local government may change the method of filling the office of mayor or president		✓				
2.12A(1)(b)	Council, by motion passed by it, proposes to change method of filling office of mayor or president		✓				
2.12A(1)(c)	Local government to give public notice (of proposal to change method of filling office of mayor or president)	✓					
2.17(3)	A council with 15 councillors may retain those 15 even if a decision is made to elect the mayor/president by the electors		✓				
2.25(1)	A council may by resolution grant leave of absence to a member		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
3.5	A local government may make local laws to perform any of its functions under the Act		✓				
3.6(1)	With the Governor’s approval, a local government can apply a local law to an area that is not in a district		✓				
3.12(3)	Local government must give Statewide public notice (in relation to proposed local laws)	✓					
3.12(4)	Local government may adopt a local law		✓				
3.12(5)	Local government must publish (adopted local law in the Government Gazette)	✓					
3.12(6)	Local government must give local public notice (that a local law has been adopted)	✓					
3.15	A local government must ensure that people of its district are informed (of the purpose and effect of all its local laws)	✓					
3.16(1)	Within 8 years from the day a local law commences, a local government must review the operation of each local law following the process set out in section 3.16	✓					
3.16(2)	Local government must give Statewide public notice (in relation to the review of its local laws)	✓					
3.16(3)	After the last day for submissions in relation to the review of its local laws, a local government must consider submissions and cause a report to be submitted to council	✓					
3.16(4)	Local government may determine whether or not it considers that any of its local laws should be repealed or amended		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
3.21	In performing its executive function, the local government must ensure that the obligations set out in section 3.21 are complied with	✓					
3.22(1)	A local government that causes damage through the performance of its function must pay compensation to the owner or occupier						✓
3.25(1)	A local government may give an occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1. The local government must also inform the owner if the occupier is not the owner						✓
3.26(2)	In order to make a person comply with a notice, a local government may do anything it considers necessary to achieve the purpose for which the notice was given	✓					✓
3.26(3)	A local government may continue to undertake works that are not carried out by the owner or occupier and recover the costs as a debt	✓					✓
3.27(1)	A local government may go onto private land in the circumstances prescribed in Schedule 3.2 and carry out works, even if it does not have the consent of the owner	✓					✓
3.31(2)	After a local government has given notice, it may authorise a person to enter land, premises or thing without consent, unless the owner or occupier has objected to the entry	✓					✓
3.34(1)	A local government may enter land in an emergency without notice or consent	✓					✓
3.34(5)	A local government must give notice (to the owner or occupier of an intended entry in an emergency whenever it is practical)	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
3.36(3)	A local government may make an opening in a fence to do works on property subject to providing the owner or occupier with 3 days written notice	✓					✓
3.39	Local government may authorise an employee to remove and impound any goods	✓					✓
3.40(2)	If a local government impounds a vehicle to remove and impound goods, it must allow the offender to resume control of the vehicle as soon as practicable after the goods have been removed	✓					
3.40(3)	If the person entitled to resume control of the vehicle is not present, the local government must give notice (to the holder of a licence in respect of the vehicle, stating from where and when the vehicle may be collected)	✓					
3.40A(1)	Local government may authorise a person to remove and impound an abandoned vehicle wreck	✓					✓
3.40A(2)	Local government to provide notice (to the owner of a removed abandoned vehicle wreck, advising that the vehicle may be collected	✓					
3.40A(4)	Local government may declare that a vehicle is an abandoned vehicle wreck	✓					✓
3.42(1)	If a local government impounds non-perishable goods, it must either begin a prosecution against the offender or give them a notice stating from where and when the goods may be collected	✓					
3.44	Where non-perishable goods have been removed and impounded and a prosecution instituted, if the offender is not convicted or is convicted but it is not ordered that the goods be confiscated, the local government must give the alleged offender notice stating from where and when the goods may be collected	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
3.46(1)	A local government may refuse to allow goods impounded under sections 3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid	✓					
3.46(2)	A local government may refuse to allow goods removed under sections 3.40 or 3.40A to be collected until the costs of removing and keeping them have been paid	✓					
3.47(1)	The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43	✓					✓
3.47(2)	The local government may sell or otherwise dispose of any vehicle that has not been collected within 2 months of a notice having been given under section 3.40(3) or 7 days of a declaration being made that a vehicle is an abandoned vehicle wreck	✓					✓
3.47(2a)	The local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in section 3.47(2b) of the date a notice is given under sections 3.42(1) (b) or 3.44	✓					✓
3.47A(1)	If an impounded animal is ill or injured to such an extent that treating it is not practicable, the local government may humanely destroy the animal and dispose of the carcass	✓					✓
3.48	If goods are removed or impounded under section 3.39 and the offender is convicted, the local government may recover any expenses incurred in removing and impounding the goods	✓					✓
3.50(1)	A local government may close a thoroughfare to vehicles, wholly or partially, for a period not exceeding 4 weeks	✓					✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation						
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO	
	Part 3 – Functions of Local Government							
3.50(1a) and 3.50(4)	A local government may, after providing public notice of its intention and reasons, invite submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding 4 weeks							✓
3.50(6)	An order to close a thoroughfare may be revoked by the local government	✓						✓
3.50(8)	If a thoroughfare is closed without local public notice, the local government must give such notice as soon as practicable after its closure	✓						
3.50A	A local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare	✓						✓
Functions & General Reg 6(3)	A local government may, by local public notice, revoke an order under regulation 6(1) that closed a thoroughfare or alter it to make it less restrictive	✓						✓
3.51 (3)	Before fixing, altering or realigning a public thoroughfare or draining water onto adjoining land, the local government must give notice of its proposal, invite submissions and consider those submissions	✓						✓
3.52(2)	Except if they are closed or have restricted use, local governments are to ensure that public thoroughfares are kept open for public use	✓						
3.52(3)	When fixing, altering or realigning a public thoroughfare, the local government must ensure vehicle access to adjoining land is provided	✓						
3.53(3)	If an unvested facility lies within 2 or more districts, the local governments concerned can agree on its control and management			✓			✓	

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
3.54(1)	A local government may do anything it could do under the <i>Parks and Reserves Act 1895</i> if it were a Board appointed under that Act, to control and manage any land reserved under the <i>Land Act 1933</i> and vested in or placed under the control and management of the local government	✓		✓	✓	✓	✓
3.57(1)	A local government must invite tenders before it enters into a contract for goods or services with a value of \$100,000 or more (Functions and General Reg 11)			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 14(2a)	Where a local government is inviting tenders, the local government must determine in writing the criteria for accepted tenders			✓	✓		✓
Functions & General Reg 11(2)(d)	Tenders do not have to be publicly invited if the contract is to be entered into by auction after being expressly authorised by a resolution of the council		✓				
Functions & General Reg 14(4)(a)	Such information as a local government decides should be disclosed to those interested in submitting a tender		✓				
Functions & General Reg 18(4) & (5)	A local government must consider any tender that has not been rejected and decide which one to accept. It may decline to accept any tender			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 19	The local government must give each tenderer written notice stating the successful tender or advising that no tender was accepted	✓					
Functions & General Reg 20	A local government may, with the approval of the tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer	✓	Limited	✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 3 – Functions of Local Government						
Functions & General Reg 20 (2)	If the successful tenderer does not want to accept the contract with the variation or the local government and the tenderer cannot reach agreement, the local government can select the next most appropriate tenderer			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 21 (1)	A local government may seek expressions of interest before entering the tender process			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 21(3)	A local government must give statewide public notice (that it seeks expressions of interest before entering the tender process)	✓					
Functions & General Reg 23(3)	A local government must consider any submissions of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services			✓ Limited	✓ Limited		✓ Limited
Functions & General Reg 24	A local government must give each person who submitted an expression of interest written notice (of the outcome of its decision)	✓					
Functions & General Reg 24E(1)	Where local government intends to give a regional price preference the local government is to prepare a regional price preference policy	✓		✓	✓		✓
Functions & General Reg 24(E)(4)	A local government cannot adopt a regional price policy until the local government has considered submissions received	✓		✓	✓		✓
3.58(2)	A local government can only dispose of property to the highest bidder at public auction or the most suitable public tender			✓ Limited	✓ Limited		✓ Limited

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
3.58(3)	A local government can dispose of property by private treaty but must follow the process set out in section 3.58(3)			✓ Limited	✓ Limited		✓ Limited
Functions & Gen Reg 30(2)(a)(ii)	A disposition of land is an exempt of disposition of the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee	✓					✓
3.59(2)	A local government must prepare a business plan before it enters into a major trading undertaking, a major land transaction or a land transaction that is preparatory to a major land transaction	✓					
3.59(4)	A local government must give Statewide public notice (stating its proposal to enter into a major trading undertaking, a major land transaction or a land transaction that is preparatory to a major land transaction, where the plan may be inspected or obtained, and call for submissions on the plan within 6 weeks)	✓					
3.59(5)	The local government must consider submissions and then decide whether to proceed with the major trading undertaking, major land transaction or land transaction that is preparatory to a major land transaction		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 4 – Elections and Other Polls						
4.9(1)	If the mayor or president has not already done so, the council must fix the day on which a poll is held for an extraordinary election		✓				
4.16(4)	The council may decide, with the Electoral Commissioner's approval, that the election day for a vacancy that has occurred under section 2.32 before the first Saturday in August in the year prior to an ordinary election but after the first Saturday in February in an ordinary election year, is to be on the ordinary election day for that year		✓				
4.17(2)	The council may decide, with the Electoral Commissioner's approval, that a vacancy may remain unfilled if it occurred under section 2.32 before the first Saturday in August in the year prior to the election year in which the term would have ended under the Table to section 2.28, but after the first Saturday in February in that election year		✓				
4.20(2)	A local government may, with the approval of the person concerned and the Electoral Commissioner, appoint a person as the returning officer instead of the CEO		✓				
4.20(4)	A local government may, with the Electoral Commissioner's agreement, declare the Electoral Commission to be responsible for the conduct of an election		✓				
4.57(3)	A local government may appoint an eligible person (who is willing to accept the appointment) to any unfilled office if, at the close of nominations for an extraordinary election, under section 4.57(1) or (2), the number of candidates is less than the number of offices		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation			
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte
	Part 4 – Elections and Other Polls			To a 5.9(2) (c) - (e) Ctte	To the CEO
4.61(2)	Local government may decide to use postal voting for an election		✓		
Elections Reg 9(1)	The fees to be paid to an electoral officer for conducting an election are those agreed between the local government and the electoral officer	✓			
Elections Reg 28(1b) (b)	If a candidate's deposit has not been refunded within 28 days after notice is given of the result of the election, the local government is to credit that amount to a fund of the local government	✓			

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation				
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO	
	Part 5 – Administration							
5.2	The council of a local government must ensure there is an appropriate structure for administering the local government		✓					
5.3(1)	The council must hold ordinary meetings and may hold special meetings		✓					
5.4	The council may decide to hold an ordinary or special meeting		✓					
5.8	A local government may establish committees of 3 or more people to assist the council in exercising its powers and duties		✓					
5.15	A local government may reduce the quorum for a committee meeting		✓					
5.16(1)	A local government may delegate to a committee, under and subject to section 5.17, any of its powers and duties other than this power of delegation		✓					
5.18	A local government must keep a register of all delegations made to a committee (at least once each financial year)	✓						
5.18	A local government must review all delegations made to a committee	✓		✓	✓			✓
Admin Reg 12(1)	At least once every year a local government must give local public notice (of the date, time and place of all its ordinary council meetings and any committee meetings that must or are proposed to be open to the public, that are to be held in the next 12 months)	✓						
Admin Reg 12(2)	A local government must give local public notice (if any of the dates, times or places in the notice under regulation 12(1) change)	✓						
Admin Reg 12(3)	A local government must give local public notice (of the date, time and place of a special meetings of council that must be open to the public)	✓						

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 5 – Administration						
Admin Reg 14(1)	A local government is to ensure that notice papers and agenda relating to any council or committee meeting and reports and other documents tabled at the meeting or which have been produced for presentation at the meeting are made available to the public at the same time as they are available to council and committee members	✓					
Admin Reg 14A(1)(c)	A person who is not physically present at a meeting of a council or committee is to be taken to be present at the meeting if the council has approved of the arrangement by absolute majority		✓				
5.27(2)	General meeting of electors to be held on a day selected by a local government but not more than 56 days after the local government accepts the annual report for the previous financial year	✓					✓
5.36(1)	A local government must employ a CEO		✓				
5.36(4)	If the position of CEO becomes vacant, a local government must advertise the position in the manner and containing such information as prescribed	✓					
5.37(1)	A local government may designate any employee to be a senior employee			✓	✓		✓
5.37(2)	The council may reject or accept a recommendation by the CEO to employ or dismiss a senior employee. If it rejects a recommendation it must provide the CEO with its reasons		✓				
5.37(3)	If the position of a senior employee becomes vacant, a local government must advertise the position in the manner and containing such information as prescribed	✓					✓
5.38	The performance of each employee employed more than 1 year, needs to be reviewed	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation						
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO	
	Part 5 – Administration							
Admin Reg 18C	A local government is to approve a process for selection and appointment of the CEO			✓	✓			
Admin Reg 18D	A local government is to consider, accept or reject a review of the CEO's performance			✓	✓			
5.42(1) & 5.43	A local government may delegate to the CEO any of its powers and duties under this Act except those in section 5.43 and this power of delegation		✓					
5.50(1)	A local government must prepare a policy for employees whose employment is finishing, setting out the circumstances in which the local government would pay a gratuity and how that gratuity would be assessed, and give local public notice of the policy			✓	✓			✓
5.50(2)	A local government may make a payment to an employee whose employment is finishing, that is in addition to the amount set out in its policy, provided that local public notice of the payment is given			✓	✓			✓
5.53(1)	A local government must prepare an annual report for each financial year	✓						
5.54(1)	A local government must accept the annual report by 31 August after that financial year		✓					
5.56	A local government is to prepare a Plan for the Future	✓		✓	✓			✓
Admin Reg 19C(4)	A local government is to review its current plan for the future every 2 years			✓	✓			
Admin Reg 19C(7)	A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a plan for the future and when preparing any modifications of a plan	✓						

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 5 – Administration						
Admin Reg 19D(1)	After a plan for the future, or modifications to a plan, are adopted a local government is to give local public notice	✓					
Admin Reg 19D(5)	A Council is to adopt the plan for the future		✓				
Admin Reg 29A(2)	Information prescribed as confidential but that, under 5.95(7), may be available for inspection if a local government so resolves			✓	✓		✓
5.98(1)(b)	A local government may set a fee, within the prescribed range, to be paid to a council member who attends a council or committee meeting		✓				
5.98(2)(b)	A local government may approve expenses which are to be reimbursed to its councillors, provided that the expenses are of the kind prescribed as those which the local government can approve for reimbursement [subject to section 5.98(3)]			✓	✓		✓
5.98(4)	A local government may approve the reimbursement to a council member of an approved expense, either generally or in a particular case			✓	✓		✓
5.98A	A local government may decide to pay its deputy mayor or deputy president an allowance of up to the prescribed percentage of the annual local government allowance to which the mayor or president is entitled under section 5.98(5)		✓				
5.99	The local government may decide to pay council members attending council and committee meetings an annual meeting fee instead of an individual meeting fee		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation						
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO	
	Part 5 – Administration							
5.99A	A local government may decide that instead of reimbursing council members, under section 5.98(2), for all of a particular type of expense, it will instead pay all council members an allowance for that type of expense		✓					
5.100(2)	A local government may decide to reimburse expenses to committee members who are not council members or employees			✓				✓
5.101(2)	A local government may reimburse an employee for an expense that was incurred in relation to a matter affecting the local government			✓				✓
5.102	A local government may make a cash advance to a person for an expense which can be reimbursed			✓				✓
5.103(1)	A local government must prepare or adopt a code of conduct to be observed by council members, committee members and employees			✓				✓
5.103(2)	A local government must review its code of conduct within 12 months of every ordinary elections day			✓				✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
Financial M'gnt Reg 8(1)	A local government must maintain separate accounts for monies required to be held in the municipal fund, the trust fund, the reserve accounts, or monies relating to major land or major trading undertakings that will or are expected to span more than 2 financial years	✓					
Financial M'gnt Reg 11(1)	A local government must develop procedures for cheques, credit cards, computer encryption devices and passwords, purchasing cards and petty cash systems	✓					
Financial M'gnt Reg 11(2)	A local government must develop procedures for the approval of accounts	✓					
Financial M'gnt Reg 13(2)	A list of accounts for approval to be paid must be prepared for each month, including the date of the meeting of council to which the list is to be presented	✓					
Financial M'gnt Reg 19(1)	A local government must establish and document internal control procedures to ensure control over investments	✓		✓	✓		✓
6.2(1)	A local government must prepare by 31 August in each financial year, an annual budget for its municipal fund for the next financial year	✓					
6.2(1)	A local government must adopt the budget prepared		✓				
6.3	A local government must prepare a budget if a general valuation or a rate or service charge is quashed by a court or the State Administrative Tribunal, or if it intends to impose supplementary general rate or specified area rate for the remainder of a financial year	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
6.3	A local government must adopt the budget prepared (Budget for other circumstances)		✓				
6.4(1)	A local government must prepare an annual financial report for the preceding financial year and such other reports as are required	✓					
6.4(3)	By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor the accounts of the local government and the annual financial report	✓					
Financial M'gnt Reg 33A(3)	A council is to consider a budget review submitted to it and is to determine by absolute majority whether or not to adopt the review, any parts of the review on any recommendations made in the review		✓				
Financial M'gnt Reg 34(2)(c)	Each statement of financial activity is to be accompanied by documents containing such other supporting information as is considered relevant by the local government	✓					
Financial M'gnt Reg 34(1)	A local government must prepare monthly financial reports	✓					
6.9(3)	A local government must pay or deliver to the person entitled to it any money and its interest and any property	✓					
6.9(4)	A local government may transfer money held in trust for 10 years to its municipal fund, but must repay it to a person who establishes a right to the repayment, together with any interest earned on the investment	✓					✓
6.11(1)	A local government must establish and maintain a reserve account for each purpose for which it wishes to set aside money	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation			
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte
	Part 6 – Financial Management			To a 5.9(2) (c) - (e) Ctte	To the CEO
6.11(2)	A local government may change the purpose of a reserve account or use money held in a reserve account for another purpose	✓			
6.11(2)	A local government must give one month local public notice of a proposal to change the purpose of a reserve account or use money held in a reserve account for another purpose	✓			
6.12(1)(a)	A local government may, when adopting the annual budget, grant a discount or incentive for early payment of any money [subject to section 6.12(2)]	✓			
6.12(1)(b)	A local government may waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government [subject to section 6.12(2)]			✓	✓
6.12(3)	The local government may determine what conditions apply to the granting of a concession			✓	✓
6.13(1)	A local government may resolve to apply interest to any money that it has been owed [subject to section 6.13(6)], other than for rates and service charges	✓			
6.14(1)	A local government may invest money in its municipal or trust funds that is not being used, in accordance with Part III of the <i>Trustees Act 1962</i>	✓		✓	✓
6.16(1)	A local government may impose a fee or charge for any goods or services it provides, except for a service for which a service charge has been imposed	✓			
6.16(3)	As well as imposing fees and charges when adopting the annual budget, a local government may impose fees and charges during the year or amend, from time to time, fees and charges throughout the year	✓			

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
6.19	If a local government wishes to impose a fee or charge under Part 6 Division 5 Subdivision 2 after the annual budget has been adopted, it must provide local public notice of its intention to do so and the date from which the amended fees or charges will be imposed	✓					
6.20(1)	A local government may borrow or re-borrow money, obtain credit or extend its financial accommodation in other ways		✓				
6.20(2)	If a local government proposes to exercise its power to borrow but it is not budgeted for, unless the proposal is of a prescribed kind, it must give one month public notice of the proposal	✓					
6.20(2)	If a local government proposes to exercise its power to borrow but it is not budgeted for, it must make the resolution to do so by absolute majority		✓				
6.20(3)(a)	If a local government exercises its power to borrow and then decides not to proceed with the proposal or it does not use all of the money, credit or financial accommodation, after giving one month local public notice it may resolve to use it for another purpose		✓				
6.20(3)(b)	If a local government exercises its power to borrow and then decides not to proceed with the proposal or it does not use all of the money, credit or financial accommodation, it may resolve to use it for another purpose		✓				
6.20(3)	One months public 'notice' must be given	✓					
6.26(3)	If Co-operative Bulk Handling Ltd and a local government cannot reach an agreement, under section 6.26(2)(i), the local government may refer the matter to the Minister for determination			✓	✓	✓	✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
6.29(2)	A local government must impose a rate on the basis of unimproved value to any tenement, licence or permit that is located in a district for which only rates on the basis of gross rental value apply		✓				
6.32(1)	When adopting the annual budget, a local government may, in order to make up a budget deficiency, impose a general rate on rateable land within its district, and may impose a specified area rate or a minimum payment on rateable land within its district, and may impose a service charge on land within its district		✓				
6.32(3)	A local government may, in an emergency after rates in a financial year have been imposed, impose a supplementary general rate or specified area rate for the unexpired portion of the current financial year, and is to impose a new general rate, specified area rate or services charge if a court or the State Administrative Tribunal quashes a general valuation, rate or service charge		✓				
6.33(1)	Local government may impose differential general rates		✓				
6.35(1)	Local government may impose on any rateable land in its district a minimum payment		✓				
6.36(1)	A local government must give local public notice (of its intention to impose any differential general rates or minimum payment applying to a differential rate category under section 6.35(6)(c))	✓					
6.37(1)	Local government may impose a specified area rate on rateable land		✓				
6.38(1) Financial M'gnt Reg 54	A local government may impose a service charge on owners or occupiers to meet the cost of providing television and radio rebroadcasting, volunteer bush fire brigades, underground electricity etc		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
6.39(1)	As soon as practicable after a local government resolves to impose rates, it must compile a record of all rateable land in the district and all land which has a service charge imposed	✓					
6.39(2)	A local government must, from time to time, amend the current rate record to ensure it is accurate and correct and may amend the rate record for the 5 years preceding the current financial year	✓					
6.40(1)	If the rateable value, rateability or the rate imposed on any land is amended in the rate record, under section 6.39(2), the local government must reassess the rates payable and give notice to the owner of the land of any change in the amount of rates payable	✓					
6.40(2)	If a service charge on any land is amended in the rate record, under section 6.39(2), the local government must reassess the service charge and give notice to the owner of the land of any change of the amount of service charge payable	✓					
6.40(3)	If rates are reduced, under section 6.40(1), a local government must refund the owner of the land on request or credit the amount for rates or service charges	✓					
6.40(4)	If a service charge is reduced, under section 6.40(2), and the service charge had already been paid by the owner, the owner may request and then the local government must pay the overpaid amount to the owner or, alternatively, the overpaid portion is credited against any future amounts payable. If the service charge was paid by the occupier, the local government must pay the overcharged portion to the person who paid it	✓					
6.41(1)	A local government must give a rate notice to the owner of rateable land and the owner or occupier (as the case requires) of land on which a service charge is imposed, containing the particulars required	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
6.45(1) Financial M'gmt Reg 64(2)	When adopting its annual budget, a local government must determine the due date for payment of instalments after the first instalment		✓				
6.45(3) & Financial M'gmt Reg 67	A local government may impose an additional charge (including by way of interest) where payment of a rate or service is by instalments and that additional charge is taken to be a rate or service charge		✓				
6.46	A local government may, when imposing a rate or service charge, resolve to grant a discount or incentive for its early payment		✓				
6.47	A local government may, at the time of imposing rates and service charges, resolve to waive a rate or service charge or grant a concession	✓					
6.49	A local government may make an agreement with a person to pay their rates and service charges	✓					✓
Financial M'gmt Reg 66(2)	If an instalment remains unpaid after the day on which the next instalment becomes due the local government may revoke the ratepayer's right to pay by instalments	✓					
Financial M'gmt Reg 66(3)(b)	The local government must in writing immediately notify the ratepayer of the revocation	✓					
6.50(1) and 6.50(2)	A local government may determine the due date that rates and charges become due, but which date cannot be sooner than 35 days after the date noted on the rate notice	✓					✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation			
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte
	Part 6 – Financial Management			To a 5.9(2) (c) - (e) Ctte	To the CEO
6.51(1) & Financial M'gmt Reg 70	A local government may resolve to impose interest (not to exceed 13%) on a rate, service charge and any costs of recovery that remains unpaid		✓		
6.56(1)	A local government may recover an unpaid rate or service charge and the cost of proceedings in court of competent jurisdiction	✓			✓
6.60(2)	A local government may give notice (to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the local government in satisfaction of the rate or service charge)	✓			✓
6.60(3)	If a local government gives notice to a lessee, under section 6.60(2), the local government must give a copy of the notice to the lessor	✓			✓
6.60(4)	If a local government gives notice to a lessee, under section 6.60(2), and the lessee fails to pay rent to the local government, the local government may recover the rate or service charge as a debt from the lessee	✓			✓
6.61(1)	A local government may request an occupier, an agent or the person who receives the rent of a property, to give the name and address of the owner to the local government	✓			
6.64(1)	If any rates or service charges have remained unpaid for at least 3 years, a local government may take possession of the land and hold the land against a person having an estate or interest in the land, and may lease or sell the land or transfer it to the Crown or itself			✓	✓ subject to 5.43(d)
6.64(2)	A local government that takes possession of land, under section 6.64(1), must give the owner such notice as prescribed and then affix the notice to a conspicuous part of the land in the form prescribed	✓			

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 6 – Financial Management						
6.64(3)	A local government may lodge a caveat in respect of any land for which rates and service charges are outstanding	✓					✓
6.69(2)	A local government may accept payment of any outstanding rates or service charges on such terms and conditions as are agreed between the parties, up to the time of actual sale of the relevant land but not more than 7 days prior to same	✓					
6.69(3)	If a local government accepts payment of outstanding rates or service charges, under sections 6.69(1) or 6.69(2), the local government is required to make such notifications and take such measures as are prescribed to cancel the proposed sale	✓					✓
6.71(1)	If a local government is unable to sell land under Part 6 Division 6 Subdivision 6 within 12 months, it may transfer the land to the Crown or itself			✓	✓		✓ subject to 5.43(d)
6.71(3)	If a local government transfers land to itself, under section 6.71(1) (b), it must pay any sum owed under a mortgage, lease, tenancy, encumbrance or charge in favour of the Crown in right of the State or a department, agency or instrumentality of the Crown	✓					
6.74(1)	A local government may apply in the prescribed form to the Minister to have land revested in the Crown if it is rateable vacant land and rates or service charges in respect of it have remained unpaid for at least 3 years			✓	✓		✓
Financial M'gment Reg 77(1)	Before applying to have land revested under section 6.74, a local government must give notice to the owner of the land and any other interested persons and publish the notice in the Gazette	✓					
Financial M'gment Reg 77(3)	A local government must consider any objections it receives in relation to a revestment under regulation 77			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
6.76(4)	Part 6 – Financial Management A local government may extend the time for a person to make an objection in relation to the rate record	✓		✓	✓		✓
6.76(5)	The local government must consider any objections to the rates record and may disallow or allow the objection either wholly or in part			✓	✓		✓
6.76(6)	The local government is to provide the person with notice of its decision	✓					

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation			
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte
	Part 7 – Audit			To a 5.9(2) (c) - (e) Ctte	To the CEO
7.1A(1) & 7.1A(2)	Local government to establish an audit committee, appoint members to the committee with a minimum of 3 members and a majority of which are council members		✓		
7.1B	Despite section 5.16, a local government can delegate to an audit committee only those powers and duties contained in Part 7		✓		
7.3(1) & (2)	A local government must appoint one or more persons, on the recommendation of the audit committee, to be its auditor		✓		
7.6(2)(f)	A local government may terminate the appointment of an auditor by written notice			✓ Audit Ctte	
Audit Reg 8(1)	Where a local government has terminated an agreement with its auditor, it must give notice and reasons for the termination to the Executive Director within 30 days	✓			
7.6(3)	If the auditor's registration as a company auditor is suspended or the auditor is unable or unwilling to carry out their duties, a local government must appoint a person to conduct or complete its audit		✓		
7.12A(2)	A local government must meet with its auditor at least once a year			✓ Audit Ctte	
7.12A(3)	A local government is to examine the auditor's report, under section 7.9(1) and any report under section 7.9(3), and must determine if any matters raised by the report require action and ensure that appropriate action is taken			✓ Audit Ctte	

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
7.12A(4)	Part 7 – Audit A local government must prepare a report on any action taken in response to an auditor’s or section 7.9(3) report, and provide it to the Minister			✓ Audit Ctte			
Audit Reg 14(1)	A local government must carry out a compliance audit for the period 1 January to 31 December in each year	✓					
Audit Reg 14(3)	A compliance audit return must be presented to the council at a meeting of the council, adopted by the council and recorded in the minutes of the meeting at which it is adopted		✓				

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
8.2(2)	Part 8 – Scrutiny of the Affairs of Local Governments Upon receiving a request from the Minister for information, a local government must provide the information to the Minister within the specified time of the notice	✓					✓
8.14(3)	A local government must give the Minister advice of what things it has done or will do to comply with an enquiry report from the Minister or a person authorised by the Minister, within 35 days of receiving the report			✓	✓		✓
8.23(4)	A local government must give the Minister advice of what things it has done, or will do, to comply with an Inquiry Panel's report within 35 days of receiving the report, or give its comment on a recommendation to dismiss the council			✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation					
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
	Part 9 – Miscellaneous Provisions						
9.6(1)	An objection under Part 9 is to be dealt with by the council or a committee authorised by council to deal with it		✓				
9.6(5)	The local government must give the person who made the objection notice of how it was disposed of and reasons why	✓					✓
9.9(3)	As soon as a decision under section 9.9(1)(b) is made, the local government must give the affected person written notice stating the reasons for the decision	✓					✓
9.10(1) & (2)	The local government may appoint persons or classes of persons to be authorised to perform certain functions and must issue them with a certificate stating they are authorised	✓		✓	✓		✓
9.60(4)	A local government is to administer any regulation made under section 9.60 as if it were a local law	✓					
9.63(1)	If a dispute has arisen between 2 or more local governments, a local government may refer the matter to the Minister to resolve			✓	✓		✓
9.68(5)	A local government may recover accruing rates from a principal or agent who has failed to give a notice to the local government in accordance with section 9.68	✓					✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation			
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte
11(2)	<p>Schedule 2.1 – Provisions about Creating, Changing the Boundaries of, and Abolishing Districts</p> <p>Any local governments affected by an order made under clause 2.1 are to negotiate any adjustment or transfer between them of property, rights and liabilities</p>			✓	✓
				To a 5.9(2) (c) - (e) Ctte	To the CEO

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Suitable for Acting Through	Delegation Prohibited	Applicable Delegation			
				To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte	To a 5.9(2) (c) - (e) Ctte	To the CEO
4(1)	A local government must consider any submissions made under clause 3			✓	✓		✓
4(2)	If a council believes that a submission is of a minor nature or one which would not require public submissions, it may either propose to the Advisory Board that a submission be rejected or itself deal with it under clause 5(b)		✓				
4(3)	If it is a council's opinion that a submission is substantially similar to a submission in respect of which the local government made a decision in the last 2 years, or the majority of affected electors who made the submission no longer support it, the local government may reject the submission		✓				
4(4)	Unless a local government decides to deal with a submission under clause 5(b) or rejects it or proposes to reject it under clauses 4(1) or 4(2), the local government must carry out a review as to whether or not the order sought should, in the council's opinion, be made		✓				
5	Whether or not it has received a submission, a local government may carry out a review as to whether or not an order under clauses 2.2, 2.3(3) or 2.18, should, in the council's opinion, be made, or propose to the Advisory Board the making of an order under clauses 2.2(1), 2.3(3) or 2.18(3), if, in the opinion of the council, the proposal is of a minor nature or one which would not require public submissions, or propose to the Minister the making of an order changing the name of a district		✓				
6	A local government must carry out a review of its ward boundaries and the number of councillors per ward every 8 years or as directed by the Advisory Board	✓		✓	✓		✓

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation			
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte
7	Schedule 2.2 – Provisions about Wards and Representation A local government is to provide local public notice (advising that it is about to review its wards and inviting submissions)	✓			To a 5.9(2) (c) - (e) Ctte
8	The council must have regard to community of interests, physical and topographical features, demographic trends, economic factors and the ratio of councillors to electors in respect of considerations about wards			✓	To the CEO
9	When a ward review is complete, the local government must prepare a report for the Advisory Board and may propose the making of an order under clauses 2.2(1), 2.3(3) or 2.18(3)			✓	

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation			
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte
				To a 5.9(2) (c) - (e) Ctte	To the CEO
1(1)	When imposing general rates, a local government may resolve that a general valuation, which results in an increase, can be phased in over 3 years		✓		
1(5)	If a local government makes a resolution, under clause 1(1), it must request the Valuer General, at the same time as the Valuer General determines an interim valuation that will come into force in the district during the first 2 years of the phasing in period, to determine a valuation under subclause (6). The local government must give the Valuer General immediate written notice when the valuation is no longer required	✓			
2(1)	When imposing general rates, a local government may resolve that gross rental valuations can be phased in over 3 years		✓		
2(5)	If a local government makes a resolution under clause 2(1), it must request the Valuer General, at the same time as the Valuer General determines an interim valuation that will come into force in the district during the first 2 years of the phasing in period, to determine a valuation under subclause (6). The local government must give the Valuer General immediate written notice when the valuation is no longer required	✓			

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation			
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte
1(1)	<p>Schedule 6.2 – Provisions Relating to Lease of Land where Rates or Service Charges Unpaid</p> <p>A local government may lease the land with any conditions for a term that does not exceed 7 years</p>	✓		✓	✓
				To a 5.9(2) (c) - (e) Ctte	To the CEO
					subject to 5.43(d)

Section/ Regulation	Relevant Exercisable Power or Dischargeable Duty of Local Government	Applicable Delegation			
		Suitable for Acting Through	Delegation Prohibited	To a 5.9(2) (a) Ctte	To a 5.9(2) (b) Ctte
	Schedule 6.3 – Provisions Relating to the Sale or Transfer of Land where Rates or Service Charges Unpaid			To a 5.9(2) (c) - (e) Ctte	To the CEO
1(1)	Before exercising its power of sale, a local government must give the owner, or any other person who has a recorded interest in the land, opportunity to pay the rates or service charges. It must send them notice by certified mail and place a notice [with the contents prescribed in clause 1(2)] on its notice board for a minimum of 35 days	✓			
1(3)	A local government must give local public notice (if the owner or other interested parties do not have a recorded address)	✓			
1(4)	The local government must appoint a time at which the land may be offered for sale by public auction, not less than 3 months and not more than 12 months from the service of the notice under clauses 1(1) or 1(2)			✓	✓
2(1)	The local government must give (Statewide public notice of the sale)	✓			
2(3)	The local government must give the Registrar of Titles or the Registrar of Deeds a memorial of the Statewide notice	✓			
4(1)	A local government may transfer or convey to the purchaser of the land an indefeasible estate in fee simple			✓	✓ subject to 5.43(d)
7(2)	If the land has not been sold within 12 months, the local government may begin the process again in accordance with this Schedule	✓			

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

Department of Local Government and Communities

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall (Country only): 1800 620 511

Email: info@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au

Translating and Interpreting Service (TIS) – Tel: 13 14 50

Issue #	Issue Date	Officer	Position	Delegation Number	Delegation Subject & Action Taken	Parties Concerned	Property Address	Suburb	Delegation Particulars	File Reference	Date
1920-04		Jane Doe (Example)	CEO	Delegation 14	Investment of Funds	Bankwest Term Deposit	N/A	Quairading	Shire - \$1,000,000 Reserves - \$341,715	Policy 10	24/01/2023

9.1.4 Disposal of Property Policy

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments 1. Disposal of Property Policy [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

COMMITTEE RESOLUTION: ARC 025-22/23

That the Audit & Risk Committee recommend to Council, to endorse the Disposal of Property Policy.

IN BRIEF

The Shire of Quairading hired a governance consultant, Ms Belinda Knight, to assist with the review of the Delegation Register. As part of the review, Ms Knight recommended the development of certain Policies that directly relate to the Register's administered delegations.

Attachment [1] is the Disposal of Property Policy.

MATTER FOR CONSIDERATION

That Council consider recommending to Council to endorse the Disposal of Property Policy.

BACKGROUND

This year, Council's Delegation Register required to be updated as per the *Local Government Act 1995*. To ensure compliance, the CEO outsourced the development of the Delegation Register to a governance consultant, Ms Belinda Knight.

Ms Knight scrutinised and amended the Register. The Register was cross referenced with relevant legislation and current Council policies and procedures. There are policies that Council do not have that directly relate to the Register and are required for compliance purposes.

The purpose of this policy is to ensure any property (which encompasses plant/machinery/vehicles, furniture, equipment, building materials, livestock and land/buildings) is disposed of in accordance with the *Local Government Act 1995* which is very specific in the way of which particular items can be disposed of by Council.

In the past, office staff have been asked by members of the public if Shire owned items can be purchased (e.g. items from the tip, plant/machinery that isn't in use, materials at the top yard). This policy provides a clear process for staff to follow to ensure the Act is appropriately followed.

Attachment [1] is the Disposal of Property Policy which is being table for Council consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Asset Management Policy

FINANCIAL IMPLICATIONS

There is no financial impact to the Shire with the creation of this Policy, however, the Policy clearly outlines to staff (and residents who may want to purchase an item from the Shire) the process to follow to ensure the Shire remains compliant with the selling/disposal of any Council property.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

Ms Belinda Knight was used as a consultant for the Delegations Register and provided the advice to develop this policy.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Asset Management Plan is non-compliant due to aging assets and increasing costs.

Non-compliance with work health and safety legislation increases the risk and potential liability to the public, staff and Councillors.

RISK ASSESSMENT

	Option 1
Financial	Low <i>There was no cost to the Shire in the development of this Policy, however, it ensures due diligence if Council would like to sell any Council property for financial gain.</i>
Health	N/A
Reputation	Low <i>This Policy ensures compliance with the Local Government Act 1995.</i>
Operations	Low <i>This Policy is an interpretation of the Local Government Act 1995 which makes it easier for staff to refer to, rather than searching the Act.</i> <i>This Policy requires reviewed on a biennial basis.</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
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

Nil.

DISPOSAL OF PROPERTY POLICY

PURPOSE

This policy is intended to provide guidelines for the disposal of Shire of Quairading owned property deemed surplus to the Shire's requirements.

OBJECTIVE

The Shires Disposal of Property Policy intent is to ensure full compliance with applicable legislative obligations and principles of transparency:

- a. Assets disposal decisions, including reasons for such action are to be recorded in the Shires assets registers and associated accounting records;
- b. Under no circumstances are items to be donated to staff.

DEFINITIONS

For the purpose of clarity, the term "Property" and "Asset" are interchangeable to ensure alignment with the *Local Government Act 1995*.

Disposal

Includes to sell, lease, or otherwise dispose of, whether absolutely or not.

Property

Includes the whole or any part of the interest of a local government in property but does not include money. The term "Property" encompasses:

- a. Plant and vehicles trade-ins.
- b. Machinery.
- c. Furniture.
- d. Equipment.
- e. Miscellaneous items.
- f. Abandoned vehicles.
- g. Building/construction materials.
- h. Livestock and;
- i. Land or buildings.

POLICY

1. Statutory provisions of property disposal

Under Section 3.58 of the *Local Government Act 1995*, a local government can only dispose of property to:

- a. The highest bidder at public action; or
- b. The person at public tender who, called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

DISPOSAL OF PROPERTY POLICY



The Shire can dispose of property other than above if, before agreeing to dispose of the property, it:

- a. Gives local public notice of the proposed disposition, describing the property concerned and giving details of the proposed disposition:
 - i. Describing the property concerned; and
 - ii. The names of all other parties concerned; and
 - iii. The consideration to be received by the local government for the disposition; and
 - iv. The market value of the disposition.
- b. Invites submissions to be made to the Shire before a date not less than 2 weeks after the first notice is given, and;
- c. Considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

This does not apply to:

- a. A disposition of an interest in land under the *Land Administration Act 1997* Section 189 or 190; or
- b. A disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- c. Anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- d. Any other disposition that is excluded by regulations from the application of this section.

2. Authority to Dispose of Property

- a. Decisions on the disposal of property (assets) may only be made in accordance with Delegated Authority detailed in the Shire's Delegated Authority Register or by resolution of Council.
- b. For major project work where disposal of property (assets) is likely to exceed the delegated authority limit, a Council resolution is required that details full financial and asset management implications associated with the disposal(s).
- c. In instances where major projects requiring Council approval and include as part of the works disposal of existing assets, there is an obligation to disclose the written down value under financial implications of the Council report.

3. Plant, Machinery, Furniture, Equipment and Miscellaneous Items

The disposal of property (other than land or buildings) with a market value of less than \$20,000 is an exempt disposition under Regulation 30 of the *Local Government Functions and General Regulations 1996*. Accordingly, the following methods of disposal may be used by the Shire:

- a. Sale by public or private auction, including an online bidding system or portal system.
- b. Trade-in for other property.
- c. Donation or gifting of the property to local schools and community groups or not for profit organisations by Council Resolution.



The disposal of property (other than land) is an exempt disposition under Regulation 30 of the Local Government Functions and General Regulations 1996 if the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

At all times, the Shire will aim to maximise the value of any asset being disposed of.

Disposal of existing plant and equipment is based on the following considerations:

- a. A condition rating applied to each asset;
- b. An assumed economic life applied to each asset group;
- c. A replacement date for each asset;
- d. Asset replacement cost.

It is the responsibility of the Executive Manager of Works & Services to ensure the monitoring of all plant, machinery, equipment, and miscellaneous items to ensure that they are being utilised to provide maximum benefit to the Council. Any changes or usage that may have a detrimental effect to the Shire must be brought to the attention of Council.

4. Unsaleable Property (other than land or buildings) – Including Damaged and/or Contaminated Property

When all efforts fail to dispose of the property in accordance with the above guidelines, the Shire may resort to sale by private treaty if any unsolicited offers are received or the Shire may choose (by Council Resolution) to offer the property to a local community group or member at no cost or authorise its disposal by recycling or scrapping.

5. Livestock and Other Animals

When the Shire is in a position to dispose of livestock or any other animals, the below methods of disposal may be used:

- a. In the first instance, the shire must attempt to surrender the livestock or animal to an appropriate rescue organisation.
- b. If this is unsuccessful, sale by public or private auction.

If neither of the above two options are successful, the Shire may choose to dispose of the property by private treaty if any unsolicited offers are received or the Shire may choose to offer the property to a local community group or member at no cost. If the above methods of disposal fail, the Shire may resort to the humane destruction of said livestock or animal.

At all times, the disposal of all livestock and other animals will be in accordance with the relevant acts, namely; *Dog Act 1976*, *Cat Act 2011* and *Local Government Miscellaneous Provisions Act 1960*.

6. Sale of Land

The direction provided by this policy applies to any sale of land or buildings owned by Council and does not apply to sale of land for the recovery of unpaid rates.

The Council will approve the sale of Council land or buildings by:

- a. Offering the property for sale by tender; or
- b. Appointment of a real estate agent to market the sale of the property by private treaty; or
- c. Appointment of a real estate agent to conduct a public auction; or



- d. A combination of the above.

Prior to the disposal of the property, a reserve figure or disposal price for the property to be offered for sale shall be determined in consultation with the appointed agent (where appropriate).

The reserve price shall be no less than a sworn valuation obtained from a Licensed Valuer, obtained not more than 6 months prior to the proposed disposition.

The deposit required to be paid if the property is sold by public auction or private treaty is \$10,000, on the fall of the hammer at auction or on the date of the acceptance of an offer to purchase, with the balance payable at settlement.

7. Public Auction

Where a property is offered for sale by public auction and fails to sell at the set reserve figure, the agent may be appointed to continue to market the property for a period of 90 days following the date of auction, to achieve a sale, providing that:

- a. Any offer to purchase is in a form which may be accepted;
- b. The agent's commission is to be calculated on the sale price achieved or as otherwise agreed to;
- c. The offer is for the amount equal to or higher than the reserve price set for the auction, unless otherwise agreed to by the CEO; and
- d. The provisions of section 3.58 of the *Local Government Act 1995* have been satisfied.

8. Public Tender

If a property is to be sold by public tender the provisions of Section 3.58 (2)(b) of the *Local Government Act 1995* apply. If the tender fails to secure an acceptable offer, the land may be sold by private treaty.

9. Private Treaty

Where a property is to be sold by private treaty without being first offered at public auction or public tender, the following provisions relating to giving public notification of the proposed disposition to Section 3.58 (3) of the *Local Government Act 1995* (Public Notice) will apply:

- a. The offer to purchase must be in a form which may be accepted;
- b. An offer may not be accepted if less than the agreed disposal price as set in accordance with this policy, or is a price acceptable to Council and has been advertised in accordance with Section 3.58; and
- c. An amount of \$10,000 deposit is to be paid by the prospective purchaser upon acceptance of the offer to purchase made with the balance payable on the settlement date. This provision does not apply if the property is purchased for less than \$10,000.

10. Unsolicited Offers

If Council receives an unsolicited offer for a Council Property, the CEO will determine based on Council's adopted strategies on land and buildings whether or not an offer should be considered.

If yes, a sworn valuation will be obtained from an independent licensed Valuer. The CEO may make such other inquiries as they consider appropriate to ascertain the market value.

If the valuation is higher than the proposed offer, the intending purchaser will be given the opportunity to increase the offer to meet the valuation.



DISPOSAL OF PROPERTY POLICY

The proposed disposition will then be put to Council for consideration where Council may:

- a. Reject the offer;
- b. Accept the offer subject to the provisions of Section 3.58, and advertise for public submissions;
- c. Make a counteroffer, which would also be subject to Section 3.58, if accepted; or
- d. Seek to dispose of the property by Auction of Public Tender and invite the proponent to participate.

11. Dealing with Stakeholders

Council properties may have other affected stakeholders or other persons who have an interest in the land. This may include:

- a. Current tenants;
- b. Potential future tenants where some substantive discussions have occurred; or
- c. Adjacent landowners.

Any discussions with stakeholder/s should be documented, and where appropriate confirmed in writing. If stakeholder/s indicate a genuine interest in purchasing the property, they should be encouraged to make a submission to that effect or participate in a public process as the case may be.

STATUTORY ENVIRONMENT

Where assets have been identified as being surplus to the Shires requirements, due for replacement or is deemed appropriate for disposal through the relevant act, the following procedures will apply to the disposal of that asset.

- a. Section 3.58 of the *Local Government Act 1995* requires Council to dispose (sell, lease or otherwise dispose) of property assets either by public auction or public tender in accordance with the legislated requirements. Section 3.58 5(d) allows for certain dispositions to be exempted from these requirements through regulation.
- b. The disposition of which shall be an exempt disposition pursuant to Regulation 30(2) and (3) of the *Local Government (Functions and General) Regulations 1996*.

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	Britt Hadlow	xx	xx	New Policy	xx

9.1.5 Recovery of Rates, Debts & Service Charges Policy

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments 1. Recovery of Rates, Debts & Service Charges Policy [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

COMMITTEE RESOLUTION: ARC 026-22/23

That the Audit & Risk Committee recommend to Council, to endorse the Recovery of Rates, Debts and Service Charges Policy.

IN BRIEF

The Shire of Quairading hired a governance consultant, Ms Belinda Knight, to assist with the review of the Delegation Register. As part of the review, Ms Knight recommended the development of certain Policies that directly relate to the Register's administered delegations.

Attachment [1] is the Recovery of Rates, Debts and Service Charges Policy.

MATTER FOR CONSIDERATION

That Council consider recommending to Council, to endorse the Recovery of Rates, Debts and Service Charges Policy.

BACKGROUND

This year, Council's Delegation Register required to be updated as per the *Local Government Act 1995*. To ensure compliance, the CEO outsourced the development of the Delegation Register to a governance consultant, Ms Belinda Knight.

Ms Knight scrutinised and amended the Register. The Register was cross referenced with relevant legislation and current Council policies and procedures. There are policies that Council do not have that directly relate to the Register and are required for compliance purposes.

The purpose of this policy is to provide guidance to both staff and residents on the recovery of rates, debts, and service charges in arrears. Having this Policy in place ensures that the process that is followed is consistent and transparent. The Policy includes a variety of different scenarios including:

1. Recovery of rates in arrears.
2. Actions to take possession of land.
3. Local government requiring a lessee to pay rent.
4. Legal costs.

5. Recovery of debts resulting from construction of fire clearances (Under the *Bush Fire Action 1954*).
6. Recovery of sundry debtors
7. Financial hardship
8. Payment arrangements

This Policy closely ties in with the Financial Hardship Policy (also up for endorsement at the June 2023 Ordinary Council meeting).

Attachment [1] is the Recovery of Rates, Debts & Service Charges Policy which is being table for Council consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Bush Fires Act 1954

Rates and Charges (Rebates and Deferments) Act 1992

POLICY IMPLICATIONS

Rates Collection Policy

Schedule of Fees & Charges

Financial Hardship Policy (Proposed)

FINANCIAL IMPLICATIONS

There is no financial impact to the Shire with the creation of this Policy, however, the Policy directly relates to the recovery of debts for Council.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.4 Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations

CONSULTATION

Ms Belinda Knight was used as a consultant for the Delegations Register and provided the advice to develop this policy.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

New local government compliance requirements and low rate-base affects rate payers' service delivery expectations (e.g. not being met/expectations verses reality).

RISK ASSESSMENT

	Option 1
Financial	Low <i>There was no cost to the Shire in the development of this Policy, however, this Policy directly relates to the recovery of debts on behalf of Council.</i>
Health	N/A
Reputation	Low <i>This Policy ensures compliance in the debt recovery process with the Local Government Act 1995 and other relevant legislation.</i>
Operations	Low <i>This Policy is an interpretation of the Local Government Act 1995 which makes it easier for staff to refer to, rather than searching the Act.</i> <i>This Policy requires reviewed on a biennial basis.</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
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

Nil.



RECOVERY OF RATES, DEBTS AND SERVICE CHARGES POLICY

PURPOSE

The purpose of this policy is to provide a clear, accountable, and transparent process for the Shire's rates and service charges debt management and collection practices and ensure consistency for all debt recovery.

OBJECTIVE

The Shire of Quairading aims to ensure that all payments due to the Shire are received by the due date for payment and, through close monitoring of aged accounts, to reduce the likelihood of debts for outstanding rates and service charges becoming unrecoverable. However, sometimes rates and service charges due to the Shire remain outstanding after the due date for payment. This Policy is to guide staff on the process to recover rates and service charges that are in arrears.

DEFINITIONS

Financial hardship

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

Firebreak debtor

Means an individual who has failed to construct a firebreak and the Shire has on charged the costs incurred for construction of a firebreak on the ratepayer's property.

Payment Arrangement

Means an arrangement whereby a debtor and the Shire enter into an agreement for an amount to be paid over a set period to pay a total amount outstanding.

Rates debt

Means amounts due and payable to the Shire for rates and service charges levied by the Shire pursuant to the provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Rates debtor

Means an individual, organisation or other party that has outstanding monies owed to the Shire for a rates debt.



RECOVERY OF RATES AND SERVICE CHARGES POLICY

POLICY

The Shire will exercise its debt recovery powers as per Part 6 of the *Local Government Act 1995*, guided by the following principles:

- a. Equity – Implementing rate collection procedures fairly and equitably, ensuring consistent treatment of ratepayers in similar circumstances;
- b. Simplicity – Making the processes used to recover outstanding rates clear, simple to administer and cost effective;
- c. Transparency – Making clear the processes used by the Shire to ensure ratepayers meet their financial obligations;
- d. Flexibility – Responding where necessary to changes in the local economy and to meet local, State or National crises and other unforeseen events where they are applicable;
- e. Compliance – Ensuring the Shire’s rate collection procedures are compliant with all regulatory obligations.

1. Recovery of Rate Arrears

Rates are due for payment not less than 35 days from date of issue of the Rates Notice, in accordance with section 6.50(2) of the *Local Government Act 1995*. Rates debts not received by the due date shall be recovered in accordance with this Policy and any relevant legislation.

a. Interest

The Shire will charge interest against rates debts that remain outstanding more than 35 days from the date of the issue of the rates notice, as follows:

- i. Where payment of rates is made by instalments pursuant to section 6.45(3) of the *Local Government Act 1995*, interest will be charged at the rate adopted by Council as part of the annual budget, up to the maximum prescribed by regulation 68 of the *Local Government (Financial Management) Regulations 1996*; and
- ii. Where rates remain unpaid after the due date for payment pursuant to section 6.51 of the *Local Government Act 1995*, interest will be charged at the rate adopted by Council as part of the annual budget, up to the maximum prescribed by regulation 70 of the *Local Government (Financial Management) Regulations 1996*.

b. Rates outstanding after the due date shown on the rate notice

Where the Shire has not entered into a payment agreement with the rates debtor, the Shire will adopt the following process to recover outstanding rates debts due:

- i. Issue a Final Notice to the rates debtor requiring payment within 14 days.



RECOVERY OF RATES AND SERVICE CHARGES POLICY

- ii. Final Notices are not to be issued to eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992*; as such persons have until 30 June of the current financial year to make payment, without incurring any penalty interest. The Shire may, however, issue a Final Notice to registered pensioners or seniors for any unpaid charges not subject to a rebate or deferment (for example, waste collection charges);
- iii. If payment has not been received by the due date shown on the Final Notice, attempt to contact the debtor by other means, including telephone and email, regarding payment of the debt;
- iv. Where contact was not possible or did not result in payment of the debt or the Shire entering into a payment agreement with the debtor, issue a “Notice of Intention to Claim” demanding immediate payment; and
- v. The Shire may lodge a Minor Case Claim (where the debt is less than \$10,000) or a General Procedure Claim (where the debt is \$10,000 or more) with the Magistrates Court.
- vi. Should the debtor not respond within the timeframes established by the Court, default judgment may be requested. Where a General Procedure Claim has been lodged and default judgement requested and granted, a Property Seizure and Sale Order (PSSO) may be lodged. The PSSO authorises the Bailiff to seize and sell as much of the debtor’s real or personal property as necessary to satisfy the debt wholly.

The Shire may engage a debt collection agency and/or legal representative to act on its behalf in taking debt recovery action.

c. Recovery of rates debt from lessee

The Shire may seek to recover an outstanding rates debt from the lessee of a leased property, pursuant to section 6.60 of the *Local Government Act 1995*.

2. Actions to take possession of land policy.

The Shire may seek to recover an outstanding rates debt that has remained unpaid for at least three years by taking possession of the land in accordance with subdivision 6, Division 6, Part 6 of the *Local Government Act 1995*.

This may include:

- a. Leasing the land;
- b. Selling the land;
- c. Causing the land to be transferred to the crown; or
- d. Causing the land to be transferred to the Shire.

3. Local government may require lessee to pay rent

A lease includes an agreement whether made orally or in writing for the leasing or subleasing of land and includes a licence or arrangement for the use of land; lessor and lessee mean the parties to a lease and their respective successors in title.



RECOVERY OF RATES AND SERVICE CHARGES POLICY

If payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.

4. Legal costs and other expenses

Legal costs and expenses incurred by the Shire in recovering rates debts will be charged against the land in accordance with the section 6.43 of the *Local Government Act 1995*.

5. Recovery of debts resulting from construction of fire clearances

Under the *Bushfires Act 1954*, the Shire may charge property owners for the construction of a firebreak where the owner has failed to do so.

The Shire will issue an invoice to the property owner for any costs incurred by the Shire.

Where that amount remains outstanding after the due date for payment, the property owner becomes a firebreak debtor, and the debt may be recovered in accordance with this Policy.

If the account remains unpaid for a period exceeding 120 days, or if the property is listed for sale within that period, the debt may be transferred against the ratepayer's property and collected in accordance with Recovery of Rate Arrears in Section (1) of this Policy.

6. Sundry Debtors

The debt collection of sundry debtors' process to be followed is:

- a. Issue invoice (or rates notice).
- b. Issue Statement at EOM
- c. Issue reminder letter if the payment is not received 14 days after the Statement Issue due date.
- d. Issue a Notice of Demand if payment is not received within 14 days after the reminder letter.
- e. Refer the debt to the Council's debt collection agency; and
- f. Unrecoverable debts referred to Council to be written off.

Debts that may be considered reasonable to be written off will be at the discretion of Council.

The above will be administered in a reasonable time.

7. Financial Hardship

Where a rates debtor is experiencing financial hardship and is unable to enter into a payment agreement to pay outstanding rates within 12 months, application can be made for a payment arrangement under the Financial Hardship Policy.



8. Payment Arrangement

Payment arrangements facilitated in accordance with the Shire of Quairading Financial Hardship Policy and Section 6.49 of the *Local Government Act 1995* are to be of an agreed frequency and amount. These arrangements will consider the following:

- a. That a ratepayer has made a genuine effort to meet rate and service charge obligations in the past;
- b. The payment arrangement will establish a known end date that is realistic and achievable; and
- c. The ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule.

The Shire reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

The Shire will suspend its debt recovery processes whilst negotiating a suitable SPA with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan, the debtor advises the Shire and makes an alternative plan before defaulting on the 3rd due payment, then the Shire will continue to suspend debt recovery processes. A special payment arrangement may be negotiated and entered into between the parties.

Special Payment Arrangement

A 'Special Payment Arrangement' is a non-legal (but binding) arrangement between the debtor/ratepayer and the Shire, whereby the debt/outstanding money is progressively paid in agreed instalments over a period of time, by amounts that are mutually agreed between the two parties. Where reasonable, the arrangement should be made so the debt is paid off before the end of the financial year of when the application is made.

- a. Applicants are required to complete an application form for a SPA [Appendix A], giving relevant information regarding their financial position and provide any additional documentation, verifying the financial position of the applicant to substantiate the information supplied.
- b. The application will be sent to the Executive Manager of Corporate Services for assessment which will result in approval, denial, or further negotiation to reach an agreement where both parties are satisfied.
- c. In the event of an applicant being dissatisfied with the decision of the Executive Manager of Corporate Services, they will have access rights for a review to the Chief Executive Officer, and/or Council.

Where a ratepayer has not reasonably adhered to the SPA by 01 July of the current financial year of which the SPA was entered into, the Shire will offer the ratepayer one further opportunity of adhering to the SPA. This offer will be to clear the total of the rates and service charge debts that remain outstanding by a reasonable time at the discretion of the Executive Manager of Corporate Services.

Rates and service charge debts that remain outstanding during the financial year and thereafter, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.



RECOVERY OF RATES AND SERVICE CHARGES POLICY

GUIDELINES

Shire of Quairading Schedule of Fees & Charges
 Shire of Quairading Financial Hardship Policy.
 Shire of Quairading Rates Collection Policy.

STATUTORY ENVIRONMENT

Local Government Act 1995 - Part 6
Local Government (Financial Management) Regulations 1996
Rates and Charges (Rebates and Deferments) Act 1992
Bushfires Act 1954

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	xx	xx	xx	New Policy	xx

9.1.6 Financial Hardship Policy

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments 1. Financial Hardship Policy [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

COMMITTEE RESOLUTION: ARC 027-22/23

That Council recommend to Council, to endorse the Financial Hardship Policy.

IN BRIEF

The Shire of Quairading hired a governance consultant, Ms Belinda Knight, to assist with the review of the Delegation Register. As part of the review, Ms Knight recommended the development of certain Policies that directly relate to the Register's administered delegations.

Attachment [1] is the Financial Hardship Policy.

MATTER FOR CONSIDERATION

That Council consider recommending to Council, to endorse the Financial Hardship Policy.

BACKGROUND

This year, Council's Delegation Register required to be updated as per the *Local Government Act 1995*. To ensure compliance, the CEO outsourced the development of the Delegation Register to a governance consultant, Ms Belinda Knight.

Ms Knight scrutinised and amended the Register. The Register was cross referenced with relevant legislation and current Council policies and procedures. There are policies that Council do not have that directly relate to the Register and are required for compliance purposes.

The purpose of this policy is to provide guidance to staff who may be approached by a Quairading resident who is experiencing financial hardship, and my need to enter a payment arrangement with the Shire to be able to pay debts, while still being able to afford to support themselves, and any dependants.

The Policy ensures not only that applications received are legitimate, but also that all applications received are done so in a fair, transparent, and respectful manner following a robust process to ensure the best outcome for both the resident and the Shire.

This Policy closely ties in with the Recovery of Rates, Debts & Service Charges Policy (also up for endorsement at the June 2023 Ordinary Council meeting).

Attachment [1] is the Financial Hardship Policy which is being table for Council consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Rates Collection Policy

Schedule of Fees & Charges

Recovery of Rates, Debts & Service Charges Policy (Proposed)

FINANCIAL IMPLICATIONS

There is no financial impact to the Shire with the creation of this Policy, however, the Policy directly relates to the recovery of debts for Council.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

Ms Belinda Knight was used as a consultant for the Delegations Register and provided the advice to develop this policy.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

New local government compliance requirements and low rate-base affects rate payers’ service delivery expectations (e.g. not being met/expectations verses reality).

RISK ASSESSMENT

	Option 1
Financial	Low <i>There was no cost to the Shire in the development of this Policy, however, this Policy directly relates to the recovery of debts on behalf of Council.</i>
Health	N/A
Reputation	Low <i>This Policy ensures compliance in the debt recovery process with the Local Government Act 1995 and other relevant legislation.</i>
Operations	Low <i>This Policy is an interpretation of the Local Government Act 1995 which makes it easier for staff to refer to, rather than searching the Act.</i> <i>This Policy requires reviewed on a biennial basis.</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
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

Nil.



FINANCIAL HARDSHIP POLICY

PURPOSE

The purpose of this Policy is to provide guidance to:

1. Staff on how to effectively and fairly manage a customer who is experiencing financial hardship and the debt recovery process and;
2. To residents of Quairading who may be experiencing financial hardship on how the Shire of Quairading can reasonably assist.

OBJECTIVE

The objective of this Policy is to:

1. To support the community. The Shire of Quairading recognises that the still-relevant effects of COVID-19 and/or other external factors may result in financial hardship for some ratepayers.
2. To ensure that the Shire offer fair, equitable, consistent, and dignified support to persons suffering financial hardship, while treating all members of the community with respect and understanding during difficult times.
3. To outline clear and appropriate debt recovery procedures which will be undertaken by the Shire of Quairading and to ensure effective control over all invoiced debts owed to the Shire whilst being sympathetic to those ratepayers and debtors suffering genuine financial hardship.

POLICY

It is a reasonable community expectation, that those with the capacity to pay rates will continue to do so.

For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to provide evidence of financial hardship and the statutory provision of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

1. Payment difficulties, hardship, and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a debt, rates, or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

2. Financial Hardship Criteria

While evidence of hardship will be required, the Shire recognises that not all circumstances are alike. The Shire will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

FINANCIAL HARDSHIP POLICY



- a. Recent unemployment or under-employment.
- b. Sickness or recovery from sickness.
- c. Low income or loss of income, and
- d. Unanticipated circumstances, (for example, such as caring for and supporting extended family).

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payments where possible or entering into a payment plan.

The Shire will consider all circumstances, applying the principles of fairness, integrity and confidentiality, whilst complying the Shire's statutory responsibilities.

3. Debt Management and Recovery Principles

The management and recovery of outstanding debts is an important aspect to the Shire's financial management function. The Shire has responsibility to recover monies owing to it in a timely and efficient manner to finance its operations and ensure effective cash flow management.

The Shire will:

- a. Recover all outstanding debts, rates, and service charges, utilising the relevant legislation and legal processes, in accordance with the Local Government Act 1995 and any other applicable legislation.
- b. Have regard to an individual's hardship relating to outstanding debts, rates and service charges, when administering this Policy.
- c. Consider all written requests from person's experiencing difficulties with making payments for debt or rates and service charges. Such persons will be required to make a written application to the Shire to enter into a Special Payment Arrangement (SPA), to warrant the Shire's consideration of leniency.
- d. The debt collection of sundry debtors' process to be followed is:
 - i. Issue invoice (or rates notice).
 - ii. Issue Statement at EOM
 - iii. Issue reminder letter if the payment is not received 14 days after the Statement Issue due date.
 - iv. Issue a Notice of Demand if payment is not received within 14 days after the reminder letter.
 - v. Refer the debt to the Council's debt collection agency; and
 - vi. Unrecoverable debts referred to Council to be written off.

Debts that may be considered reasonable to be written off will be at the discretion of Council.

The above will be administered in a reasonable time.



4. Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the *Local Government Act 1995* are to be of an agreed frequency and amount. These arrangements will consider the following:

- a. That a ratepayer has made a genuine effort to meet rate and service charge obligations in the past;
- b. The payment arrangement will establish a known end date that is realistic and achievable; and
- c. The ratepayer will be responsible for informing the Shire of any change in circumstance that jeopardises the agreed payment schedule.

The Shire reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

The Shire will suspend its debt recovery processes whilst negotiating a suitable SPA with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan, the debtor advises the Shire and makes an alternative plan before defaulting on the 3rd due payment, then the Shire will continue to suspend debt recovery processes. A special payment arrangement may be negotiated and entered into between the parties.

Special Payment Arrangement

A 'Special Payment Arrangement' is a non-legal (but binding) arrangement between the debtor/ratepayer and the Shire, whereby the debt/outstanding money is progressively paid in agreed instalments over a period of time, by amounts that are mutually agreed between the two parties. Where reasonable, the arrangement should be made so the debt is paid off before the end of the financial year of when the application is made.

- a. Applicants are required to complete an application form for a SPA [Appendix A], giving relevant information regarding their financial position and provide any additional documentation, verifying the financial position of the applicant to substantiate the information supplied.
- b. The application will be sent to the Executive Manager of Corporate Services for assessment which will result in approval, denial, or further negotiation to reach an agreement where both parties are satisfied.
- c. In the event of an applicant being dissatisfied with the decision of the Executive Manager of Corporate Services, they will have access rights for a review to the Chief Executive Officer, and/or Council.

Where a ratepayer has not reasonably adhered to the SPA by 01 July of the current financial year of which the SPA was entered into, the Shire will offer the ratepayer one further opportunity of adhering to the SPA. This offer will be to clear the total of the rates and service charge debts that remain outstanding by a reasonable time at the discretion of the Executive Manager of Corporate Services.

Rates and service charge debts that remain outstanding during the financial year and thereafter, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

FINANCIAL HARDSHIP POLICY



Interest Charges

A ratepayer who meets the financial hardship criteria specified in this policy and enters into a SPA may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

5. Deferment of Rates

Deferment of rates may apply for ratepayers who have Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property.

The deferred rates balance:

- a. Remains as a debt on the property until paid;
- b. Becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- c. May be paid at any time, but the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- d. Does not incur penalty interest charges.

6. Review Rights

Any person who is aggrieved by a decision will have the right of a review. The Review will be assessed by the Chief Executive Officer, within a reasonable period of time.

7. Communication and Confidentiality

The Shire will maintain confidential communications at all times and will undertake to communicate with a nominated support person or other third party, if requested.

The Shire will advise ratepayers of this Policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding debt, rate, or service charge debt.

The Shire recognises that applicants for hardship consideration are experiencing additional stressors and may have complex needs. The Shire will provide additional time to respond to communication and will communicate in alternative formats where appropriate. The Shire will ensure all communication with applicants is clear and respectful.

8. Delegation

The Chief Executive Officer is authorised to administer this Policy in accordance with the Council Delegated Authority Register.

GUIDELINES

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

FINANCIAL HARDSHIP POLICY



Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Nicole Gibbs Tricia Brown			New Policy required in line with Delegation Register	xx	

FINANCIAL HARDSHIP POLICY



APPENDIX [1]

Shire of Quairading Payment Arrangement Application

Name of Owner/s: _____

Assessment Number: A _____

Property Address: _____

Payment Arrangement Terms and Conditions

- Interest will continue to accrue at the rate of 7%pa on overdue amounts until debt is paid in full.
You can make additional voluntary payments or pay off the debt at any time.
If you are unable to make a payment please contact Council's Rates Officer on 08 9645 2400 to discuss your circumstances.
If you do not adhere to the payment arrangement as stated in the agreement Council will proceed with debt recovery action.
Any expenses incurred from debt recovery action or legal proceedings will be added to your assessment for payment.
Once legal proceedings are commenced, this may have an adverse effect on your credit rating and implications for seeking future finance.
As per Council's Schedule of Fees and Charges, a \$25.00 administration fee applies for all accepted payment arrangements.

Balance Outstanding as at (DD/MM/YYYY) is \$ <Value>

Minimum repayment required is \$<Value> per fortnight.

(These amounts do not include the administration fee and any accrued interest charges)

I agree to make payments Fortnightly on the specified dates starting _____ and agreed amount of \$ _____ per week/fortnight in accordance with the terms and conditions.

I am aware of the consequences that will be bought against me if the agreement is not adhered to. Payment amounts must clear rates debts including interest prior to 30th June of the current rating year.

Signature of Owner/s

Date

Signature of Authorising Officer

Date

PAYMENTS

Westpac Bank
Shire of Quairading Municipal Account
BSB: 036-172
Account Number: 000 001
Reference - Assessment Number & Surname eg A3569 Blogs

Given rate amounts change each year this agreement will expire on 30 June 2023, a new payment arrangement agreement must be entered into with the Shire of Quairading for future rating periods.

9.1.7 Report on excess annual leave and long service leave entitlements

Responsible Officer	Nicole Gibbs, Chief Executive Officer
Reporting Officer	Tricia Brown, Executive Manager, Corporate Services
Attachments	Nil
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION*COMMITTEE RESOLUTION: ARC 028-22/23*

That the Audit & Risk Committee recommend to Council that; Council receive the report on the Shire's leave liabilities.

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

Fair Work Act 2009

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Work Health & Safety Act 2020

POLICY IMPLICATIONS

Leave Management Policy

FINANCIAL IMPLICATIONS

The Employee Entitlements (Annual and Long Service Leave) reserve fund cash balance as of 31 May 2023 is \$170,454.00

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 31 May 2023) is calculated at \$105,796.41.

There is currently surplus in the reserve account in comparison to the liability accrued of \$64,57.59 This will be reviewed through the finalisation of the 22/23 annual financial report, with a recommendation to keep the funds in surplus in this reserve for future leave liabilities as some employees' long service leave entitlements will start to accrue as they meet the legislative threshold.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Non-compliance with work health and safety legislation increases the risk and potential liability to the public, staff and Councillors.

Work health and safety legislation increases liability of Councillors and Executive (personal wealth and assets) in the management of Bushfire and Volunteer Fire and Rescue Services Brigades.

Low employee retention increases recruitment costs, decreases employee morale and decreases Shire reputation.

RISK ASSESSMENT

Option 1	
Financial	<p>Low</p> <p><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></p>
Health	Low
Reputation	Low
Operations	<p>Low</p> <p><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></p>
Natural Environment	Low

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

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 of 31 May 2023, there has been moderate change overall to both the annual leave and long service leave liabilities, reflective of several employee movements (separations and additions) since the previous report 14 March 2023.

Four employees with annual leave balances have separated during this time, being paid out their accrued entitlements upon termination. There have been three new employees onboarded who have started to accrue leave entitlements.

Annual Leave: Four employees who had annual leave accruals have separated, removing their annual leave entitlement on termination. Two employees had a moderate amount paid out in annual leave, however due to an increase in staff employment, the change in annual leave liability has slightly increased. Since the last report three employee's entitlement balances have reduced since March 2023.

There is currently one employee with excess annual leave. This is the same employee who was in excess as of the 28 August 2022 report, who then reduced their accrual for the 20 November 2022 report. This employee has again been encouraged to reduce their balance to an acceptable level and their manager advised.

There has been an increase of 1.73%(dollar value) in the annual leave liability since February 2023.

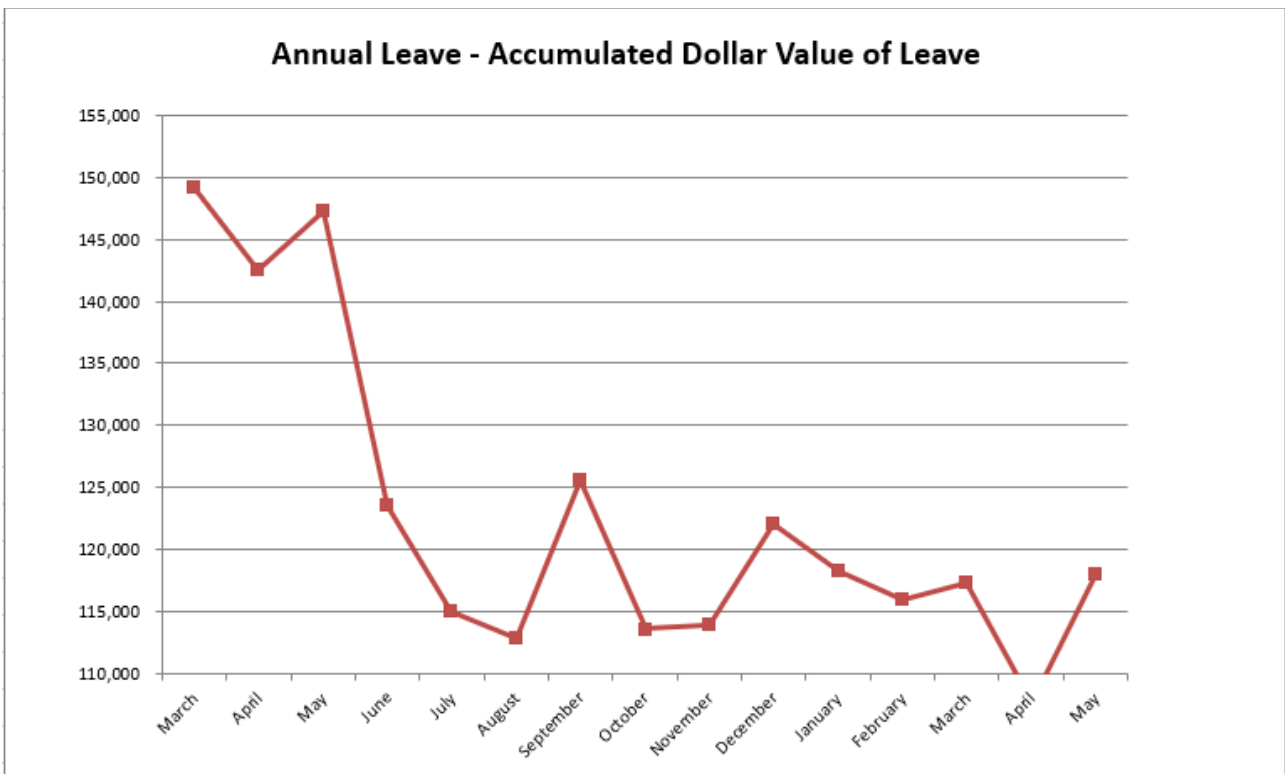
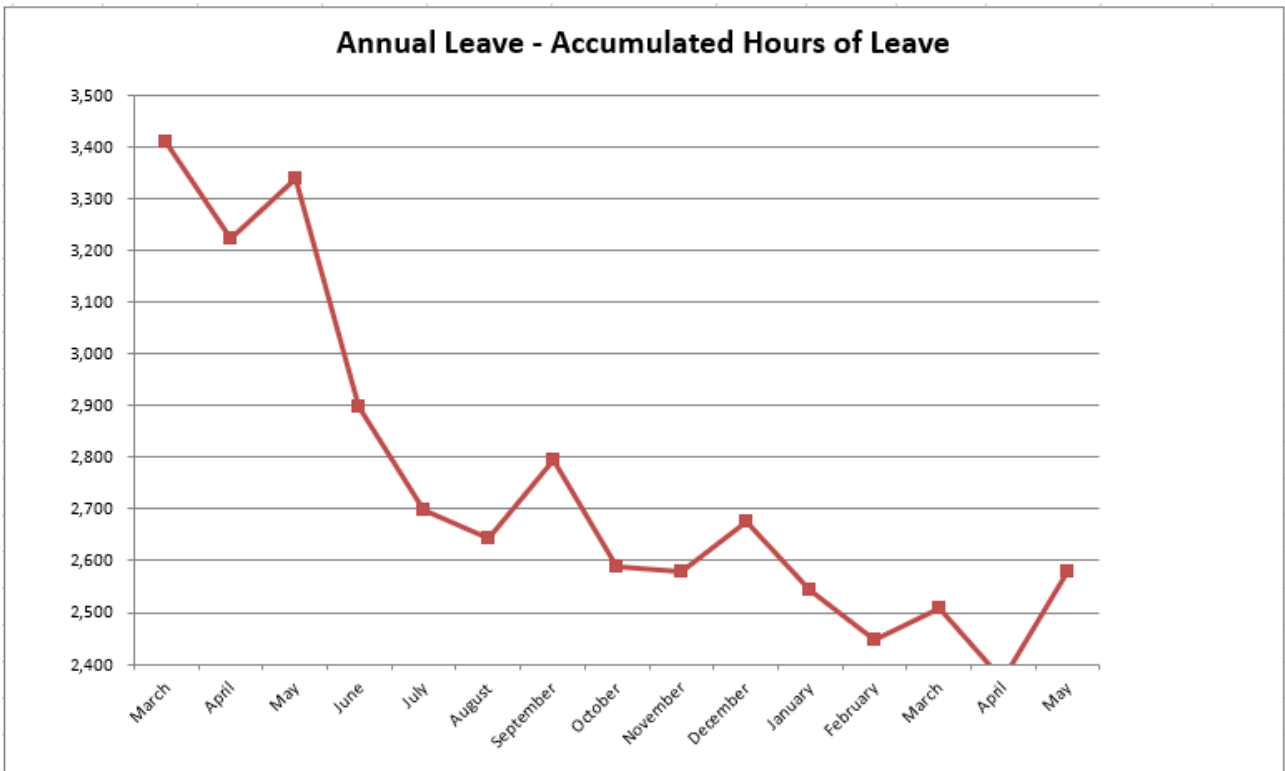
Long Service Leave: There has been one separation that affected long service leave as the employee had a large amount accrued.

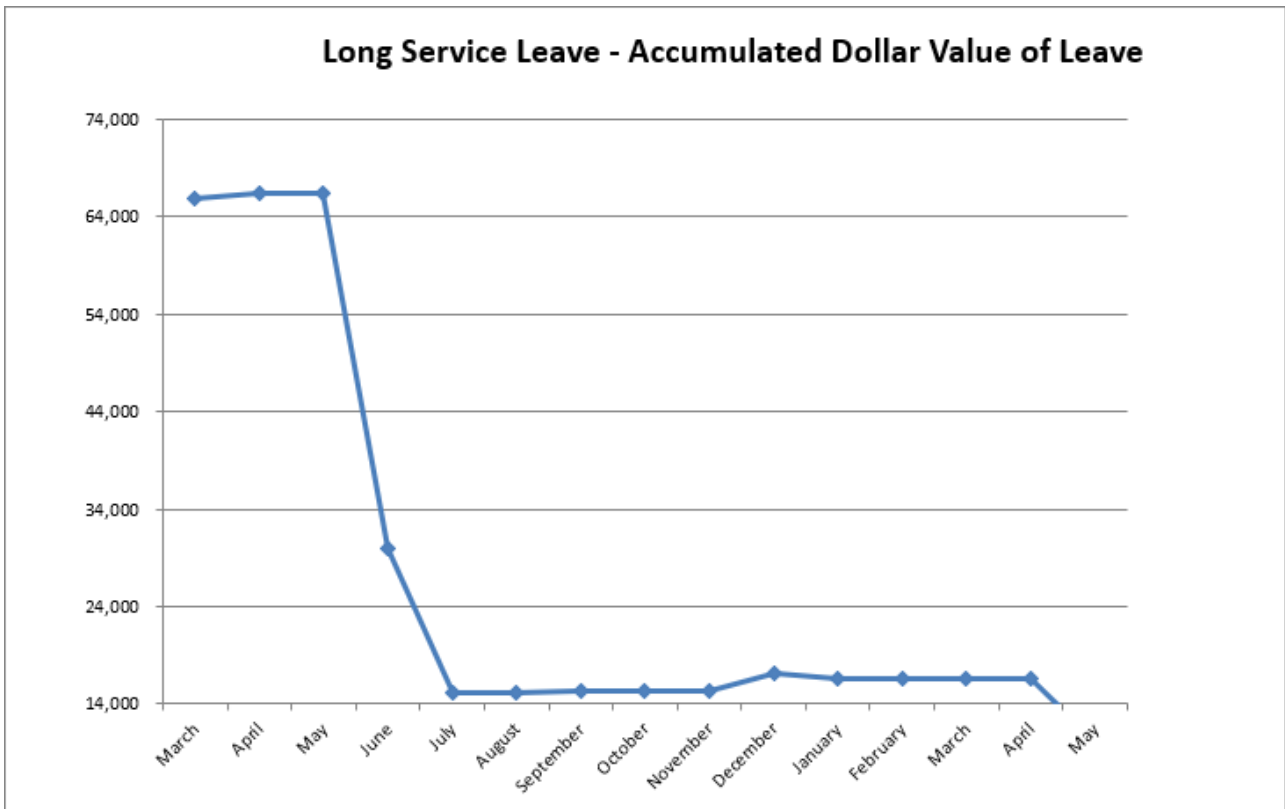
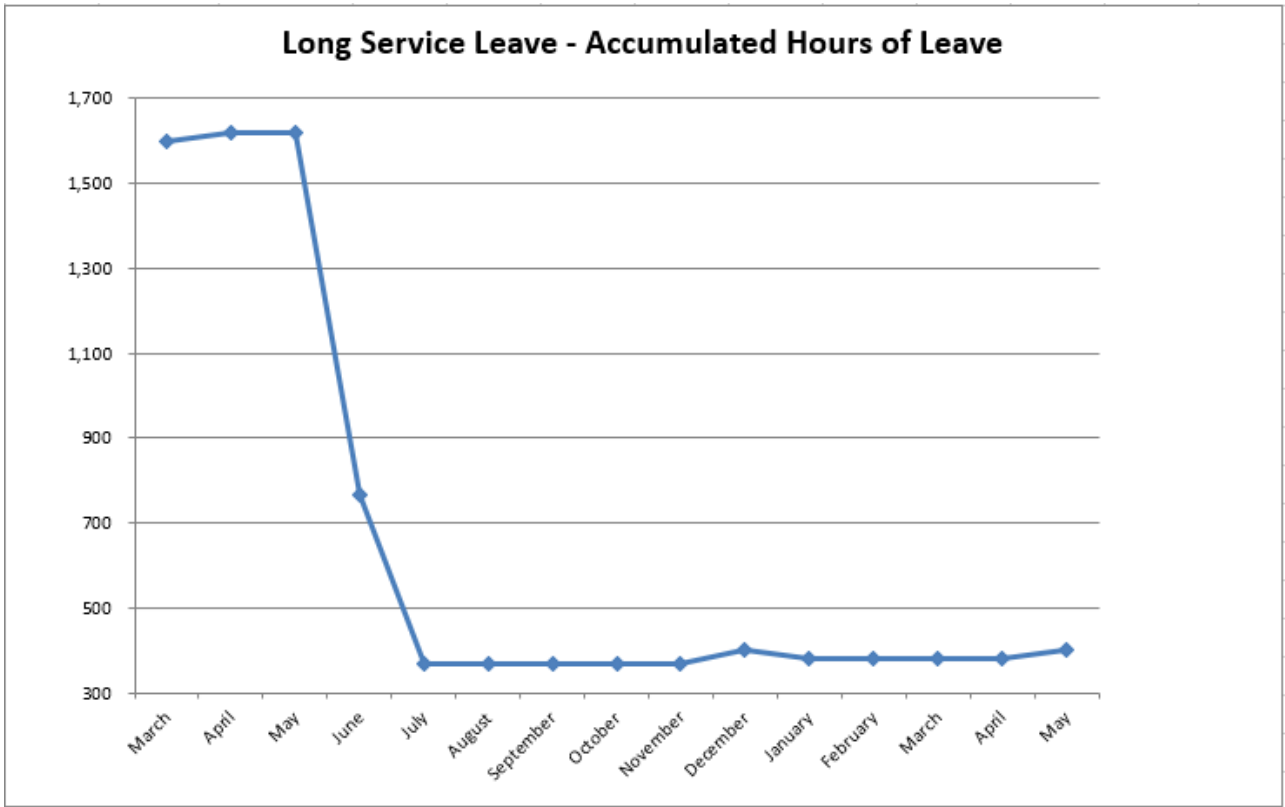
No employees long service leave accrual amount (hours entitled) has increased.

There has been a decrease of 83% (dollar value) in the long service leave liability since January 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 January 2022 to 31 May 2023.

Month	LSL Hours	LSL \$	A/L Hours	A/L \$
January 22	1,552	58,708	3,282	135,728
February 22	1,552	58,708	3,213	132,665
March 22	1,600	65,929	3,412	149,101
April 22	1,619	66,465	3,223	142,510
May 22	1,619	66,465	3,340	147,293
June 22	765	29,969	2,899	123,503
July 22	370	15,095	2,700	114,979
August 22	370	15,095	2,643	112,809
September 22	370	15,355	2,796	125,527
October 22	370	15,355	2,589	113,594
November 22	370	15,355	2,580	113,941
December 22	399	17,129	2,677	122,011
January 23	380	16,568	2,545	118,286
February 23	380	16,568	2,448	116,018
March 23	380	16,568	2,508	117,305
April 23	380	16,568	2,371	107,734
May 23	399	10,158	2,579	118,058









ITEM 10 MATTERS FOR CONSIDERATION – BUILDING & TOWN PLANNING**10.1 Bark Park Concept**

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Jen Green, Grants & Projects Officer

Attachments

1. Bark Park Concept Plan [↓](#) 
2. Engagement - Social Media Post [↓](#) 
3. Engagement - Letter to Residents [↓](#) 
4. Engagement - Community Survey [↓](#) 

Voting Requirements Absolute Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. Notes the officer's updated Concept Plan and attachments for a designated off-leash dog exercise area located at the corner of Wood St and McLennan St, Quairading.
2. Approve the inclusion of \$22,500 in the 2023/24 budget considerations.

IN BRIEF

- There is legally nowhere for a resident to walk a dog off-leash and off-property in the Shire of Quairading. Officers have been unable to find any other local government without such a facility.
- The lack of a designated off-leash area is a constant complaint received through the Shire front desk.
- Officers were asked to investigate potential uses for parcels of un-used areas in the townsite.
- A designated dog exercise area was suggested, and a brief concept plan developed.
- An off-leash dog exercise area (OLDEA) is a designated public area in which dog owners can exercise dogs without a leash.
- Under the *Dog Act 1976*, a local government may, by absolute majority as defined in the *Local Government Act 1995* section 1.4, specify a public place, or a class of public place, that is under the care, control, or management of the local government to be a dog exercise area.
- The area of land located on the corner of Wood St and McLennan St was previously discarded due to flooding. However, due to resident complaints about the flooding, the Works and Services Team will be rectifying this issue with a permanent solution. As a consequence, it has been identified by Officer's as an ideal location for an OLDEA.

MATTER FOR CONSIDERATION

- Consideration of a concept plan for an off-leash dog exercise area located at the unused parcel of land on the corner of Wood St and McLennan St, Quairading.
- Allocation of financial resources in the 2023/24 Shire's Annual Budget.

BACKGROUND

Australia has one of the highest rates of dog ownership in the world with 36% of households owning a dog. There are currently 154 registered dogs in Quairading. Across the Shire of Quairading, there is no off-leash area to exercise dogs. This is highly irregular and a detriment to attracting new residents to town. Many existing residents have complained bitterly about this lack of amenity.

It has become more difficult to exercise dogs safely off the leash while still keeping them under effective control. Almost all local governments in metropolitan and regional areas have implemented designated off-leash dog exercise areas. Formal research has identified that there are numerous benefits to providing OLDEA's. These include benefits to dogs, to people and the broader community.

Physical and mental exercise

OLDEAs can provide an outlet for natural dog behaviours such as running, chasing, playing and barking with the result that the dog is less likely to engage in nuisance behaviour at home.

Outlet for dog owners to socialise

OLDEAs can provide a public space where dog owners can interact with each other and form community bonds.

Responsible dog ownership

OLDEAs can reduce the likelihood of dog owners letting their dogs off leash in other recreational areas.

Dog Socialisation

Dogs that are well socialised and exercised are healthier and happier as well as less likely to be aggressive.

Social wellbeing and mental health

OLDEAs can provide a space where dog owners can feel connected with other human beings improving their mental and emotional health. By building a more active lifestyle, you stand to gain several health benefits. Having an active dog has been linked to lower cholesterol, better heart health, better mental health, and an improved immune system.

Affordable recreation option

A free outdoor activity where the family can take their children and their pet to a safe environment for dogs to play.

Resting place for travelling community

OLDEAs can provide a safe resting spot for those owners travelling with their pets.

LOCATION

After the initial locations (Cuneata Park and Salmon Gums Reserve) were deemed unsuitable options (due to cost/budget implications), the unused parcel of land on the corner of Wood St and McLennan St has been identified as an ideal location to dedicate to an off-leash dog exercise area.

The location is very central, walking distance to town amenities and located opposite the dog-friendly Quairading Caravan Park.

The location is already subject to a major Works project in 2023/24 with the current drain being renovated to include 'concrete blankets' to assist in reducing poor drainage experienced after moderate rainfall events and the risk of flash flooding. This capital improvement will also increase the compatibility of the area as an OLDEA, previously unsuitable due to the lack of proper drainage and flood risk.

Infrastructure to be installed to meet the requirements of a safe and effective OLDEA includes a dog waste bag station/bin, 1.2m high chainmesh fencing, self-closing gates and access to water. As there is no current water main present at the site, a water tank with a tap could be installed.

INFRASTRUCTURE BUDGET – BARK PARK (Ex GST)

ITEM	REQUIRED	COST
Water Tank (optional)	1 x 1200L round poly tank with tap	\$1000.00
Waste Station	1 x Bag station and bin	\$550.00
Fencing	370m Black chainmesh 1.2m high with two self-closing gates. Fence style to match with Kwirradine Koort. Fully installed.	\$20,000 plus (dependent on how much of the work internal resources can action)
Signage	1 x column sign 1800x800	\$500.00
TOTAL		\$22,500

It is essential to consider the budget implications of increased maintenance and repairs including staff resources to maintain an OLDEA. Tasks such as mowing, tree maintenance and rubbish removal is already undertaken in existing recreation areas and additional maintenance tasks may be able to be absorbed within current operational budgets and programs.

STATUTORY ENVIRONMENT

Local Government Act 1995

Dog Act 1976

Local Law - Dogs 2017

POLICY IMPLICATIONS

Asset Management Policy

FINANCIAL IMPLICATIONS

2023/24 financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 Community:** Provide social and cultural activities for all members of the community
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive

CONSULTATION

If the project is supported by Council, Consultation with the Quairading community and surrounding residents will be undertaken in an extensive campaign including a survey, mail drop, notices in local newsletters and social media (examples attached).

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Implementation and ongoing costs are minimal.</i>
Health	Low <i>An OLDEA will create an addition recreation option within Quairading which will contribute to positive health outcomes for residents.</i>
Reputation	Low <i>An OLDEA will improve reputation with dog owners.</i>
Operations	Low <i>Additional maintenance activities will fit into current operations.</i>
Natural Environment	Low <i>The proposed OLDEA is not in an environmentally sensitive area.</i>

	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
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

Nil.



CONCEPT PLAN:

Bark Park, Quairading

-  SLASHING PROGRAM TO MAINTAIN GROUND COVER
-  PERIMETER CHAIN LINK FENCING
-  EXISTING VEGETATION & SHADE
-  DOG WASTE STATION
-  WATER STATION (OPTIONAL)
-  SIGNAGE



BARK PARK QUAIRADING



A dedicated off-leash dog exercise area for your pet.

HOUSE RULES

- Dog owners must carry a lead at all times.
- Dog owners must be in control of their dog and have the ability to call their dog over and attach a lead if required.
- In all other public areas, dogs are required to be on lead.

FACILITIES

- Water for your dog is available from the tank (BYO bowl).
- There is a dog waste station in the park. Please use this to keep our park clean and sanitary for all to enjoy.
- Please report any damage to the Shire of Quairading.

CONTACT

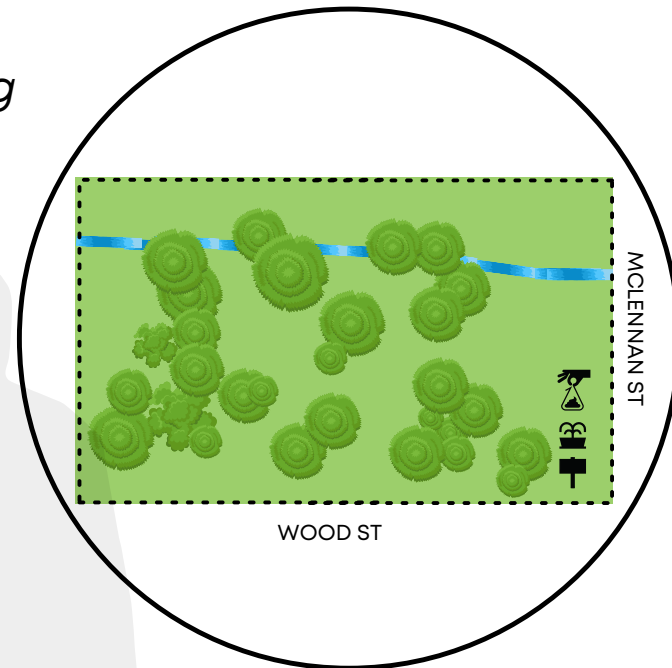
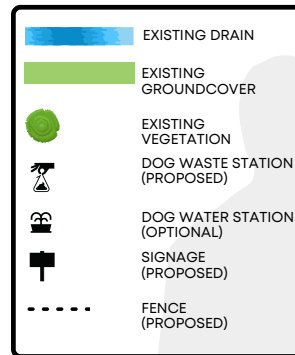
08 9645 2400
shire@quairading.wa.gov.au
@ShireofQuairading



SHIRE OF **Quairading**
Take a closer look

LOCATION

Wood St, Quairading
-32.012277 117.402248
0.65ha





SOCIAL MEDIA POST
PROPOSED OFF LEASH DOG EXERCISE AREA



TEXT:

Did you know that there is currently no designated area in Quairading that you are allowed to exercise your dog legally off-leash?

A proposed dedicated Off-Leash Dog Exercise Area (OLDEA) is currently being considered by Council at the corner of Wood St & McLennan St. The area would be fully fenced with self-closing gates and include a dog waste station, water tank and signage.

Well exercised dogs are better socialised, are less likely to behave in destructive ways and excessive barking can be reduced by regular exercise. Dog parks provide places for dogs to be exercised without interfering with other park users in an environment that is safe from traffic.

As part of Council’s commitment to open and transparent communication with our community, we invite you to have your say about the OLDEA proposal. Click here to take short 2-minute survey:

<https://www.surveymonkey.com/r/WRCKNP9>



Your Ref:

Our Ref:

Thursday, 8 June 2023

10 Jennaberring Road
Quairading WA 6383
PO Box 38, Quairading WA 6383
T: (08) 9645 2400
F: (08) 9645 1126
E: shire@quairading.wa.gov.au

[Recipient]
[Address]
QUARADING WA 6383

Dear [Recipient],

RE: PROPOSED OFF-LEASH DOG EXERCISE AREA.

Attachment 1: Bark Park Concept Plan

Council recently resolved to investigate the creation of a designated Off-Leash Dog Exercise Area (OLDEA) within the townsite.

There is currently no designated area in Quairading that you are allowed to exercise your dog legally off-leash. In accordance with the *Dog Act (1976)*, unless you are in an approved dog exercise area, dogs must always be on a leash in publicly accessible areas.

A proposed dedicated OLDEA is currently being considered by Council to be located at the corner of Wood St & McLennan St. The area would be fully fenced with self-closing gates and include a dog waste station, water tank and signage. Please see the attached Concept Plan for more information.

Well exercised dogs are better socialised, are less likely to behave in destructive ways and excessive barking can be reduced by regular exercise. OLDEAs provide places for dogs to be exercised without interfering with other park users in an environment that is safe from traffic.

I encourage you to complete our online survey, available here:
<https://www.surveymonkey.com/r/WRCKNP9> to have your say about the proposal.

Alternatively, should you have any feedback or comments about the proposal, please contact me on 9645 2400 or email shire@quairading.wa.gov.au.

Yours faithfully

NICOLE GIBBS
Chief Executive Officer





Proposed Off-Leash Dog Exercise Area

Did you know that there is currently no designated area in Quairading that you are allowed to exercise your dog legally off-leash?

A proposed dedicated Off-Leash Dog Exercise Area (OLDEA) is currently being considered by Council at the corner of Wood St & McLennan St. The area would be fully fenced with self-closing gates and include a dog waste station, water tank and signage.

Well exercised dogs are better socialised, are less likely to behave in destructive ways and excessive barking can be reduced by regular exercise. Dog parks provide places for dogs to be exercised without interfering with other park users in an environment that is safe from traffic.

As part of Council’s commitment to open and transparent communication with our community, we invite you to have your say about the OLDEA proposal.

1. Which best describes you?

- I live in Quairading
- I am a frequent visitor to Quairading
- Other (please specify)

2. Do you currently own a dog?

- Yes, I own one dog
- Yes, I own more than one dog
- No, I don't own a dog
- No, but I am planning on getting a dog

3. Where do you currently exercise your dog?

- On leash, around town
- Off-leash, around town
- At the Quairading Sportsground
- I don't currently exercise my dog
- N/A
- Other (please specify)

4. What do you think of Council's proposal of creating an OLDEA on the vacant land corner of Wood St and McLennan St?

- I agree and would like to see an OLDEA in this location
- I agree, but would like to see an OLDEA in another location
- I don't agree, Quairading does not need an OLDEA

Other (please specify)

5. Do you have any further suggestions or comments about the proposed Off-Leash Dog Exercise Area? We would love to hear from you.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT**11.1 Monthly Financial Statements - May 2023****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Tricia Brown, Executive Manager, Corporate Services**Attachments** 1. Statement of Financial Activity - May 2023 [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the monthly Financial Statements for the period ending 31st May 2023.

IN BRIEF

- Monthly financial statements for the period ending 31st May 2023 attached.
- Monthly financial statements have been updated based on the Bob Waddell and Associates monthly statements model.
- The 22/23 annual budget was endorsed by Council on 25 August 2022.
- Depreciation has been calculated for the months of July to May 2023.
- Admin Allocations have been run for the months of July to May 2023.

MATTER FOR CONSIDERATION

To receive the monthly financial report and statements.

BACKGROUND

The Statement of Financial Activity, a similar report to the Rate Setting Statement, is required to be produced monthly in accordance with the Local Government (Financial Management) Regulation 1996. This financial report is unique to local government drawing information from other reports to include operating and capital revenue and expenditure, transfers to reserves and loan funding.

The ongoing impact of COVID-19 in conjunction with other international events (such as the war in Ukraine) continue to cause uncertainty and supply shortages around the world, with significant impact on world economic activities. It has resulted in steep rises in inflation worldwide, including Australia. The March 2023 Perth CPI reduced to 7% from the corresponding quarter of the previous year. As a result of extensive inflation, the Australian Bureau of Statistics (ABS) commenced publication of a monthly CPI indicator. The first publication was released on 30 November 2022 and this release will occur on an ongoing basis, publishing the monthly CPI indicator around four weeks after the end of the reference month. The monthly CPI indicator rose 6.8% for the twelve months to February 2023 (published 29 March 2023). To curb the high inflation the Reserve Bank of Australia

(RBA) have, in the last financial year, announced consecutive increases in the cash rate. The current cash rate increased in May from 3.60% to 3.85% with a further increase expected in June 2023.

In framing the Annual Budget 2022/23, the Shire considered the economic environment and the impact of COVID-19. In March 2020, in response to the COVID-19 pandemic, a State of Emergency and a Public State of Emergency were declared under section 56 of the *Emergency Management Act 2005 (WA)* and section 167 of the *Public Health Act 2016 (WA)*, respectively. After 964 days, Western Australia's State of Emergency and the Public Health State of Emergency came to an end at 12:01am Friday, 4 November 2022.

Under the *Emergency Management Amendment (Temporary COVID-19 Provisions) Act 2022*, a 'Temporary COVID-19 Declaration' can be made by the State Emergency Coordinator if COVID-19 escalates and public health and social measures are needed to protect the community.

Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, requires each local government to present a Statement of Financial Activity that reports on income and expenditure as set out in the annual budget. In addition, regulation 34(5) stipulates for a local government to adopt a percentage or value to report on material variances between budgeted and actual results. The 2022/23 budget adopted by Council on 25 August 2022, determined the variance analysis for significant amounts of \$10,000 and 10% for the financial year.

The Financial Management Report contains the Original Budget and the Revised (adjusted) Budget.

STATUTORY ENVIRONMENT

Australian Accounting Standards

Local Government (Financial Management) Regulations 1996

Local Government Act 1995

Regulation 34 requires local governments to report monthly, 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

Significant Accounting Policies

FINANCIAL IMPLICATIONS

Council provided a budget provision of \$90,502.50 for accounting support expenses in the 2022/2023 year. This includes \$18,000 for completion of the annual financial report, \$36,300 in rates outsourcing and the remainder for completion of the new budget, budget template and general accounting and finance support.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Financial misconduct by (a) a Shire employee, and (b) an executive/office holder results in financial, legal and/or reputational damage.

Low rate-base results in an inability to keep up with inflation.

RISK ASSESSMENT

	Option 1
Financial	Low <i>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.</i>
Health	Low
Reputation	Low Additional experienced Accounting Support and Templates obtained to ensure that full Compliance to the Act, Regulations and Accounting Standards is achieved and maintained.
Operations	Low Additional External Accounting Contractor Services procured to support the new and existing Council Staff.
Natural Environment	Low

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

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), recently converted to the new Chart of Accounts (COA).

The monthly financial statements have been updated using the Bob Waddell monthly statements model developed for smaller rural and regional Councils.

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.

As the end of year process for 21/22 has been finalised, both depreciation and admin allocations (clearing journals) have been recorded for the months of July to May.

AMD, the Auditors have recently conducted the interim audit for the 2022/23 financial year.

The current aged creditors balance as of 31/05/2023 is \$52,931.58, with the majority of this balance being superannuation due to errors with Aware Super clearing house portal. This has now been rectified following discussions with Aware and will be paid in June 2023.

The current aged debtors balance as of 31/05/2023 is \$123,193.18, with the majority of this balance being current invoices raised (i.e. May invoices). This includes one grant claim for Lotterywest.



SHIRE OF QUAIRADING

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 May 2023**

0

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Monthly Summary Information

Key Terms and Descriptions - Statutory Reporting Programs

Statement of Financial Activity by Program

Key Terms and Descriptions - Nature Descriptions

Statement of Financial Activity by Nature

Note 1 Adjusted Net Current Assets

Note 2 Cash and Financial Assets

Note 3 Receivables

Note 4 Other Current Assets

Note 5 Payables

Note 6 Rating Revenue

Note 7 Disposal of Assets

Note 8 Capital Acquisitions

Note 9 Borrowings

Note 10 Reserves

Note 11 Other Current Liabilities

Note 12 Grants and Contributions

Note 13 Capital Grants and Contributions

Note 14 Bonds & Deposits and Trust Fund

Not Presented

Note 15 Explanation of Material Variances

Note 16 Budget Amendments

Note 17 Caravan Park

THIS PAGE INTENTIONALLY LEFT BLANK

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2023**

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 2022/23 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Complete	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
Dangin - Mears Road (Capital)	Unbudgetec	0.00	0	0	0
Groves Road Access (Capital)	0%	34,064.00	2,000	1,938	62
Old Beverley West Road (R2R)	0%	110,000.00	0	0	0
Badjalng North Road (R2R)	0%	100,000.00	0	0	0
RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.!	63%	602,386.00	212,151	380,473	(168,322)
RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.!	44%	599,183.00	170,166	262,772	(92,606)
Doodenanning - Mawson Road - LRCI Funded Expendit	100%	265,118.31	265,118	265,118	0
Quairading - Cunderdin Road - WSFN Expenditure	10%	69,959.00	2,500	7,241	(4,741)
McLennan Street (Wood St - Heal St) - Footpath Capital	Unbudgetec	0.00	0	0	0
Construction Hall Carpark LRCI Funded Expenditure	Unbudgetec	0.00	0	0	0
Community Park - LRCI Funded Expenditure	67%	748,348.45	623,345	499,676	123,670

Grants, Subsidies and Contributions

Grants, Subsidies and Contributions	100%	809,144	767,208	812,835	45,628
Capital Grants, Subsidies and Contributions	17%	2,929,326	807,129	494,872	(312,257)
	35%	3,738,470	1,574,337	1,307,707	(266,629)
Rates Levied	100%	2,488,487	2,488,487	2,491,834	3,347

Financial Position		Prior Year 31	Current Year
		May 2022	31 May 2023
Adjusted Net Current Assets	30%	\$ 2,168,106	\$ 656,486
Cash and Equivalent - Unrestricted	55%	\$ 2,631,160	\$ 1,459,733
Cash and Equivalent - Restricted	103%	\$ 3,582,624	\$ 3,677,043
Receivables - Rates	145%	\$ 186,622	\$ 270,054
Receivables - Other	115%	\$ 77,355	\$ 89,310
Payables	169%	\$ 176,105	\$ 296,940

% Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2023**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 May 2023
Prepared by: Tricia Brown (A/EMCS)
Reviewed by: Nicole Gibbs (CEO)

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34 . Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST

receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

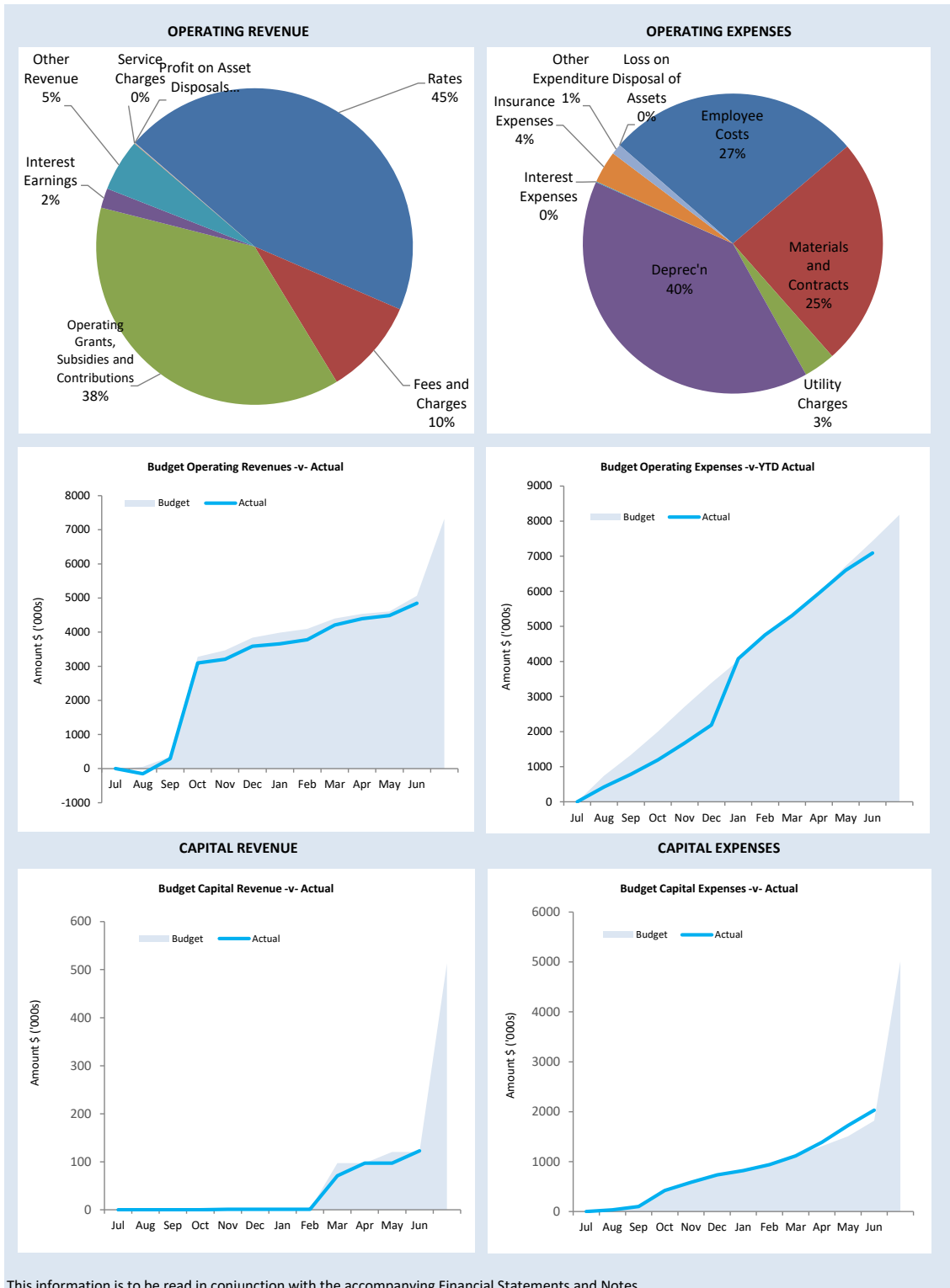
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2023**

SUMMARY GRAPHS



#

| 5

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

BY PROGRAM

Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES								
Revenue from operating activities								
Governance	500	500	451	2	(449)	(100%)	▼	
General Purpose Funding - Rates	2,488,487	2,488,487	2,488,487	2,491,834	3,347	0%	▲	
General Purpose Funding - Other	542,912	635,912	625,043	678,265	53,222	9%	▲	
Law, Order and Public Safety	210,384	281,264	199,479	137,606	(61,872)	(31%)	▼	\$
Health	11,192	47,192	47,078	12,044	(35,034)	(74%)	▼	\$
Education and Welfare	63,053	67,053	61,420	53,059	(8,361)	(14%)	▼	
Housing	122,195	122,195	111,826	107,499	(4,327)	(4%)	▼	
Community Amenities	172,522	198,022	194,658	186,682	(7,976)	(4%)	▼	
Recreation and Culture	28,577	39,327	37,601	36,165	(1,436)	(4%)	▼	
Transport	179,850	183,277	181,603	183,475	1,872	1%	▲	
Economic Services	294,684	294,684	278,343	317,070	38,727	14%	▲	\$
Other Property and Services	33,076	33,076	30,272	51,935	21,663	72%	▲	\$
	4,147,432	4,390,989	4,256,261	4,255,636				
Expenditure from operating activities								
Governance	(714,290)	(713,224)	(654,138)	(587,147)	66,991	10%	▲	\$
General Purpose Funding	(76,883)	(76,883)	(58,561)	(54,863)	3,698	6%	▲	
Law, Order and Public Safety	(544,136)	(620,516)	(536,475)	(415,951)	120,524	22%	▲	\$
Health	(366,622)	(424,441)	(395,754)	(384,105)	11,649	3%	▲	
Education and Welfare	(249,561)	(267,061)	(232,898)	(197,051)	35,847	15%	▲	\$
Housing	(418,337)	(339,417)	(314,951)	(214,080)	100,871	32%	▲	\$
Community Amenities	(539,724)	(593,396)	(560,450)	(547,593)	12,857	2%	▲	
Recreation and Culture	(1,048,165)	(1,096,108)	(1,008,083)	(929,107)	78,976	8%	▲	
Transport	(3,165,567)	(2,901,382)	(2,704,366)	(2,595,091)	109,276	4%	▲	
Economic Services	(1,045,114)	(1,072,314)	(927,943)	(873,035)	54,909	6%	▲	
Other Property and Services	(39,700)	(75,476)	(38,168)	(293,155)	(254,987)	(668%)	▼	\$
	(8,208,099)	(8,180,218)	(7,431,787)	(7,091,176)				
Operating activities excluded from budget								
Add back Depreciation	3,152,569	3,152,569	2,888,578	2,824,074	(64,504)	(2%)	▼	
Adjust (Profit)/Loss on Asset Disposal	229,131	116,947	116,947	(2,900)	(119,847)	(102%)	▼	\$
Movement in Leave Reserve (Added Back)	464	3,940	0	4,122	4,122		▲	
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0			
Movement in Employee Benefit Provisions	0	0	0	0	0			
Rounding Adjustments	(2)	0	0	0	0			
Movement Due to Changes in Accounting Standards	0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss	0	0	0	0	0			
Loss on Asset Revaluation	0	0	0	0	0			
Adjustment in Fixed Assets	0	0	0	0	0			
	3,382,163	3,273,457	3,005,525	2,825,296				
Amount attributable to operating activities	(678,504)	(515,773)	(170,001)	(10,244)				
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	2,610,017	2,929,326	807,129	494,872	(312,257)	(39%)	▼	\$
Proceeds from Disposal of Assets	96,100	159,364	119,364	121,818	2,455	2%	▲	
Proceeds from financial assets at amortised cost - self supporting loans	1,787	1,787	884	884	0	0%		
	2,707,904	3,090,476	927,377	617,575				
Outflows from investing activities								
Land Held for Resale	0	0	0	0	0			
Land and Buildings	(40,000)	(391,629)	(41,629)	(44,445)	(2,816)	(7%)	▼	
Plant and Equipment	(384,223)	(396,226)	(92,502)	(207,973)	(115,471)	(125%)	▼	\$
Furniture and Equipment	(72,000)	(83,000)	(83,000)	(81,699)	1,301	2%	▲	
Infrastructure Assets - Roads	(1,917,231)	(2,348,752)	(749,379)	(995,831)	(246,453)	(33%)	▼	\$
Infrastructure Assets - Drainage	0	0	0	0	0			
Infrastructure Assets - Footpaths	(60,565)	(32,079)	(32,079)	(32,079)	0	0%		
Infrastructure Assets - Other	(1,336,598)	(831,098)	(651,095)	(515,632)	135,463	21%	▲	\$
Infrastructure Assets - Bridges	0	0	0	0	0			
Payments for financial assets at amortised cost - self supporting loans	0	0	0	0	0			
	(3,810,618)	(4,082,785)	(1,649,684)	(1,877,659)				
Amount attributable to investing activities	(1,102,714)	(992,309)	(722,307)	(1,260,084)				
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new borrowings	0	0	0	0	0			
Transfer from Reserves	351,900	351,900	0	0	0			
Transfer from Restricted Cash - Other	0	0	0	0	0			
	351,900	351,900	0	0				
Outflows from financing activities								
Repayment of borrowings	(66,151)	(66,151)	(66,148)	(40,154)	25,994	39%	▲	\$
Payments for principal portion of lease liabilities	(40,850)	(29,389)	(26,917)	(23,907)	3,010	11%	▲	
Transfer to Restricted Cash - Other	0	0	0	0	0			
Transfer to Reserves	(570,000)	(835,000)	(77,913)	(88,913)	(11,000)	(14%)	▼	\$
	(677,001)	(930,540)	(170,978)	(152,973)				
Amount attributable to financing activities	(325,101)	(578,640)	(170,978)	(152,973)				
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	2,127,487	2,079,787	2,079,787	2,079,787	0	0%		
Amount attributable to operating activities	(678,504)	(515,773)	(170,001)	(10,244)	159,757	(94%)	▲	
Amount attributable to investing activities	(1,102,714)	(992,309)	(722,307)	(1,260,084)	(537,778)	74%	▼	
Amount attributable to financing activities	(325,101)	(578,640)	(170,978)	(152,973)	18,005	(11%)	▲	
Surplus or deficit at the end of the financial year	21,168	(6,934)	1,016,502	656,486	(360,016)	(35%)	▼	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 15 for an explanation of the reasons for the variance. The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF QUAIRADING
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2023**

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

	ACTIVITIES
<p>GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.</p>	The Governance function accumulates the costs of Members expenses and other costs of Council that relate to the tasks of assisting councillors and the Ratepayers on matters which do not concern specific Council services, being election costs; allowances and expenses of members; policy and training and audit fees
<p>GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services that are not fully funded by specific fees and charges.</p>	Rates, general purpose government grants and interest revenue.
<p>LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer and environmentally conscious community.</p>	# Supervision of local laws, fire control which covers the maintenance of bushfire equipment and insurance; animal control and a shared community emergency services manager.
<p>HEALTH To provide an operational framework for environmental and community health.</p>	Health inspections, food quality control, pest control and operation of the medical centre.
<p>EDUCATION AND WELFARE To provide services to disadvantaged persons, the elderly, children and youth.</p>	Operation and maintenance of the Little Rainmakers Childcare Centre building, Arthur Kelly Village and minor in-kind association with the Fail Aged Lodge, Youth programme and Quairading Youth Centre.
<p>HOUSING To provide and maintain housing.</p>	Maintenance of housing rented to staff and non staff.
<p>COMMUNITY AMENITIES Provide services required by the community.</p>	Rubbish and recycling services and administration of Town Planning Scheme and Heritage services. Community bus service, maintenance of cemeteries, public conveniences and environmental services.
<p>RECREATION AND CULTURE To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.</p>	Maintenance of Halls, Swimming Pool, community buildings and various reserves and library.
<p>TRANSPORT To provide safe, effective and efficient transport services to the community.</p>	Construction and maintenance of roads, drainage works, footpaths, parking facilities and cleaning of streets. Natural disaster road and bridge repairs. On-line licensing centre for Department of Transport. Maintenance of the Airstrip.
<p>ECONOMIC SERVICES To help promote the Shire of Quairading and its economic wellbeing.</p>	Community development, operation of caravan park and short stay accommodation, tourism and townscape, control of noxious weeds/plants. Pests and building control, community gym and building control.
<p>OTHER PROPERTY AND SERVICES To monitor and control the Shire of Quairading overheads.</p>	Public works overheads, plant operating costs, allocation of salaries and wages. Operation of electrical services and private works.

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

BY NATUR

Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates	6	2,488,487	2,488,487	2,488,487	3,347	0%	▲	
Grants, Subsidies and Contributions	12	720,087	809,144	767,208	812,835	45,628	6%	▲
Fees and Charges		543,171	584,671	551,194	542,826	(8,368)	(2%)	▼
Service Charges		0	0	0	0			
Interest Revenue		31,127	124,127	113,721	110,783	(2,938)	(3%)	▼
Other Revenue		364,560	364,560	315,651	294,128	(21,523)	(7%)	▼
Profit on Disposal of Assets	7	0	20,000	20,000	2,900	(17,100)	(86%)	▼
Gain FV Valuation of Assets		0	0	0	0			
		4,147,432	4,390,989	4,256,261	4,255,306			
Expenditure from operating activities								
Employee Costs		(2,382,511)	(2,195,315)	(2,010,678)	(1,943,338)	67,339	3%	▲
Materials and Contracts		(1,865,959)	(2,122,539)	(1,876,073)	(1,751,414)	124,659	7%	▲
Utility Charges		(199,750)	(199,750)	(181,761)	(241,204)	(59,443)	(33%)	▼
Depreciation		(3,152,569)	(3,152,569)	(2,888,578)	(2,824,074)	64,504	2%	▲
Finance Costs		(14,661)	(13,596)	(12,775)	(6,192)	6,583	52%	▲
Insurance Expenses		(198,267)	(198,267)	(198,193)	(245,553)	(47,360)	(24%)	▼
Other Expenditure		(165,251)	(161,235)	(126,782)	(79,401)	47,381	37%	▲
Loss on Disposal of Assets	7	(229,131)	(136,947)	(136,947)	0	136,947	100%	▲
Loss FV Valuation of Assets		0	0	0	0			
		(8,208,099)	(8,180,218)	(7,431,787)	(7,091,176)			
Operating activities excluded from budget								
Add back Depreciation		3,152,569	3,152,569	2,888,578	2,824,074	(64,504)	(2%)	▼
Adjust (Profit)/Loss on Asset Disposal	7	229,131	116,947	116,947	(2,900)	(119,847)	(102%)	▼
Movement in Leave Reserve (Added Back)		464	3,940	0	4,122			▲
Movement in Deferred Pensioner Rates/ESL		0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0			
Rounding Adjustments		(2)	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0			
Loss on Asset Revaluation		0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0			
		3,382,163	3,273,457	3,005,525	2,825,296			
Amount attributable to operating activities		(678,504)	(515,773)	(170,001)	(10,574)			
INVESTING ACTIVITIES								
Inflows from investing activities								
Capital Grants, Subsidies and Contributions	13	2,610,017	2,929,326	807,129	494,872	(312,257)	(39%)	▼
Proceeds from Disposal of Assets	7	96,100	159,364	119,364	121,818	2,455	2%	▲
Proceeds from financial assets at amortised cost - self supporting loans	9	1,787	1,787	884	884	0	0%	
		2,707,904	3,090,476	927,377	617,575			
Outflows from investing activities								
Land Held for Resale	8	0	0	0	0			
Land and Buildings	8	(40,000)	(391,629)	(41,629)	(44,445)	(2,816)	(7%)	▼
Plant and Equipment	8	(384,223)	(396,226)	(92,502)	(207,973)	(115,471)	(125%)	▼
Furniture and Equipment	8	(72,000)	(83,000)	(83,000)	(81,699)	1,301	2%	▲
Infrastructure Assets - Roads	8	(1,917,231)	(2,348,752)	(749,379)	(995,831)	(246,453)	(33%)	▼
Infrastructure Assets - Drainage	8	0	0	0	0			
Infrastructure Assets - Footpaths	8	(60,565)	(32,079)	(32,079)	(32,079)	0	0%	
Infrastructure Assets - Other	8	(1,336,598)	(831,098)	(651,095)	(515,632)	135,463	21%	▲
Infrastructure Assets - Bridges	8	0	0	0	0			
Payments for financial assets at amortised cost - self supporting loans		0	0	0	0			
		(3,810,618)	(4,082,785)	(1,649,684)	(1,877,659)			
Amount attributable to investing activities		(1,102,714)	(992,309)	(722,307)	(1,260,084)			
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new borrowings		0	0	0	0			
Transfer from Reserves	10	351,900	351,900	0	0			
Transfer from Restricted Cash - Other		0	0	0	0			
		351,900	351,900	0	0			
Outflows from financing activities								
Repayment of borrowings	9	(66,151)	(66,151)	(66,148)	(40,154)	25,994	39%	▲
Payments for principal portion of lease liabilities	9	(40,850)	(29,389)	(26,917)	(23,907)	3,010	11%	▲
Transfer to Restricted Cash - Other		0	0	0	0			
Transfer to Reserves	10	(570,000)	(835,000)	(77,913)	(88,913)	(11,000)	(14%)	▼
		(677,001)	(930,540)	(170,978)	(152,973)			
Amount attributable to financing activities		(325,101)	(578,640)	(170,978)	(152,973)			
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	1	2,127,487	2,079,787	2,079,787	2,079,787	0	0%	
Amount attributable to operating activities		(678,504)	(515,773)	(170,001)	(10,574)			
Amount attributable to investing activities		(1,102,714)	(992,309)	(722,307)	(1,260,084)			
Amount attributable to financing activities		(325,101)	(578,640)	(170,978)	(152,973)			
Surplus or deficit at the end of the financial year	1	21,168	(6,933)	1,016,502	656,156			

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF QUAIRADING
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2023**

NATURE DESCRIPTIONS

REVENUE

RATES
All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refer to all amounts received as grants, subsidies and contributions that are not capital grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES
Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST REVENUE
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS
All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE
All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION
Depreciation expense raised on all classes of assets.

FINANCE COSTS
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES

NOTE 1
ADJUSTED NET CURRENT ASSETS

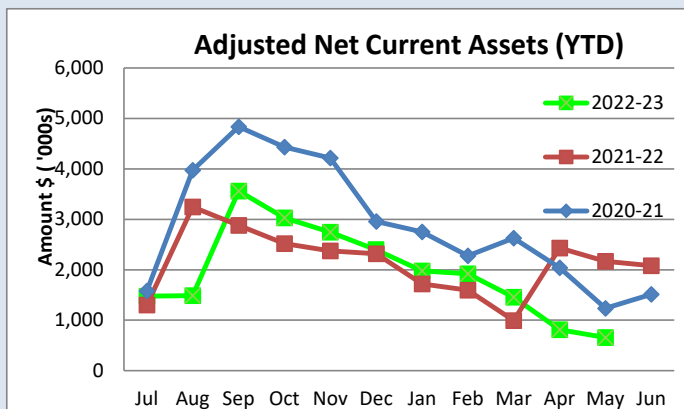
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2022	This Time Last Year 31/05/2022	Year to Date Actual 31/05/2023
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,526,862	2,631,160	1,459,733
Cash Restricted - Reserves	2	3,594,674	3,582,624	3,677,043
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	0	175,772	186,622	270,054
Receivables - Other	3	179,152	77,355	89,310
Other Financial Assets	3	1,787	1,716	902
Other Assets Other Than Inventories	4	194,881	7,770	3,371
Inventories	4	4,513	11,540	(84,407)
		6,677,641	6,498,788	5,416,006
Less: Current Liabilities				
Payables	5	(348,295)	(176,105)	(296,940)
Contract Liabilities	11	(473,280)	(362,772)	(582,481)
Bonds & Deposits	14	(100,368)	(97,081)	(120,283)
Loan Liability	9	(66,151)	0	(25,997)
Lease Liability	9	(40,850)	(3,105)	(16,943)
Provisions	11	(246,085)	(276,993)	(246,085)
		(1,275,030)	(916,057)	(1,288,730)
Less: Cash Reserves	10	(3,594,674)	(3,582,624)	(3,683,586)
Add Back: Component of Leave Liability not Required to be funded		166,636	166,610	170,758
Add Back: Loan Liability		66,151	0	25,997
Add Back: Lease Liability		40,850	3,105	16,943
Less : Loan Receivable - clubs/institutions		(1,787)	(1,716)	(902)
Net Current Funding Position		2,079,787	2,168,106	656,486

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD
Surplus(Deficit)
\$.66 M

Last Year YTD
Surplus(Deficit)
\$2.17 M

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

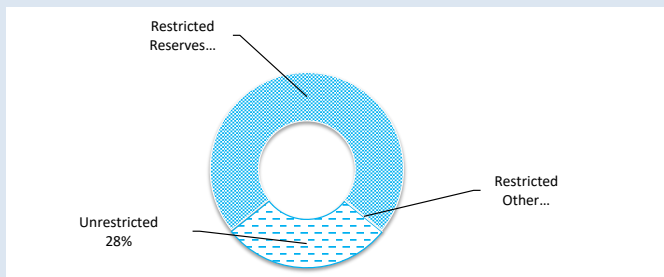
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,300			1,300	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	0			0	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	411,805			411,805	Westpac		Ongoing
Municipal Investment Cash at Bank	420,000			420,000	Westpac	0.01%	Ongoing
Reserve Cash at Bank		66,550		66,550	Westpac	0.01%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
Term Deposits							
Municipal - Term Deposit Investment 1	315,109			315,109	Westpac	1.25%	30/06/2023
Municipal - Term Deposit Investment 2	311,519			311,519	Westpac	4.28%	3/06/2023
Reserve - Term Deposit Investment 1		987,642		987,642	Westpac	4.54%	4/07/2023
Reserve - Term Deposit Investment 2		635,151		635,151	Westpac	1.25%	30/06/2023
Reserve - Term Deposit Investment 3		1,065,169		1,065,169	Westpac	3.88%	12/07/2023
Reserve - Term Deposit Investment 4		922,531		922,531	Westpac	1.25%	30/06/2023
		0		0			
		0		0			
Investments							
Total	1,459,733	3,677,043	0	5,136,776			

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
\$5.14 M	\$3.68 M

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES
 NOTE 3
 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2022	31 May 23
	\$	\$
Opening Arrears Previous Years	239,115	206,403
Levied this year	2,482,356	2,612,016
Less Collections to date	(2,515,069)	(2,517,734)
Equals Current Outstanding	206,403	300,685
	(60,177)	300,685
% Collected	92.42%	89.33%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	119,766	4,457	7,100	(8,130)	123,193
Percentage	97%	4%	6%	-7%	
Balance per Trial Balance					
Sundry Debtors					39,265
Receivables - Other					50,045
Total Receivables General Outstanding					89,310

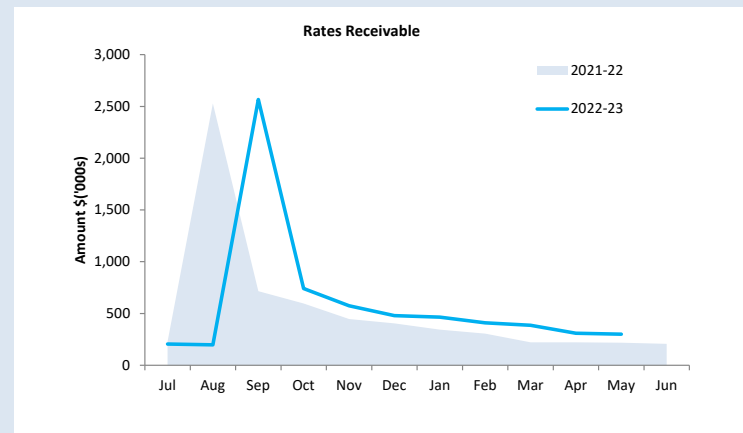
Amounts shown above include GST (where applicable)

KEY INFORMATION

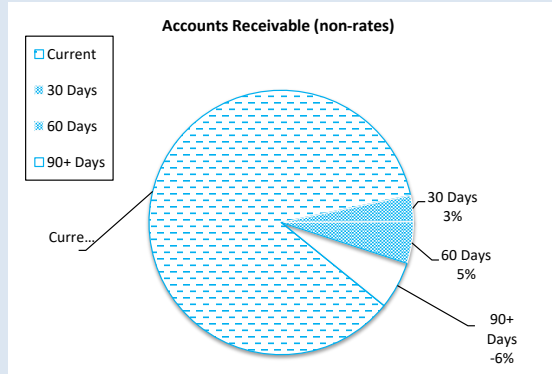
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
89%	\$300,685



Debtors Due
\$89,310
Over 30 Days
3%
Over 90 Days
-7%

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 Jul 2022	Asset Increase	Asset Reduction	Closing Balance 31 May 2023
	\$	\$	\$	\$
Other Current Assets				
Other Financial Assets at Amortised Cost				
## Financial assets at amortised cost - self supporting loans	1,787	0	(884)	902
Inventory				
Fuel, Visitor and Rec Centres stock on hand	4,513	0	(88,920)	(84,407)
Accrued income and prepayments				
Accrued income and prepayments	7,173	0	(3,802)	3,371
Contract assets				
Contract assets	187,708	0	(187,708)	0
Total Other Current assets				(30,134)
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

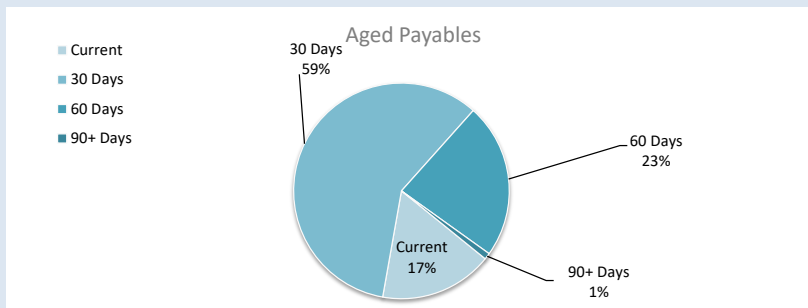
SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES
NOTE 5
Payables

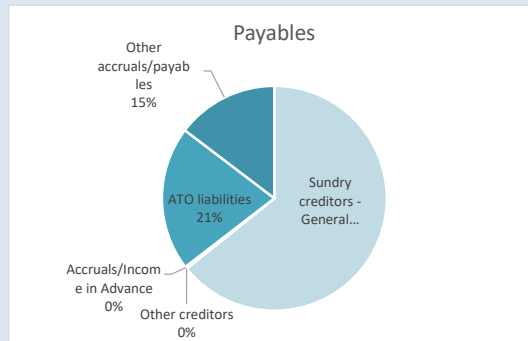
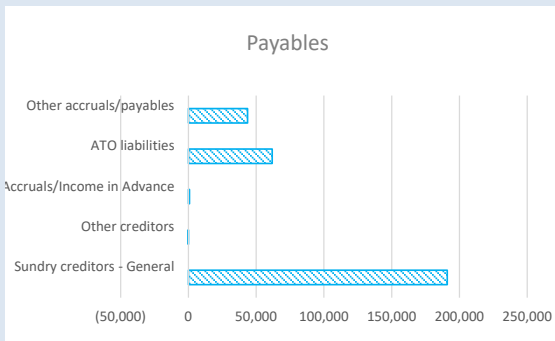
Payables - General		Current	30 Days	60 Days	90+ Days	Total
		\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General		8,976	31,131	12,324	500	52,932
Percentage		17%	58.8%	23.3%	0.9%	
Balance per Trial Balance						
Sundry creditors - General						190,974
##	Other creditors					(198)
	Accruals/Income in Advance					780
	ATO liabilities					61,810
	Other accruals/payables					43,573
Total Payables General Outstanding						296,940
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



Creditors Due
\$296,940
Over 30 Days
83%
Over 90 Days
0.9%



SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES
 NOTE 6
 RATE REVENUE

RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.144781	316	2,567,764	371,764	0	0	371,764	371,764	0	0	371,764
GRV - Ii	-60177.05	22	280,765	40,649	0	0	40,649	40,649	0	0	40,649
GRV - Commercial	0.144781	11	248,376	35,960	0	0	35,960	35,960	0	0	35,960
Unimproved valuations											
UV - Rural	0.009743	360	199,965,500	1,948,264	0	0	1,948,264	1,948,264	0	0	1,948,264
Sub-Totals		709	203,062,405	2,396,637	0	0	2,396,637	2,396,637	0	0	2,396,637
Minimum Payment											
Gross rental valuations											
GRV - Residential	680	61	62,032	41,480	0	0	41,480	41,480	0	0	41,480
GRV - Industrial	680	5	6,315	3,400	0	0	3,400	3,400	0	0	3,400
GRV - Commercial	680	0	0	0	0	0	0	0	0	0	0
Unimproved valuations											
UV - Rural	680	50	1,668,770	34,000	0	0	34,000	34,000	1,263	2,083	37,347
Sub-Totals		116	1,737,117	78,880	0	0	78,880	78,880	1,263	2,083	82,227
		825	204,799,522	2,475,517	0	0	2,475,517	2,475,517	1,263	2,083	2,478,864
Amount from General Rates											
Ex-Gratia Rates							2,475,517				2,478,864
							12,970				12,970
Total Rates							2,488,487				2,491,834

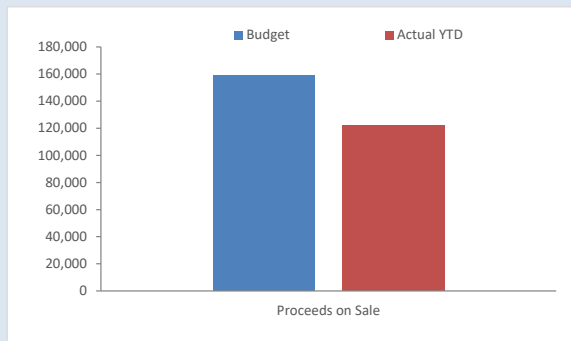
SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book				Net Book			
		Value	Proceeds	Profit	(Loss)	Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land Held for Resale								
1216	Lhfr - Lot 97 (3) Hinkley Way, Quairading.	25,000	35,000	10,000	0	35,000	0		
1217	Lhfr - Lot 98 (1) Hinkley Way, Quairading. -60177.05	25,000	35,000	10,000	0	35,000	0		
	Land and Buildings								
1036	Build - Lot 321 (8) Murphy Street	0	0		0	0			
1138	Land - Lot 92 (26) Avon Street	44,000	0	(44,000)	0	0			
1034	Land - Lot 93 (28) Avon Street	44,000	0	(44,000)	0	0			
	Plant and Equipment								
Q5480	2019 Hyundai Tucson Highlander T13 My20	40,533	26,364	(14,170)	0	26,364	0		
Q5122	2012 Ud Nissan Truck	73,480	40,000	(33,480)	0	0			
4Q360	2020 Mazda Cx-5 Touring	24,298	23,000	(1,298)	22,555	25,455	2,900		
		0	0						
		276,311	159,364	20,000	(136,947)	22,555	121,818	2,900	0

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$159,364	\$121,818	76%

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2023

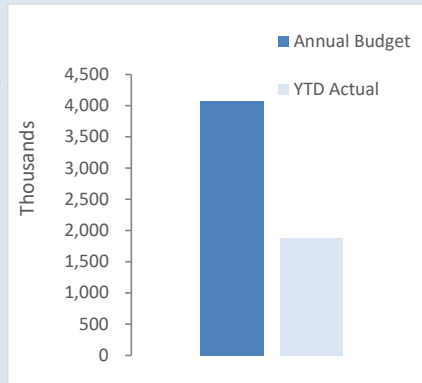
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	40,000	41,629	391,629	44,445	2,816
Plant and Equ	(\$60,177)	384,223	92,502	396,226	115,471
Furniture and Equipment	72,000	83,000	83,000	81,699	(1,301)
Infrastructure Assets - Roads	1,917,231	749,379	2,348,752	995,831	246,453
Infrastructure Assets - Drainage	0	0	0	0	0
Infrastructure Assets - Footpaths	60,565	32,079	32,079	32,079	0
Infrastructure Assets - Other	1,336,598	651,095	831,098	515,632	(135,463)
Infrastructure Assets - Bridges	0	0	0	0	0
Capital Expenditure Totals	3,810,618	1,649,684	4,082,785	1,877,659	227,975
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,610,017	807,129	2,929,326	494,872	(312,257)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	96,100	119,364	159,364	121,818	2,455
Council contribution - Cash Backed Reserves					
Various Reserves	351,900	0	351,900	0	0
Council contribution - operations	752,601	723,191	642,196	1,260,969	537,778
Capital Funding Total	3,810,618	1,649,684	4,082,785	1,877,659	227,975

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

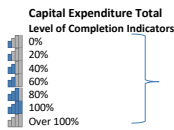
KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.08 M	\$1.88 M	46%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.93 M	\$.49 M	17%

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

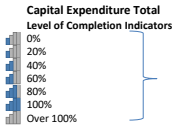


Percentage YTD Actual to Annual Budget
Expenditure over budget Highlighted in red.

% of Completion	Level of completion indicator, please see table at the top of this note for further detail.	Balance		Adopted			Amended		Variance (Under)/Over	
		Account Number	Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD		
					\$	\$	\$	\$	\$	
Assets										
Buildings - Specialised										
Housing										
0.00		Lot 190 McLennan St - Greater Sports Ground (GSG) - Building (Ca	4090114	514	BC9109	0	(11,629)	(11,629)	(11,629)	0
		1 (Lot 325) Edwards Way - Building (Capital)	4090114	514	BC9114	0	(350,000)	0	0	0
		Total - Housing				0	(361,629)	(11,629)	(11,629)	0
1.09		Community Amenities								
		Recycling Centre - Building (Capital)	4100112	512	BC10102	(30,000)	(30,000)	(30,000)	(32,816)	(2,816)
		Total - Community Amenities				(30,000)	(30,000)	(30,000)	(32,816)	(2,816)
1.00		Recreation And Culture								
		Golf Club - Building (Capital)	4110312	512	BC11305	(10,000)	0	0	0	0
		Total - Recreation And Culture				(10,000)	0	0	0	0
0.11		Total - Buildings - Specialised				(40,000)	(391,629)	(41,629)	(44,445)	(2,816)
Plant & Equipment										
Transport										
0.00		UD Auto Truck	4120330	530	PE12303	(180,000)	(180,000)	0	0	0
1.00		Ferris ISX 2200 Zero Turn Mower	4120330	530	PE12305	(22,223)	(22,863)	(22,863)	(22,863)	0
1.30		Second hand backhoe	4120330	530	PE12306	(60,000)	(60,000)	(1,409)	(78,071)	(76,662)
0.20		Tie down load covers - plant additions	4120330	530	PE12307	(34,000)	(34,000)	(6,867)	(6,867)	0
		Total - Transport				(296,223)	(296,863)	(31,138)	(107,800)	(76,662)
1.00		Other Property & Services								
		Purchase of New CEO Vehicle	4140230	530	PE14201	(50,000)	(61,364)	(61,364)	(61,364)	0
1.02		Purchase of New EMCS Vehicle	4140230	530	PE14202	(38,000)	(38,000)	0	(38,809)	(38,809)
		Total - Other Property & Services				(88,000)	(99,364)	(61,364)	(100,173)	(38,809)
0.52		Total - Plant & Equipment				(384,223)	(396,226)	(92,502)	(207,973)	(115,471)
Furniture & Equipment										
Other Property & Services										
0.98		ADMIN - Furniture & Equipment (Capital)	4140220	520		(72,000)	(83,000)	(83,000)	(81,699)	1,301
		Total - Other Property & Services				(72,000)	(83,000)	(83,000)	(81,699)	1,301
0.98		Total - Furniture & Equipment				(72,000)	(83,000)	(83,000)	(81,699)	1,301
Infrastructure - Roads										
Transport										
1.00		Dangin - Mears Road (Capital)	4120141	540	RC010	(35,000)	0	0	0	0
0.06		Groves Road Access (Capital)	4120142	540	RC998	(34,064)	(34,064)	(2,000)	(1,938)	62
1.00		Winmar Road (R2R)	4120144	540	R2R133	0	(17,579)	(17,579)	(17,579)	0
1.00		Old Beverley East Road (Capital)	4120146	540	R2R006	0	0	0	(961)	(961)
0.00		Old Beverley West Road (R2R)	4120146	540	R2R007	(289,470)	(110,000)	0	0	0
0.00		Badjaling North Road (R2R)	4120145	540	R2R014	(110,395)	(100,000)	0	0	0
0.00		Stockpool Road (R2R)	4120145	540	R2R106	0	(110,000)	0	0	0
0.66		Pantapin South Road (R2R)	4120145	540	R2R016	0	(79,865)	(79,865)	(52,580)	27,285
0.63		RRG - Quairading - Corrigin Road (Capital) 21/22 SLK 5.92 - 9.3	4120149	540	RRG166	(602,386)	(602,386)	(212,151)	(380,473)	(168,322)
0.44		RRG - Quairading - Corrigin Road (Capital) 22/23 SLK 2.92 - 5.92	4120149	540	RRG166A	(599,183)	(599,183)	(170,166)	(262,772)	(92,606)
1.00		Doodenanning - Mawson Road - LRCI Funded Expenditure	4120162	540	LRC027	(176,774)	(265,118)	(265,118)	(265,118)	0
0.10		Quairading - Cunderdin Road - WSNF Expenditure	4120162	540	WSF162	(69,959)	(69,959)	(2,500)	(7,241)	(4,741)
0.00		Dangin - Mears Road - WSNF Expenditure	4120162	540	WSF010	0	(360,598)	0	(1,200)	(1,200)
		Total - Transport				(1,917,231)	(2,348,752)	(749,379)	(989,863)	(240,484)
0.42		Total - Infrastructure - Roads				(1,917,231)	(2,348,752)	(749,379)	(989,863)	(240,484)

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



Percentage YTD Actual to Annual Budget
Expenditure over budget Highlighted in red.

% of Completion Level of completion indicator, please see table at the top of this note for further detail.

	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over		
				Annual Budget	YTD Budget	Annual Budget	YTD Budget			
Assets				\$	\$	\$	\$	\$		
Infrastructure - Footpaths										
Transport										
1.00		McLennan Street (Wood St - Heal St) - Footpath Capital LRCI Funded Expenditure	4120170	560	FC123B	(60,565)	0	0	0	0
1.00		McLennan Street (Stacey St - Southern Terminus) - Footpath Capital LRCI Funded Expenditure	4120170	560	FC123C	0	(14,700)	(14,700)	(14,700)	0
1.00		Cubbine Road (Murphy St - QDHS ELC Campus) - Footpath Capital LRCI Funded Expenditure	4120170	560	FC163A	0	(17,379)	(17,379)	(17,379)	0
		Total - Transport				(60,565)	(32,079)	(32,079)	(32,079)	0
1.00		Total - Infrastructure - Footpaths				(60,565)	(32,079)	(32,079)	(32,079)	0
Infrastructure - Other										
Law, Order & Public Safety										
0.36		OLOPS - Infrastructure Other (Capital)	4050390	590		(8,000)	(8,000)	(8,000)	(2,906)	5,094
		Total - Law, Order & Public Safety				(8,000)	(8,000)	(8,000)	(2,906)	5,094
Recreation And Culture										
1.00		Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	(505,500)	0	0	0	0
0.00		Directional Shades - Oval Lighting	4110390	590	OC11340	(25,000)	(25,000)	0	0	0
0.00		BMX Bike Track - Cubbine Road	4110390	590	OC11341	(25,000)	(25,000)	0	0	0
0.67		Community Park - LRCI Funded Expenditure	4110390	590	LRC11322	(748,348)	(748,348)	(623,345)	(499,676)	123,670
0.66		OTH CUL - Infrastructure Other (Capital)	4110790	590		(19,750)	(19,750)	(19,750)	(13,050)	6,700
		Total - Recreation And Culture				(1,323,598)	(818,098)	(643,095)	(512,726)	130,370
Transport										
0.00		AERO - Infrastructure Other (Capital)	4120690	590		(5,000)	(5,000)	0	0	0
		Total - Transport				(5,000)	(5,000)	0	0	0
0.62		Total - Infrastructure - Other				(1,336,598)	(831,098)	(651,095)	(515,632)	135,463
0.46		Grand Total				(3,810,618)	(4,082,785)	(1,649,684)	(1,871,691)	(222,007)
Summary by Balance Sheet Category										
		Land Held For Resale (Current)	340			0	0	0	0	0
		Land Held For Resale (Non Current)	507			0	0	0	0	0
		Land - Freehold	508			0	0	0	0	0
		Buildings - Specialised	512			(40,000)	(30,000)	(30,000)	(32,816)	(2,816)
		Buildings - Non Specialised	514			0	(361,629)	(11,629)	(11,629)	0
		Furniture & Equipment	520			(72,000)	(83,000)	(83,000)	(81,699)	1,301
		Plant & Equipment	530			(384,223)	(396,226)	(92,502)	(207,973)	(115,471)
		Infrastructure - Roads	540			(1,917,231)	(2,348,752)	(749,379)	(989,863)	(240,484)
		Infrastructure - Bridges	555			0	0	0	0	0
		Infrastructure - Footpaths & Cycleways	560			(60,565)	(32,079)	(32,079)	(32,079)	0
		Infrastructure - Other	590			(1,336,598)	(831,098)	(651,095)	(515,632)	135,463
						0	0	0	0	0
						0	0	0	0	0
						0	0	0	0	0
						(3,810,618)	(4,082,785)	(1,649,684)	(1,871,691)	(222,007)

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

FINANCING ACTIVITIES
NOTE 9
LOAN DEBTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2022	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport													
Loan 118 - Depot Building	293,540	0	0	0	24,719	49,813	49,813	268,821	243,727	243,727	4,336	10,647	10,647
	-60177.05												
Loan 119 - Park Cottages	114,547	0	0	0	14,551	14,551	14,551	99,996	99,996	99,996	1,491	2,431	2,431
	408,087	0	0	0	39,270	64,364	64,364	368,818	343,723	343,723	5,826	13,078	13,078
Self supporting loans													
Recreation and Culture													
Loan 115 - Bowling Club	0	0	0	0	0	0	0	0	0	0	0	0	0
Loan 117 - Golf Club	1,787	0	0	0	884	1,787	1,787	902	0	0	35	77	77
	1,787	0	0	0	884	1,787	1,787	902	0	0	35	77	77
Total	409,874	0	0	0	40,154	66,151	66,151	369,720	343,723	343,723	5,860.87	13,154	13,154
Current loan borrowings	66,151							25,997					
Non-current loan borrowings	343,723							343,723					
	409,874							369,720					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

Particulars/Purpose	01 Jul 2022	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, Order & Public Safety													
Lease 2 - CESM Vehicle	43,646	0	0	0	23,907	26,092	26,092	19,740	17,555	17,555	331	349	349
Economic Services													
Lease 4 - Skeleton Weed Vehicle	0	0	0	0	0	0	11,461	0	0	(11,461)	0	0	1,064
Other Property & Services													
Lease 3 - Canon Photocopier	6,640	0	0	0	0	3,297	3,297	6,640	3,343	3,343	0	93	93
	50,287	0	0	0	23,907	29,389	40,850	26,380	20,898	9,437	331	442	1,506
Total	50,287	0	0	0	23,907	29,389	40,850	26,380	20,898	9,437	331	442	1,506
Current financing borrowings	40,850							16,943					
Non-current financing borrowings	9,437							9,437					
	50,287							26,380					

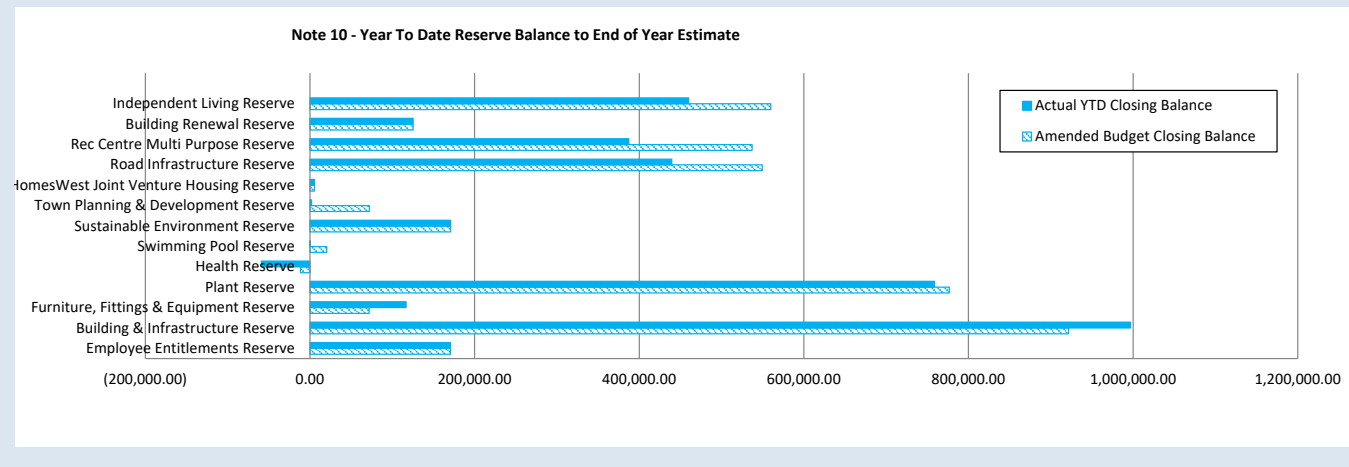
SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES
NOTE 10
CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlements Reserve	166,636.01	4,063.00	4,121.65	0.00	0.00	0.00	0.00	170,699.01	170,757.66
Building & Infrastructure Reserve	972,784.37	23,718.00	24,061.33	0.00	0.00	(75,000.00)	0.00	921,502.37	996,845.70
Furniture, Fittings & Equipment Reserve	114,059.78	2,781.00	2,821.22	0.00	0.00	(45,000.00)	0.00	71,840.78	116,881.00
Plant Reserve	740,496.48	18,054.00	18,315.82	250,000.00	0.00	(231,900.00)	0.00	776,650.48	758,812.30
Health Reserve	(60,177.05)	(1,467.00)	1,192.82	50,000.00	0.00	0.00	0.00	(11,644.05)	(58,984.23)
Swimming Pool Reserve	264.36	6.00	6.54	20,000.00	0.00	0.00	0.00	20,270.36	270.90
Sustainable Environment Reserve	166,742.97	4,065.00	4,124.32	0.00	0.00	0.00	0.00	170,807.97	170,867.29
Town Planning & Development Reserve	2,000.00	49.00	49.46	70,000.00	0.00	0.00	0.00	72,049.00	2,049.46
HomesWest Joint Venture Housing Reserve	5,277.16	129.00	130.53	0.00	0.00	0.00	0.00	5,406.16	5,407.69
Road Infrastructure Reserve	428,917.52	10,458.00	10,609.08	110,000.00	0.00	0.00	0.00	549,375.52	439,526.60
Rec Centre Multi Purpose Reserve	378,024.36	9,217.00	9,350.25	150,000.00	0.00	0.00	0.00	537,241.36	387,374.61
Building Renewal Reserve	122,313.53	2,982.00	3,025.36	0.00	0.00	0.00	0.00	125,295.53	125,338.89
Independent Living Reserve	448,932.00	10,945.00	11,104.13	100,000.00	0.00	0.00	0.00	559,877.00	460,036.13
	3,486,271.49	85,000.00	88,912.51	750,000.00	0.00	(351,900.00)	0.00	3,969,371.49	3,575,184.00

KEY INFORMATION



**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 Jul 2022	Liability Increase	Liability Reduction	Closing Balance 31 May 2023
		\$	\$	\$	\$
Other Current Liabilities					
Other Liabilities					
- Contract Liabilities	12	1,750	53,387	(16,624)	38,513
- Capital Grant/Contribution Liabilities	13	471,530	755,448	(682,580)	544,398
Total Other liabilities		473,280	808,835	(699,203)	582,911
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		473,280	808,835	(699,203)	582,911
Employee Related Provisions					
Annual leave		141,148	0	0	141,148
Long service leave		104,938	0	0	104,938
Total Provisions		246,085	0	0	246,085
Total Other Current Liabilities					828,997
Amounts shown above include GST (where applicable)					

KEY INFORMATION

PROVISIONS

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

EMPLOYEE BENEFITS

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

NOTE 12

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Grant, Subsidies and Contributions Liability					Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 31 May 2023	Current Liability 31 May 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
####									
General purpose funding									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	324,627	324,627	324,627	431,940
Grants Commission - Roads (WALGGC)	0	0	0	0	0	179,685	179,685	179,685	125,615
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	38,819	38,819	31,423	45,486
Mitigation Activity Fund Grant Program	0	33,292	0	33,292	33,292	0	66,585	33,292	0
Bushfire Volunteers Grant Program	0	4,295	(3,578)	717	717	0	4,295	4,295	3,578
Health									
Medical Practice Grant - Nursing Staff	0	0	0	0	0	10,000	10,000	10,000	11,854
Education and welfare									
Youth Week Grant	0	4,100	(2,252)	1,848	1,848	0	4,000	4,000	2,252
Recreation and culture									
Grant - Toddler Learn to Swim	0	0	0	0	0	2,000	2,000	2,000	0
NADC National Australia Day Grant	0	10,200	(8,648)	1,552	1,552	0	8,000	8,000	8,648
NAIDOC Week Grant	1,750	0	(1,750)	0	0	0	1,750	1,750	1,750
Volunteering WA Grant	0	1,500	(395)	1,105	1,105	0	0	0	395
Transport									
Direct Grant (MRWA)	0	0	0	0	0	159,330	162,757	162,757	162,757
	1,750	53,387	(16,624)	38,513	38,513	714,461	802,518	761,829	794,276
Contributions									
Education and welfare									
Quairading Rotary Annual Contribution	0	0	0	0	0	250	250	0	0
Recreation and culture									
Rainmakers Contribution to El Toro (error)	0	0	0	0	0	(500)	500	0	0
Other property and services									
Admin staff contributions to vehicle running costs	0	0	0	0	0	5,876	5,876	5,379	5,407
Admin staff contributions received from other local authorities for LSL paid	0	0	0	0	0	0	0	0	13,153
	0	0	0	0	0	5,626	6,626	5,379	18,560

| 23

TOTALS	1,750	53,387	(16,624)	38,513	38,513	720,087	809,144	767,208	812,835
---------------	--------------	---------------	-----------------	---------------	---------------	----------------	----------------	----------------	----------------

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

NOTE 13

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital Grants, Subsidies and Contributions Liability					Capital Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 31 May 2023	Current Liability 31 May 2023	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
####									
Recreation and culture									
LRCI Grant Phase 3- Construction Hall Carpark	178,597	0	0	178,597	178,597	359,693	359,693	0	0
Trails WA Grant - Salmon Gums Trail	0	0	0	0	0	0	0	0	0
Lotterywest Grant - Community Park	0	237,101	0	237,101	237,101	478,109	478,109	154,776	0
LRCIP Grant Phase 3 - Community Park	0	0	0	0	(430)	122,013	122,013	0	0
Transport									
RTR Grant - Doodenanning - Mawson Construction	0	0	0	0	0	0	0	0	0
RTR Grant - Winmar (Junction) Rd Drainage	0	0	0	0	0	0	0	0	0
R2R Grant - Old Beverley West Road (R2R)	0	0	0	0	0	246,135	0	0	0
R2R Grant - Badjaling North Road (R2R)	0	0	0	0	0	110,395	0	0	0
R2R Grant - Stockpool Road (R2R)	0	0	0	0	0	0	0	0	0
R2R Grant - Pantapin South Road (R2R)	0	0	0	0	0	0	79,865	79,865	0
R2R Grant - Quairading Corrigin Road (R2R)	0	0	0	0	0	0	235,376	235,376	0
RRG Grant - Quairading - Corrigin Road 21/22	145,586	149,279	(294,865)	0	0	369,504	369,504	108,240	294,865
RRG Grant - Quairading - Corrigin Road 22/23	0	319,564	(262,772)	56,791	56,791	399,455	399,455	54,673	262,772
LRCIP Grant Phase 3 - Mt Stirling Rd Resheet	0	0	0	0	0	0	0	0	(53,278)
LRCIP Grant Phase 2 - Doodenanning - Mawson Rd Reseal	123,742	0	(123,742)	0	0	176,774	176,774	123,742	123,742
LRCIP Grant Phase 1 - Livingston Rd Resheet	0	0	0	0	0	163,690	163,690	0	0
LRCIP Grant Phase 2 - Mclennan St Footpath (Harris St - Stacey St)	0	0	0	0	0	0	0	0	(33,515)
LRCIP Grant Phase 3 - Mclennan St Footpath (Wood St - Heal St)	23,605	0	0	23,605	23,605	60,565	28,486	0	0
LRCIP Grant Phase 3 - Mclennan St Footpath (Stacey St - Southern Terminus) **Budget adjustment	0	0	0	0	0	0	14,700	0	0
LRCIP Grant Phase 3 - Cubbine Rd Footpath (Murphy St - QDHS ELC) **Budget adjustment	0	0	0	0	0	0	17,379	0	0
WSFN Grant - Stage 4 - Quairading-Cunderdin (Includes Stage 3)	0	0	0	0	0	50,457	50,457	50,457	(100,915)
WSFN Grant - Dangin - Mears Road	0	49,504	(1,200)	48,304	48,304	0	360,598	0	1,200
	471,530	755,448	(682,580)	544,398	543,968	2,536,790	2,856,099	807,129	494,872
Capital Contributions Community amenities									

Rural Youth Contribution - Community Park	0	0	0	0	0	73,227	73,227	0	0
	0	0	0	0	0	73,227	73,227	0	0
Total capital grants, subsidies and contributions	471,530	755,448	(682,580)	544,398	543,968	2,610,017	2,929,326	807,129	494,872

**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

**NOTE 14
BONDS & DEPOSITS AND TRUST FUNDS**

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

Trust funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2022	Amount Received	Amount Paid	Closing Balance 31 May 2023
	#####	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Building Services Levy (BSL)	544.12	1,087.98	(544.12)	1,087.98
Construction Training Fund (CTF)	382.73	491.75	(382.73)	491.75
Councillor Nomination Fee	0.00	0.00	0.00	0.00
Key, Hall & Equipment Bonds	8,611.65	21,780.00	(25,365.65)	5,026.00
Unclaimed Monies	1,152.50	0.00	0.00	1,152.50
Department of Transport Licensing TransWA	2,734.25	349,220.50	(324,499.05)	27,455.70
Other Bonds & Deposits	0.00	0.00	0.00	0.00
Caravan Park Cabin Bonds	84,993.41	0.00	(1,929.24)	83,064.17
Community Bus Bonds	(182.00)	0.00	182.00	0.00
Rental Bonds	657.30	900.00	(1,266.00)	291.30
Animal Trap Bonds	1,474.31	2,432.00	(2,998.31)	908.00
	0.00	0.00	0.00	0.00
Sub-Total	100,368.27	375,912.23	(356,803.10)	119,477.40
Trust Funds				
Nil	0.00	0.00	0.00	0.00
Sub-Total	0.00	0.00	0.00	0.00
	100,368.27	375,912.23	(356,803.10)	119,477.40

KEY INFORMATION

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

NOTE 15

EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

Favourable Variance. ▲
Unfavourable Variance. ▼

Community Amenities	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Law, Order and Public Safety	(61,872)	(31%)	▼	S	Timing	Reimbursements (income) related to CESM funding behind budget phasing (invoices not sent to MOU partners)
Health	(35,034)	(74%)	▼	S	Timing	Budgeted income from the mid-year budget review related to takings from LOCUM is behind due to delays setting up practice bank account with Medicare rebates
Economic Services	38,727	14%	▲	S	Permanent	
Law, Order and Public Safety	120,524	22%	▲	S	Timing	Expenditure for Bush Fire Brigades behind budget phasing for the majority of expenditure budgeted (clothing, plant maintenance)
Education and Welfare	35,847	15%	▲	S	Timing	Admin allocated clearing journals have been run, however there is an error in Synergy with the balances cleared. A job has been lodged with IT vision to correct. The variance is not true. Arthur Kelly Village building maintenance costs below budgeted amount. Youth centre building operating and maintenance costs below budget phasing.
Housing	100,871	32%	▲	S	Timing	Admin allocated clearing journals have been run, however there is an error in Synergy with the balances cleared. A job has been lodged with IT vision to correct. The variance is not true. Staff housing and other housing building maintenance and building operation costs are below budgeted amount. Other housing (non-staff) building maintenance and building operation costs are below budgeted amount.
Other Property and Services	(254,987)	(668%)	▼	S	Timing	Administration employee costs are above budget, public works annual leave costs are above budget, admin and public works motor vehicle costs are above budget, admin building operating costs are above budget. Public works fuels and oil stock expenditure
Capital Grants, Subsidies and Contributions	(312,257)	(39%)	▼	S	Timing	At 30.06.2022 an accrual was made to recognise accrued income. This accrual is reversed 01.07.2022 (financial year accruals). This was done to recognise contract assets as funds have been spent on certain grant funded jobs yet the income has not yet been received (spent in advance). This will be offset once the funds are received. This is shown in Note 13.

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023

NOTE 15

EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

Favourable Variance. ▲
Unfavourable Variance. ▼

Community Amenities	Var. \$	Var. %	Var. ▲ ▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
Proceeds from Disposal of Assets	2,455	2%	▲			Assets not yet capitalised
Plant and Equipment	(115,471)	(7%)	▼	\$		
Infrastructure Assets - Roads	(246,453)	(33%)	▼	\$	Timing	Invoice for Doodenanning-Mawson Road (LRCI funding) came in significantly overbudget. This work was completed in April 2022 however the invoice was disputed due to remediation work required. This work was completed in August 2022 and paid in September. In the time between the tender and the invoice, the work cost escalated due to increased interest rates.
Infrastructure Assets - Other	135,463	21%	▲	\$	Timing	
Transfer to Reserves	(11,000)	(14%)	▼	\$	Permanent	Interest on reserve accounts received has been significantly higher than budgeted due to increased interest rates. 22/23 budgeted interest was \$10,000 (same as prior year), however to date \$78,548.32 has been received. Mid Year Budget raised to \$85,000.

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MAY 2023

NOTE 16
 BUDGET AMENDMENTS

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amenaea Budget Running Balance
					\$	\$	\$	\$
		Budget Adoption		Closing Surplus/(Deficit)			21,168	21,168
		<i>Opening surplus adjustment</i>		(Not yet endorsed) To be presented at budget review			(47,700)	(26,532)
		<i>(Adjusted 2021/22 Closing Balance)</i>						
3030245		GEN PUR - Interest Earned - Reserve Funds		Operating Income		75,000		48,468
3030246		GEN PUR - Interest Earned - Municipal Funds		Operating Income		18,000		66,468
4030280	-60177.05	GEN PUR - Transfers to Reserve - NON-INTEREST		Capital Expenditure			(70,000)	(3,532)
4030280		GEN PUR - Transfers to Reserve - NON-INTEREST		Capital Expenditure			(50,000)	(53,532)
4030280		GEN PUR - Transfers to Reserve - NON-INTEREST		Capital Expenditure			(50,000)	(103,532)
4030280		GEN PUR - Transfers to Reserve - NON-INTEREST		Capital Expenditure			(20,000)	(123,532)
4030281		GEN PUR - Transfers to Reserve		Capital Expenditure			(75,000)	(198,532)
2040113		MEMBERS - Members Sitting Fees		Operating Expenditure		4,016		(194,516)
2040116		MEMBERS - Election Expenses		Operating Expenditure		731		(193,784)
2040116		MEMBERS - Election Expenses		Operating Expenditure		4,079		(189,706)
2040141		MEMBERS - Subscriptions & Publications		Operating Expenditure			(1,759)	(191,465)
2040287		OTH GOV - Other Expenses		Operating Expenditure			(4,500)	(195,965)
2040287		OTH GOV - Other Expenses		Operating Expenditure			(1,500)	(197,465)
2050165	BVG5102	Bushfire Volunteers Grant Expenditure		Operating Expenditure			(4,295)	(201,760)
2050165	MAF5101	Mitigation Activity Fund Expenditure		Operating Expenditure			(66,585)	(268,345)
2050289		ANIMAL - Animal Pound Maintenance		Operating Expenditure			(2,500)	(270,845)
2050289		ANIMAL - Animal Pound Maintenance		Operating Expenditure			(2,500)	(273,345)
2050289		ANIMAL - Animal Pound Maintenance		Operating Expenditure			(500)	(273,845)
3050110	BVG5102	Bushfire Volunteers Grant Income		Operating Income		4,295		(269,550)
3050110	MAF5101	Mitigation Activity Fund Income		Operating Income		66,585		(202,965)
2070400		HEALTH - Employee Costs		Operating Expenditure		1,385		(201,580)
2070400		HEALTH - Employee Costs		Operating Expenditure		14,369		(187,211)
2070450		HEALTH - Contract Services		Operating Expenditure			(7,000)	(194,211)
2070553	W7501	Mosquito & Fly Control		Operating Expenditure			(6,573)	(200,784)
2070765		OTH HEALTH - Maintenance/Operations MUN		Operating Expenditure			(60,000)	(260,784)
3070720		OTH HEALTH - Fees & Charges		Operating Income		36,000		(224,784)
2080689	BM8600	Arthur Kelly Village - Common Area - Building Maintenance		Operating Expenditure			(13,500)	(238,284)
2080753	EV08701	Youth Week Expenditure		Operating Expenditure			(4,000)	(242,284)
3080710	EVI08701	Youth Week Income		Operating Income		4,000		(238,284)
2090191		STF HOUSE - Loss on Disposal of Assets		Operating Expenditure	(44,000)			(238,284)
2090191		STF HOUSE - Loss on Disposal of Assets		Operating Expenditure	(44,000)			(238,284)

GL Code	Job #	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amenaea
					Adjustment	Available Cash	Available Cash	Budget Running Balance
					\$	\$	\$	\$
2090191		STF HOUSE - Loss on Disposal of Assets		Operating Expenditure	186,920			(238,284)
2090289	BM9211	Doctor's Residence - Building Maintenance		Operating Expenditure			(20,000)	(258,284)
4090114	BC9114	1 (Lot 325) Edwards Way - Building (Capital)	OCM 151-22/23	Capital Expenditure			(350,000)	(608,284)
4090144	BC9109	Lot 190 McLennan St - Building (Capital)		Capital Expenditure			(11,629)	(619,913)
2100665		PLAN - Maintenance/Operations		Operating Expenditure			(8,000)	(627,913)
2100711	W10700	COM AMEN - Cemetery Maintenance/Operations		Operating Expenditure			(18,012)	(645,925)
2100711	W10700	COM AMEN - Cemetery Maintenance/Operations		Operating Expenditure			(14,659)	(660,584)
2100711	W10700	COM AMEN - Cemetery Maintenance/Operations		Operating Expenditure			(8,000)	(668,584)
2100711	W10700	COM AMEN - Cemetery Maintenance/Operations		Operating Expenditure			(5,000)	(673,584)
3100690		PLAN - Profit on Disposal of Asset		Operating Income	20,000			(673,584)
3100720		COM AMEN - Cemetery Fees (Burial)		Operating Income		5,000		(668,584)
3100721		COM AMEN - Cemetery Fees (Niche Wall & Rose Garden)		Operating Income		500		(668,084)
5100650		PLAN - Proceeds on Asset Disposal		Capital Income		70,000		(598,084)
2110189	BM11104	Doodenanning Hall - Building Maintenance		Operating Expenditure			(3,000)	(601,084)
2110365	W11301	Bark Park (Dog Park)		Operating Expenditure			(25,400)	(626,484)
2110389	BM11305	Golf Club - Buildings Maintenance		Operating Expenditure			(810)	(627,294)
2110521		LIBRARY - Information Technology		Operating Expenditure			(4,973)	(632,267)
2110711	EV11701	Australia Day Expenditure		Operating Expenditure			(9,500)	(641,767)
2110713	EV11703	NAIDOC Week Expenditure		Operating Expenditure			(260)	(642,027)
2110723		OTH CUL - Artwork Storage		Operating Expenditure			(1,000)	(643,027)
2110743	EV11702	OTH CUL - Christmas Events		Operating Expenditure			(3,000)	(646,027)
3110700		OTH CUL - Contributions & Donations		Operating Income		1,000		(645,027)
3110710	EVI11701	Australia Day Income		Operating Income		8,000		(637,027)
3110710	EVI11703	NAIDOC Week Income		Operating Income		1,750		(635,277)
4110190	OC11101	Construction Hall Carpark LRCI Funded Expenditure		Capital Expenditure		505,500		(129,777)
4110312	BC11305	Golf Club - Building (Capital)		Capital Expenditure		10,000		(119,777)
2120211		ROADM - Road Maintenance Budgeting		Operating Expenditure		40,519		(79,257)
2120211		ROADM - Road Maintenance Budgeting		Operating Expenditure		45,957		(33,300)
2120211		ROADM - Road Maintenance Budgeting		Operating Expenditure		98,896		65,595
2120211		ROADM - Road Maintenance Budgeting		Operating Expenditure		114,628		180,223
2120235		Traffic Signs & Equipment		Operating Expenditure			(17,000)	163,223
2120287		ROADM - Other Expenses MUN		Operating Expenditure			(18,815)	144,408
3120111		Old Beverley West Road (R2R) Income		Operating Income			(136,135)	8,273
3120111		Badjalung North Road (R2R) Income		Operating Income			(10,395)	(2,122)
3120111		Pantapin South Road (R2R) Income		Operating Income		36,530		34,408
3120111		Stockpool Road (R2R) Income		Operating Income		110000		144,408
3120113		Dangin - Mears Road - WSNF Income		Operating Income		360,598		505,006
3120210		ROADM - Direct Road Grant (MRWA)		Operating Income		3,427		508,433
4120141		Dangin - Mears Road (Capital)		Capital Expenditure		35,000		543,433

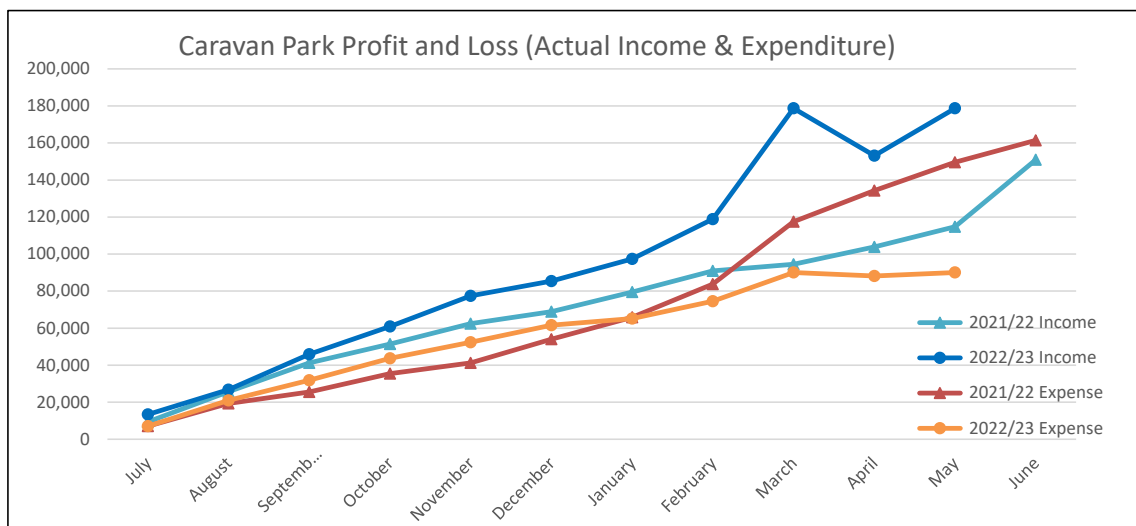
GL Code	Job #	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amenaea
					Adjustment	Available Cash	Available Cash	Budget Running Balance
					\$	\$	\$	\$
4120144		Winmar Road (R2R)		Capital Expenditure			(17,579)	525,854
4120145		Badjaling North Road (R2R)		Capital Expenditure		1,028		526,883
4120145		Badjaling North Road (R2R)		Capital Expenditure		2,886		529,768
4120145		Badjaling North Road (R2R)		Capital Expenditure		3,136		532,904
4120145		Badjaling North Road (R2R)		Capital Expenditure		3,345		536,249
4120145		Pantapin South Road (R2R)		Capital Expenditure			(67,885)	468,364
4120145		Pantapin South Road (R2R)		Capital Expenditure			(4,278)	464,086
4120145		Pantapin South Road (R2R)		Capital Expenditure			(4,011)	460,075
4120145		Pantapin South Road (R2R)		Capital Expenditure			(3,691)	456,384
4120145		Stockpool Road (R2R)		Capital Expenditure			(35,397)	420,987
4120145		Stockpool Road (R2R)		Capital Expenditure			(33,188)	387,799
4120145		Stockpool Road (R2R)		Capital Expenditure			(30,534)	357,265
4120145		Stockpool Road (R2R)		Capital Expenditure			(10,881)	346,384
4120146		Old Beverley West Road (R2R)		Capital Expenditure			(77,000)	269,384
4120146		Old Beverley West Road (R2R)		Capital Expenditure		6,267		275,651
4120146		Old Beverley West Road (R2R)		Capital Expenditure		76,703		352,354
4120146		Old Beverley West Road (R2R)		Capital Expenditure		84,581		436,935
4120146		Old Beverley West Road (R2R)		Capital Expenditure		88,919		525,854
4120162		Doodenanning - Mawson Rd - LRCI Funded Expenditure		Capital Expenditure			(250,118)	275,736
4120162		Doodenanning - Mawson Rd - LRCI Funded Expenditure		Capital Expenditure		161,774		437,510
4120162		Dangin - Mears Road - WSNF Expenditure		Capital Expenditure			(360,598)	76,912
4120170		McLennan Street (Wood St - Heal St) - Footpath Capital LRCI Funded Expenditure		Capital Expenditure		60,565		137,477
4120170		McLennan Street (Stacey St - Southern Terminus) - Footpath Capital LRCI Funded Expenditure		Capital Expenditure			(14,700)	122,777
4120170		Cubbine Road (Murphy St - QDHS ELC Campus) - Footpath Capital LRCI Funded Expenditure		Capital Expenditure			(17,379)	105,398
4120330		Ferris ISX 2200 Zero Turn Mower		Capital Expenditure			(640)	104,759
3120114		McLennan Street (Wood St - Heal St) Footpath LRCI Funded Income		Operating Income			(32,079)	72,680
3120114		McLennan Street (Stacey St - Southern Terminus) Footpath LRCI Funded Income		Operating Income		14,700		87,380
3120114		Cubbine Road (Murphy St - QDHS ELC Campus) Footpath LRCI Funded Income		Operating Income		17,379		104,759
2130112		RURAL - Skeleton Weed Control		Operating Expenditure			(12,526)	92,233
2130175		RURAL - Lease Interest Repayments		Operating Expenditure		1,064		93,298
2130240		Tourism Photography & Videography		Operating Expenditure			(8,000)	85,298
2130288		Town Clock and Town Centre (Gazebos & Misc Exp) - Building Operations		Operating Expenditure			(3,025)	82,272

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amenaea Budget Running Balance
					\$	\$	\$	\$
2130288		Town Clock and Town Centre (Gazebos & Misc Exp)		Operating Expenditure			(2,518)	79,754
		- Building Operations						
2130288		Town Clock and Town Centre (Gazebos & Misc Exp)		Operating Expenditure			(2,196)	77,558
		- Building Operations						
4130185		RURAL - Lease Principal Repayments		Capital Expenditure		11,461		89,019
2140288		Works Supervisors Office - Building Operations		Operating Expenditure			(5,000)	84,019
2140291		ADMIN - Loss on Disposal of Assets		Operating Expenditure	(6,736)			84,019
2140304		PWO - Training & Development		Operating Expenditure			(14,659)	69,360
2140304		PWO - Training & Development		Operating Expenditure			(4,000)	65,360
2140341		PWO - Subscriptions & Memberships		Operating Expenditure			(5,381)	59,979
4140220		ADMIN - Furniture & Equipment (Capital)		Capital Expenditure			(11,000)	48,979
4140230		Purchase of New CEO Vehicle		Capital Expenditure			(11,364)	37,615
5140250		ADMIN - Proceeds on Disposal of Assets		Capital Income			(6,736)	30,879
9673104		Movement in leave reserve (added back)				3,476		34,355
					112,183	2,213,050	(2,178,695)	34,355
KEY INFORMATION								




**SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

**NOTE 17
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	YTD Var %	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
INCOME							
Caravan Park Charges	619	\$ 51,477.25	\$ 54,978.00	94%	\$ 60,000.00	\$ 60,000.00	86%
Cabin and Unit Charges	734	\$ 126,538.54	\$ 91,630.00	138%	\$ 100,000.00	\$ 100,000.00	127%
Fees, Charges & Reimbursements		\$ 675.94	\$ -	0%	\$ -	\$ -	0%
TOTAL INCOME	1353	\$ 178,691.73	\$ 146,608.00	122%	\$ 160,000.00	\$ 160,000.00	112%
EXPENDITURE							
Caravan Park							
Salaries & Wages		\$ 14,914.93	\$ 47,362.00	31%	\$ 65,796.00	\$ 50,325.00	30%
Materials & Contracts		\$ 12,862.94	\$ 19,880.00	65%	\$ 4,640.00	\$ 20,111.00	64%
Utilities & Insurance		\$ 10,785.49	\$ 11,616.00	93%	\$ 12,700.00	\$ 12,700.00	85%
Caravan Park Total		\$ 38,563.36	\$ 78,858.00	49%	\$ 83,136.00	\$ 83,136.00	46%
Cabins (3x 2 bedroom Cabins)							
Salaries & Wages		\$ 20,012.28	\$ 33,726.00	59%	\$ 36,843.00	\$ 36,843.00	54%
Materials & Contracts		\$ 257.58	\$ 2,310.00	11%	\$ 2,532.00	\$ 2,532.00	10%
Utilities & Insurance		\$ 11,240.17	\$ 6,101.00	184%	\$ 6,585.00	\$ 6,585.00	171%
Cabins Total		\$ 31,510.03	\$ 42,137.00	75%	\$ 45,960.00	\$ 45,960.00	69%
Caretaker Reception							
Salaries & Wages		\$ 755.24	\$ 3,542.00	21%	\$ 3,870.00	\$ 3,870.00	20%
Materials & Contracts		\$ 207.50	\$ 814.00	25%	\$ 892.00	\$ 892.00	23%
Utilities & Insurance		\$ 8,105.60	\$ 3,408.00	238%	\$ 3,683.00	\$ 3,683.00	220%
Caretaker Reception Total		\$ 9,068.34	\$ 7,764.00	117%	\$ 8,445.00	\$ 8,445.00	107%
Units (4x 1 bedroom units)							
Salaries & Wages		\$ 8,186.63	\$ 8,855.00	92%	\$ 9,676.00	\$ 9,676.00	85%
Materials & Contracts		\$ -	\$ 770.00	0%	\$ 844.00	\$ 844.00	0%
Utilities & Insurance		\$ 2,705.66	\$ 1,042.00	260%	\$ 1,116.00	\$ 1,116.00	242%
Units Total		\$ 10,892.29	\$ 10,667.00	102%	\$ 11,636.00	\$ 11,636.00	94%
TOTAL EXPENDITURE		\$ 90,034.02	\$ 139,426.00	65%	\$ 149,177.00	\$ 149,177.00	60%
Closing Funding Surplus(Deficit)		\$ 88,657.71	\$ 7,182.00	1234%		\$ 10,823.00	819%



11.2 Accounts for Payment - May 2023**Responsible Officer** Tricia Brown, Executive Manager, Corporate Services**Reporting Officer** Cynthia Lowe, Finance & Customer Service Officer**Attachments**

1. Attachment 11.1 (i) List of Accounts May 2023 [↓](#) 
2. Attachment 11.1 (ii) Transport Takings May 2023 [↓](#) 
3. Attachment 11.1 (iii) Credit Card Reconciliation May 2023 [↓](#) 

Voting Requirements Simple Majority**Disclosure of Interest** Reporting Officer: NilResponsible Officer: Nil

OFFICER RECOMMENDATION

That Council note the following:

1. That schedule of accounts for May 2023 covering municipal vouchers 23957 to 23960 and EFT12529 to EFT12670 totalling \$626,134.46 be received (Attachment i);
 2. That police licensing payments for the month of May 2023 totalling \$36,594.35 be received (Attachment ii); and
 3. That fund transfers to the corporate credit card for May 2023 totalling \$4718.34 be received (Attachment iii); and
 4. That net payroll payments for the month of May 2023 totalled \$137,511.24; and
 5. That the lease payments for the month of May 2023 totalled \$2,423.73 for the CESM vehicle lease.
-

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the accounts paid during May 2023.

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of power to make payments from its municipal or trust funds. In accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 a list of accounts paid by the CEO is to be prepared each month and presented to the Council at the next ordinary meeting of the Council after the list is prepared.

STATUTORY ENVIRONMENT*Local Government (Financial Management) Regulations 1996**Local Government Act 1995*

POLICY IMPLICATIONS

Corporate Credit Card Policy

Purchasing Policy

Delegation 1.1.13: Payments from the municipal or trust funds

FINANCIAL IMPLICATIONS

Payment from Council’s municipal fund. Expenditure as per delegated authority and included in the draft 2022/2023 budget.

Payments made for the 2022/23 year in the payments List have been included in Council’s budget in accordance with section 6.8 of the Local Government Act 1995.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Financial misconduct by (a) a Shire employee, and (b) an executive/office holder results in financial, legal and/or reputational damage.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.</i>
Health	Low
Reputation	Low Creditors reviewed weekly and paid in accordance to agreed terms.
Operations	Low
Natural Environment	Low

	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
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 payment listing for May 2023 is included at **Attachment (i)**.

Previously, point 5 of the recommendation included the “lease” payment for the Skeleton Weed Vehicle, being a chattel mortgage repayment of \$1,043.80 per month. As per the ruling of the Office of the Auditor General (OAG) for the 2021/22 annual financial report, this vehicle is to no longer be recognised as a right of use (ROU) asset, and not recognised as a lease liability of the Shire. It is therefore removed from the financials as a liability, and removed from point 5 of the recommendation. The principal and interest repayments related to this vehicle, are now recognised as operating expenditure under the Rural Services sub-program.

11.1 (i) List Of Accounts - May 2023					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT12529	04/05/2023	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	ROAD TRANSPORT FROM SUNNY SIGNS	279.98	
EFT12530	04/05/2023	COMMUNITY RESOURCE CENTRE - QUAIRADING	REFUND OF BUILDING & KEY BOND - TOWN HALL - CRC - HIRE DATE 12.04.23	825.00	FULLY
EFT12531	04/05/2023	SURGICAL HOUSE	FIXOMULL, FRIDGE THERMOMETER, POCKET DIAGNOSTIC LIGHT, SODIUM CHLORIDE, GAUZE SWABS, WATER FOR INJECTION STERIAMP - MEDICAL	157.19	
EFT12532	04/05/2023	QUAIRADING VINTAGE CLUB	LABOUR AND MATERIALS TO MODIFY THE MCDONALD FOR PLACEMENT IN THE KWIRRADING KOORT COMMUNITY PARK - LOTTERYWEST/LRCI FUNDED PROJECT	6600.00	PARTIAL
EFT12533	04/05/2023	BENTNAIL BUILDING & MAINTENANCE	REMOVAL OF ASBESTOS AND REPLACING THE EVES AROUND THE DOCTORS HOUSE & MEDICAL CENTRE	11958.61	
EFT12534	04/05/2023	COMFORTSTYLE NORTHAM	COMPUTER DESK & CHAIR - DRS RESIDENCE	448.00	
EFT12535	04/05/2023	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES INCLUDING TRAVEL FOR THE MONTH OF	1593.63	
EFT12536	04/05/2023	DOROTHY HAYES	RATES REFUND FOR 17 POWELL CRESCENT QUAIRADING WA 6383	503.92	
EFT12537	04/05/2023	K2 AUDIOVISUAL PTY LTD	QUAIRADING TOWN HALL ANNUAL AUDIOVISUAL PREVENTATIVE MAINTENANCE	1320.00	
EFT12538	04/05/2023	CWB ELECTRICAL & A/C	REPLACE HEATING UNIT (AKV), DISCONNECT POWER TO BBQ (TOAPIN WEIR) REPLACE FAULTY LIGHT & SERVICE AIRCONS (DAY CARE) TRACE FAULT TO RCD AND REPAIR (MEDICAL CENTRE)	1705.90	
EFT12539	04/05/2023	NUTRIEN AG SOLUTION	EMERGENCY WATER STORAGE AT NORTH QUAIRADING FIRE SHED - BUSH FIRE BRIGADE	4273.53	
EFT12540	04/05/2023	FITONIA PTY ATF THE SILVERSPRING TRUST T/AS T J DEPIAZZI & SONS	SAND, MULCH, SOIL CONDITIONER FOR KWIRRADING KOORT - LOTTERYWEST/LRCI FUNDED PROJECT	29167.65	PARTIAL
EFT12541	04/05/2023	TRAINING MOMENTUM PTY LTD	IN HOUSE ASBESTOS AWARENESS TRAINING FOR ALL FULL TIME WORKS AND SERVICES STAFF HOSTED @ WORKS DEPOT (10 CREW MEMBERS)	1470.00	
EFT12542	04/05/2023	M.A.L. AUTOMOTIVE PTY LTD.	FULL SERVICE ON VEHICLE 2019 MAZDA BT-50 - P688	462.33	
EFT12543	04/05/2023	SECUREX PTY LTD.	REPLACE FAULTY SENSOR ON ZONE 4 ALARM - TENNIS CLUB	1290.00	
EFT12544	04/05/2023	NORTHAM BETTA HOME LIVING	SMART TELEVISION 32INCH - CORALING STREET	239.00	
EFT12545	04/05/2023	TOTAL AUTOS (1990) PTY LTD T/A TOTAL NISSAN	PURCHASE OF NEW 2022 NISSAN QASHQAI ST-L 2-TONE ROOF, MAGNETIC BLUE/BLACK PAINT (INCLUDES 5 YEAR/100,000KM WARRANTY, 24 HOUR/3 YEAR EMERGENCY ROADSIDE ASSISTANCE) - EMCS VEHICLE	16369.70	
EFT12546	04/05/2023	ELDERS QUAIRADING	DISPOSABLE GLOVES BOX 100, 25PCE HEX KEY SET, 1LT HILLS TRIGGER SPRAY KIT - PARKS & GARDENS	68.20	

11.1 (i) List Of Accounts - May 2023					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT12547	04/05/2023	GRAEME HOBBS CONTRACTING PTY LTD	SERVICE - WET HIRE OF KOMATSU GD655-5 GRADER AND OPERATOR INCLUDING ACCOMMODATION, MOB AND DEMOB - RRG116A QUAIRADING - CORRIGIN ROAD	7843.00	PARTIAL
EFT12548	04/05/2023	TYRERIGHT ESPERANCE	NEW TYRE - RRG166 - QUAIRADING- CORRIGIN ROAD	275.00	PARTIAL
EFT12549 - EFT12565	04/05/2023	PAYCLEAR SERVICES - I & T FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	16281.04	
EFT12566	12/05/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS	254.74	FULLY
EFT12568	12/05/2023	AVON WASTE	AVON WASTE DOMESTIC & RECYCLE SERVICES FOR APRIL 2023	9310.00	
EFT12569	12/05/2023	QUAIRADING FARMERS CO-OP	BUSINESS SUPPORT GRANT - QUAIRADING FARMERS CO-OP	6196.40	
EFT12570	12/05/2023	TELSTRA	TELSTRA ACCOUNT #941548000 - LANDLINE CALLS & CHARGES 20.04.23 - 19.05.23 - ADMIN. MEDICAL, L/CARE, P/LICENCE. POOL, DEPOT, QCRC	1029.97	
EFT12571	12/05/2023	AUSTRALIAN TAXATION OFFICE	BAS/PAYG - JANUARY 2023	41412.00	
EFT12572	12/05/2023	COUNTRY COPIERS NORTHAM	REIMBURSEMENT CALICO SHOPPING BAGS FOR THANK A VOLUNTEER EVENT	182.38	FULLY
EFT12573	12/05/2023	QUAIRADING CLUB INC.	COUNCIL REFRESHMENTS - 8 BOTTLES OF SAV BLANC, GINGER BEER AND CIDER	285.00	
EFT12574	12/05/2023	COMMUNITY RESOURCE CENTRE - QUAIRADING	REFUND BUILDING & KEY BOND 29.5.2021 'EVENING ON THE GREEN'	625.00	FULLY
EFT12575	12/05/2023	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR FUEL USAGE APRIL 2023	202.56	FULLY
EFT12576	12/05/2023	WATER CORPORATION	ACCOUNT # 9007856224 - WATER USAGE & CHARGES - AKV - 21.02.23- 13.04.23	2966.50	PARTIAL
EFT12577	12/05/2023	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH THE 2022/23 FAIR VALUE REVALUATION	1402.50	
EFT12578	12/05/2023	SYNERGY	SYNERGY ACCOUNT #857387870 - POWER USAGE & SUPPLY - STREETLIGHTS TARIFF 25.03.23 - 24.04.23	2649.97	PARTIAL
EFT12579	12/05/2023	DEPARTMENT OF THE PREMIER & CABINET	PUBLISHING OF BUSH FIRE LOCAL LAW 2023 IN THE GOVERNMENT GAZETTE	2236.60	
EFT12580	12/05/2023	GEORGE JASON	REMOVAL OF TREE STUMP AND CLEAN UP - RAILWAY STATION	800.00	
EFT12581	12/05/2023	PETER ROBERT YORK	REAFFIX BLINDS IN DINNING ROOM AND RESEALING SHOWER - U1 AKV	210.00	
EFT12582	12/05/2023	JENNIFER GREEN	REIMBURSEMENT CALICO SHOPPING BAGS FOR THANK A VOLUNTEER EVENT	330.00	FULLY

11.1 (i) List Of Accounts - May 2023					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT12583	12/05/2023	REDFISH TECHNOLOGIES PTY LTD	UPDATE OF NVR & EXTRA CAMERAS - MEDICAL CENTRE	3197.87	
EFT12584	12/05/2023	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC CONTROLLERS, VEHICLES & SIGNS - RRG166 CORRIGN - QUAIRADING ROAD	42422.25	PARTIAL
EFT12585	12/05/2023	GREAT SOUTHERN FUEL SUPPLIES	DIESEL 5000L - DEPOT	8519.89	
EFT12586	12/05/2023	COMBINED PEST CONTROL	BRIDGE 4143 & 0714 - COMMERCIAL TERMITE TREATMENT	2090.00	
EFT12587	12/05/2023	WA CONTRACT RANGER SERVICES PTY LTD	RANGER ASSISTANCE WITH CAT CULLING AT THE TIP - INCLUDING TRAVEL	2272.88	
EFT12588	12/05/2023	MARKETFORCE	ADVERTISEMENT IN WEST AUSTRALIAN FOR EMCS	1509.81	
EFT12589	12/05/2023	QUEST INNALOO	CUSTOMER COMPLAINTS AND RESOLUTIONS TRAINING PROGRAM & 2 NIGHTS ACCOMMODATION - CSO	372.00	
EFT12590	12/05/2023	CWB ELECTRICAL & A/C	REPLACE LAMPS IN SECURITY LIGHT - MEDICAL CENTRE, REPAIR EXTERNAL SECURITY LIGHT AND EMERGENCY LIGHT CIRCUIT - QCRC, REPLACE OVEN FUNCTION SWITCH - AKV, CHECK AIR CON & STOVE FAULT - 50A SUBURBAN ROAD, REPLACE TOILET LIGHT SWITCH AND BACK VERANDA LIGHT - LOT 170 MCLENNAN STREET, CHECK FIRE ALARM - FARMARAMA, REMOVE DEAD MOUSE FROM A/C - REED, CHECK POWER ISSUE ON ALARM - TENNIS COURT, INSTALL POWER POINT - ADMIN CHAMBERS PLUS SUNDRIES	5295.80	
EFT12591	12/05/2023	IMPRINT PLASTIC	DESK SIGN - MEDICAL & ADMIN	157.30	
EFT12592	12/05/2023	OFFICEWORKS	KEYBOARD & MOUSE, DOCKING STATION, 2X MONITOR - ADMIN	1117.94	
EFT12593	12/05/2023	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES FOR 1 FEBRUARY TO 30 APRIL 2023	1325.85	
EFT12594	12/05/2023	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES - APRIL 2023	2554.54	
EFT12595	12/05/2023	KEEN BROS WA PTY LTD	TRAINING FOR HC AUTOMATIC LICENSE (LESSON) - DEPOT STAFF MEMBER	2320.00	
EFT12596	12/05/2023	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	WATER CART HIRE FOR QUAIRADING - CORRIGIN ROAD - RRG166 & RRG166A	24752.75	PARTIAL
EFT12597	12/05/2023	RESONLINE PTY LTD	ROOM MANAGER (CARAVAN PARK BOOKING SYSTEM) MONTHLY FEE: APRIL 2023	242.00	
EFT12598	12/05/2023	AVON VALLEY AG	SUPPLY OF 50 X PULVERIZE HERBICIDE 20L FOR SKELETON WEED CONTROL - SKELETON WEED	16522.00	
EFT12599	12/05/2023	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	UNLEADED FUEL PURCHASES FOR APRIL 2023 - CX5, CX9 & DEPOT	1006.40	
EFT12600	12/05/2023	COMPLETE OFFICE SUPPLIES PTY LIMITED	ADMIN, DEPOT AND MEDICAL STATIONARY - STICKY DOTS, DESK ORGANISERS, WHITEBOARD MARKERS, HIGHLIGHTERS, BLUETAK,	477.22	

11.1 (i) List Of Accounts - May 2023					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT12601	12/05/2023	JASON KEITH LILLEYMAN	SEMI SIDE TIPPER WITH DRIVER AND FUEL - QUAIRADING CORRIGIN ROAD - RRG166	8008.00	PARTIAL
EFT12602	12/05/2023	LG BEST PRACTICES PTY LTD	FINANCE CONSULTANT - ONGOING ASSISTANCE TO ENSURE BEST PRACTICE WITH; LG INDUSTRY STANDARD CHART OF ACCOUNTS, PAYROLL, BAS, TAXATION, DEBTORS, CREDITORS, TRUST MODULE, BANK RECONCILIATIONS AND GENERAL FINANCE	4991.25	
EFT12603	12/05/2023	SEEK LIMITED	SEEK ADVERTISEMENT FOR CSO - ADMIN	346.50	
EFT12604	12/05/2023	MARZOCCHI CONTRACTING	VACATE CLEAN INCLUDING CARPETS - EMCS HOUSE	2385.90	
EFT12605	12/05/2023	SNALLOW PTY LTD T/A WALLIS COMPUTER SOLUTIONS	NEW COMPUTER SERVICES AND MANAGED IT SERVICES - SPO	305.49	
EFT12606	12/05/2023	TREMAR CONTRACTING	WASTE AMENITIES OFFICE - LIQUID WASTE REMOVAL BEFORE MOVING SPETIC SYSTEM	1339.25	
EFT12607	12/05/2023	HUTTON & NORTHEY SALES	REFUND TABLE & CHAIR BOND 22.2.2022	100.00	FULLY
EFT12608	12/05/2023	MAIN ROADS WESTERN AUSTRLIA	LINE MARKING ON QUAIRADING CUNDERDIN ROAD 13.03 - 15.87 SLK	5142.27	
EFT12609	12/05/2023	TRICIA BROWN	REIMBURSEMENT - UNLEADED FUEL PURCHASE FOR QO	50.00	
EFT12610	12/05/2023	ADARSH AUSTRALIA	PRODUCTION COST - THIRD BATCH OF FOOTPRINTS FOR KWIRRADING KOORT - LOTTERYWEST/LRCI FUNDED PROJECT	990.00	PARTIAL
EFT12611	12/05/2023	ELDERS QUAIRADING	SLT WINDEX GLASS CLEANER - PARKS & GARDENS	36.30	
EFT12612	12/05/2023	INTELFIFE GROUP	EXCAVATOR MULCHING OF ROAD VERGES INCLUDING 1X OPERATOR - R2R PANTAPIN SOUTH ROAD	36322.00	PARTIAL
EFT12613	12/05/2023	CHANEL MILLS	REIMBURSEMENT OF MEALS FOR CSO TRAINING IN PERTH	135.87	
EFT12614	12/05/2023	GRAEME HOBBS CONTRACTING PTY LTD	SERVICE - WET HIRE OF KOMATSU GD655-5 - GRADER AND OPERATOR - QUAIRADING - CORRIGIN ROAD - RRG166A	10120.00	PARTIAL
EFT12615	12/05/2023	D & P LAWAL PTY LTD	LOCUM SERVICES 15/3/23 - 19/4/23 - MEDICAL CENTRE	36300.00	
EFT12616	12/05/2023	OMONIYI PTY LTD	LOCUM SERVICES 17/3/23 - 27/4/23 - MEDICAL CENTRE	23100.00	
EFT12617	12/05/2023	AUSSIE SPRAY PAVE - EFTSURE VERIFIED	COLOUR CONCRETE SPRAY ON FRONT AREA, DISABLED RAMP AND STAIRS - SHIRE HALL	5500.00	
EFT12618	12/05/2023	BOC LIMITED	CONTAINER SERVICE - DAILY TRACKING FOR PERIOD 29.03.23 - 27.04.23 - DEPOT & MEDICAL	50.65	
EFT12619	12/05/2023	SHIRE OF QUAIRADING	RSM BIRD CAMERON BOND 22.5.2019 JNL 18 19 246	1301.96	
EFT12620	19/05/2023	AUSTRALIAN TAXATION OFFICE	BAS & PAYG February 2023	27999.00	
EFT12621	19/05/2023	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	ROAD TRANSPORT FROM SURGICAL HOUSE	16.87	
EFT12622	19/05/2023	EASTERN HILLS CHAINSAWS & MOWERS	MS 261C-M CHAINSAW (SERIAL NUMBER 191907685) - CARAVAN PARK	1549.60	
EFT12623	19/05/2023	BENARA NURSERIES	PLANTS FOR OLD SCHOOL SITE	1311.76	

11.1 (i) List Of Accounts - May 2023					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT12624	19/05/2023	BOB WADDELL & ASSOCIATES PTY LTD	MAY 2023 RATES MANAGEMENT: 5.75HRS ASSISTANCE PROVIDED BY	1897.50	
EFT12625	19/05/2023	SYNERGY	SYNERGY ACCOUNT #558474190 - POWER USAGE & SUPPLY - ARTHUR KELLY VILLAGE - 10.03.23 - 11.05.23	9483.00	PARTIAL
EFT12626	19/05/2023	COMMERCIAL LOCKSMITHS	SUPPLY 2 X ROOM 7 KEYS & 2 X CARAVAN PARK MK'S PLUS POSTAGE - CARAVAN PARK	101.75	
EFT12627	19/05/2023	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL - DEPOT	10030.68	
EFT12628	19/05/2023	AVON VALLEY WINDSCREENS - EFTSURE VERIFIED	WINDSCREEN CHIP REPAIR - HYUNDAI SANTE FE 2022	77.00	
EFT12629	19/05/2023	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES INCLUDING TRAVEL FOR THE MONTH OF MAY 2023 - DATES SERVICED: 02/05/23 & 09/05/2023 & 10/05/2023 (INCL REMOVAL OF IMPOUNDED ANIMALS)	1358.50	
EFT12630	19/05/2023	AVON VALLEY ISUZU UTE	75000 KM/60 MONTH CAPPED PRICE SERVICING AND RECALL FIX OF STERRING SHAFT LOWER BOLT - ISUZU UTE	299.00	
EFT12631	19/05/2023	BRIAN KIMBER	SKELETON WEED REIMBURSEMENT - FUEL & TELEPHONE - FEBRUARY - APRIL 2023	674.16	PARTIAL
EFT12632	19/05/2023	FARMARAMA PTY LTD	TAPE, CLAMPS, FIRE NOZZLE - PARKS & GARDENS	92.54	
EFT12633	19/05/2023	BUNNINGS GROUP LIMITED	GARDEN CART - PARKS & GARDENS	300.98	
EFT12634	19/05/2023	DEE ROGERS PTY LTD t/a THE INTERPRETIVE DESIGN COMPANY	QUAIRADING SCHOOL INTERPRETIVE SIGNAGE PROJECT (GRAPHIC DESIGN, LASER CUT, TEXT, FABRICATION AND FREIGHT)	16489.00	
EFT12635	19/05/2023	ELDERS QUAIRADING	5LT NOURISH H/BODY WASH, 20LT REVIVE, CARTON 48 TOILET ROLLS - CARAVAN PARK ABLUTIONS	231.00	
EFT12636	19/05/2023	GRAEME HOBBS CONTRACTING PTY LTD	SERVICE - WET HIRE OF KOMATSU GD655-5, GRADER AND OPERATOR GRAEME HOBBS, INCLUDING ACCOMMODATION, MOB AND DEMOB	10373.00	
EFT12637	19/05/2023	SNAP SEND SOLVE	SNAP SEND SOLVE - 12MONTH ENTERPRISE SUBSCRIPTION BEGINNING 06.03.2023 PLUS ONE OFF SET UP FEE	5494.50	
EFT12638	19/05/2023	ENVIRO SWEEP - EFTSURE VERIFIED	STREET SWEEPING INCLUDING FUEL	1758.99	
EFT12639	19/05/2023	CANNON HYGIENE AUSTRALIA	COMMUNITY BUILDING 3 X SANITARY UNITS SERVICE	694.74	
EFT12640	26/05/2023	SERVICES AUSTRALIA CHILD SUPPORT	PAYROLL DEDUCTIONS	254.74	FULLY
EFT12641	26/05/2023	REECE GROUP PTY LTD.	RBA SHOWER HEAD CONICAL V/R CP 71PM - PUBLIC TOILETS	298.63	
EFT12642	26/05/2023	CHRISTINE LYNETTE HADLOW	FULL REFUND OF DEPOSIT FOR PORTALOO'S, 50% REFUND OF HIRE CHARGE (ONLY 1 TOILET USED) FULL REFUND OF BUS (IT WASN'T USED)	462.00	FULLY
EFT12643	26/05/2023	TELSTRA	TELSTRA ACCT #3147560712 - MOBILE CHARGES 16.05.23 -15.06.23 FOR ADMIN, DEPOT, MEDICAL, C/PARK, CESM & WASTE	711.68	
EFT12644	26/05/2023	AUSTRALIAN TAXATION OFFICE	BAS & PAYG MARCH 2023	49611.00	

11.1 (i) List Of Accounts - May 2023					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT12645	26/05/2023	TEAM GLOBAL EXPRESS (PREVIOUSLY T/A TOLL TRANSPORT PTY LTD)	ROAD TRANSPORT FROM FRONTLINE - CESM	16.87	

11.1 (i) List Of Accounts - May 2023					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT12646	26/05/2023	JASONS SIGNMAKERS	MR-GFB-1 FINGER BOARD (L OR R) 200MM ALI EXTRUSION- CLASS 400 (CL1) VINYL- WHITE ON GREEN DOUBLE SIDED - QUAIRADING - CORRIGIN ROAD RRG166 16/05 - ADDED AIRSTRIP SIGN FOR ENTRY DRIVEWAY	302.02	PARTIAL
EFT12647	26/05/2023	WATER CORPORATION	ACCOUNT #9007642015 - STANDPIPE WATER USAGE & CHARGES 20.03.23 - 17.05.2023	90.92	
EFT12648	26/05/2023	BORAL CONSTRUCTION MATERIALS GROUP LTD	4 X 205L DRUMS OF EMULSION QUAIRADING - CORRIGIN ROAD	1804.00	PARTIAL
EFT12649	26/05/2023	SYNERGY	SYNERGY ACCT #689509470 - POWER SUPPLY & USAGE - OVAL & GROUNDS 09.03.23 - 10.05.23	3427.67	
EFT12650	26/05/2023	COMMERCIAL LOCKSMITHS	CARBINE PADLOCK AND CYLINDER, KEYS AND FREIGHT - ESL BFB	1329.90	
EFT12651	26/05/2023	WESTRAC PTY LTD	REPLACEMENT OF GLASS DOOR FOR RIGHT HAND SIDE - 2015 GRADER	1401.76	
EFT12652	26/05/2023	DIGGING DOCKER	TRENCHING AT KWIRRADING KOORT FOR LIGHT TOWERS - LOTTERYWEST/LRCI FUNDED PROJECT	800.00	PARTIAL
EFT12653	26/05/2023	GREAT SOUTHERN FUEL SUPPLIES	6000L DIESEL - DEPOT	9997.54	
EFT12654	26/05/2023	AVON VALLEY WINDSCREENS - EFTSURE VERIFIED	SUPPLY AND INSTALL DRIVERS SIDE WINDOW GLASS - TUSCAN HIGHLANDER (CEO VEHICLE)	633.60	
EFT12655	26/05/2023	FLEET FITNESS	GYM MAINTENANCE SERVICE - 6 MONTHLY - CRC	302.50	
EFT12656	26/05/2023	AJ & BR COWCILL - ACCOUNTS PAYMENT	INSPECT HITACHI ESCAVATOR AFTER TURBO FAILURE, 3232 HOURS HAMMOND HILL	262.90	
EFT12657	26/05/2023	CWB ELECTRICAL & A/C	TO REMOVE OLD AIR CONDITIONER AND REPLACE WTH NEW UNIT (INCLUDING MATERIALS AND SUNDRIES) - ADMIN BUILDING	6757.00	
EFT12658	26/05/2023	SHERRIN RENTALS PTY LTD	HIRE OF 15 TONNE SMOOTH DRUM ROLLER - RRG166A - QUAIRADING - CORRIGIN ROAD	4675.00	PARTIAL
EFT12659	26/05/2023	R.E.S.T. A WHILE COFFEE	COFFEE VOUCHERS FOR THANKS A VOLUNTEER EVENT	105.00	
EFT12660	26/05/2023	PETA HILL	REFUND OF ART DAMAGED CAUSED BY LEAKING AIRCONDITIONER - U2 AKV	123.34	
EFT12661	26/05/2023	COMPLETE OFFICE SUPPLIES PTY LIMITED	KEYBOARD & MOUSE, MOUSE PAD, BLUE & BLACK PENS, LABELLING TAPE - ADMIN	250.58	
EFT12662	26/05/2023	SEEK LIMITED	SEEK ADVERT - PRACTICE NURSE	335.50	
EFT12663	26/05/2023	TAYLOR SMART LAWYERS & NOTARIES	LEGAL ADVICE - STAFF MISCONDUCT	2200.00	FULLY
EFT12664	26/05/2023	Latisha WHITE	LATISHA WHITE - REFUND OF BOND FOR TABLE HIRE 07/11/2022	100.00	
EFT12665	26/05/2023	DEC THE MALLS PTY LTD	CHRISTMAS LIGHT POLE DECORATIONS (6) 50% DEPOSIT	7177.50	
EFT12666	26/05/2023	GRAEME HOBBS CONTRACTING PTY LTD	SERVICE - WET HIRE OF KOMATSU GD655-5, GRADER AND OPERATOR GRAEME HOBBS INCL ACCOMMODATION, MOB AND DEMOB - RRG166A QUAIRADING - CORRIGIN ROAD	10752.50	PARTIAL

11.1 (i) List Of Accounts - May 2023					
Chq/EFT	Date	Name	Description	Amount	Funded
EFT12667	26/05/2023	A SMALL ART FACTORY	BENCH SEATS FOR OLD SCHOOL SITE INC SHIPPING	5324.00	
EFT12668	26/05/2023	BEN WILSON	06/04/23 - BEN WILSON - REFUND OF PORTABLE TOILET HIRE BOND	250.00	FULLY
EFT12669	26/05/2023	VINES MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL - SENIOR ADMINISTRATION OFFICER	150.00	
EFT12670	26/05/2023	HEATHER DENHOLM	REFUND OF CARAVN SITE DEPOSIT - BOOKING #11802693	85.50	
				\$626,134.46	

TRANSPORT TAKINGS FOR THE MONTH ENDING
31 MAY 2023 *Attachment 11.1 (ii)*

ACTUAL TOTAL TAKINGS		
<i>DATE OF TAKINGS</i>	<i>DESCRIPTION</i>	<i>AMOUNT \$</i>
26/04/2023	TRANSPORT TAKINGS	\$1,830.80
27/04/2023	TRANSPORT TAKINGS	\$118.05
28/04/2023	TRANSPORT TAKINGS	\$3,436.80
01/05/2023	TRANSPORT TAKINGS	\$1,453.75
02/05/2023	TRANSPORT TAKINGS	\$501.10
03/05/2023	TRANSPORT TAKINGS	\$518.20
04/05/2023	TRANSPORT TAKINGS	\$18.50
05/05/2023	TRANSPORT TAKINGS	\$26.80
08/05/2023	TRANSPORT TAKINGS	\$1,635.35
09/05/2023	TRANSPORT TAKINGS	\$2,347.55
10/05/2023	TRANSPORT TAKINGS	\$1,920.20
11/05/2023	TRANSPORT TAKINGS	\$1,508.00
12/05/2023	TRANSPORT TAKINGS	\$2,134.45
15/05/2023	TRANSPORT TAKINGS	\$399.10
16/05/2023	TRANSPORT TAKINGS	\$9,219.60
17/05/2023	TRANSPORT TAKINGS	\$1,877.10
18/05/2023	TRANSPORT TAKINGS	\$741.75
19/05/2023	TRANSPORT TAKINGS	\$351.00
22/05/2023	TRANSPORT TAKINGS	\$3,567.65
23/05/2023	TRANSPORT TAKINGS	\$1,186.40
24/05/2023	TRANSPORT TAKINGS	\$1,557.70
25/05/2023	TRANSPORT TAKINGS	\$244.50
TAKINGS RECEIVED IN THE BANK - MAY 2022		\$36,594.35

AMOUNTS YET TO BE DRAWN		
<i>DATE OF TAKINGS</i>	<i>DESCRIPTION</i>	<i>AMOUNT \$</i>
26/05/2023	TRANSPORT TAKINGS	\$2,827.90
MAY TAKINGS RECEIVED IN THE BANK - JUNE 2022		\$2,827.90

Credit Card Reconciliation - Page 1

Statement From 28/04/2023 Statement Total
 Statement To 28/05/2023 \$ 4,718.34



Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Nicole Gibbs	CEO	1475	\$ 3,174.22
Tricia Brown	EMCS	1336	\$ 748.87
Vacant	EMED	n/a	\$ -
Benjamin Davies	CESM	8917	\$ 22.64
Sarah Caporn	EMWS	3585	\$ 772.61

**** denotes an error by Westpac in linking personal purchases to corporate card. These are to be re**

Credit Card Transaction - GL Entry			
GL Code	Amount (incl GST)	GST (\$)	Narration/Summary
13216.2400.2104	\$ 1,028.83	\$ 93.53	Social Media Adverts/iStock Subscr CEO
BM9106	\$ 29.00	\$ 2.64	Toaster for Coraling Street
2040211.2101	\$ 122.80	\$ 11.16	Refreshments - Various Meetings
P5480.2610.4000	\$ 567.82	\$ 51.62	Diesel Purchases CEO Vehicle
V13216.2400.210	\$ 44.00	\$ 4.00	Social Media Adverts/iStock Subscr CEO
2140220.2101	\$ 136.77	\$ 12.43	SMS messages subscription service CEO
P360.2610.4001	\$ 325.75	\$ 29.61	Maintenance and registration of EMCS Vehicle
P360.2610.4001	\$ 194.32	\$ 17.67	Petrol OQ EMCS
2140287	\$ 209.40	\$ 19.04	Uniform EMCS
ROU002.2600.210	\$ 22.64	\$ 2.06	Maintenance and printing for CESM
2140304	\$ 355.25	\$ 32.30	Training costs Depot
P617	\$ 19.40	\$ 1.76	Transfer of Backhoe
W11322	\$ 1,274.00	\$ 115.82	Hire of Loader from Kennards
2140287	\$ 619.45	\$ 56.31	Purchase of tote Bags
2140287	-\$ 619.45	-\$ 56.31	Reimbursement of Tote Bag Purchase
2140386	\$ 299.00	\$ 27.18	Minor tool assets purchased for depot
2140214	\$ 89.36	\$ 8.12	Stationery - EMWS

9130001.00	-\$ 4,718.34		Bring credit card expenses into muni - May 2023 - evidence in
------------	--------------	--	---

Totals	\$ 4,718.34	\$ 428.94
---------------	--------------------	------------------

Shire Confirmation 
 Nicole Gibbs, Chief Executive Officer

Council Approval 
 Jo Haythornthwaite, Chair A&R Committee

ACCOUNTS PROCESSING
Journal Date (DD):
Journal Number:
Journal Batch:
Journal Posting Period:



BusinessChoice Everyday Mastercard® Statement

SHIRE OF QUAIRADING
LEAH HORTON
PO BOX 38
QUAIRADING WA 6383

Billing Account Number	5163 2800 9109 9937
Payment Due Date	22 JUNE 2023
Closing Balance	\$4,718.34
Minimum Payment Due	\$142.00
Amount Paid (Details on the reverse)	\$

+5163280091 099937+

(Cut along this dotted line)

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Company Name	Number of Cards	Facility Number	Annual Cash % Rate	Annual Purchase % Rate		
Shire Of Quairading	4	02752751	19.96%	14.25%		
Contact Name	Billing Account Number	Opening Balance	Credit Limit			
Leah Horton	5163280091099937	3,050.96	10,000			
Statement From	Statement To	Payment Due Date	Opening Balance	Minimum Payment Due	Closing Balance	Available Credit
28 APR 2023	28 MAY 2023	22 JUN 2023	3,050.96	142.00	4,718.34	5,281.66

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
3,050.96	3,050.96 -	0.00	0.00	0.00	4,718.34	4,718.34	0.00	142.00

S008879 / M008879 / 147 / CN1VPCP2

Important:

1. If mailing **DO NOT** send notes or coins.
2. Please write your Payment Account Number on the back of each cheque.
3. Check your records of your transactions against this statement.
4. Report any discrepancies to Westpac.

Details of cheques (proceeds may not be available until cleared)				CASH AMOUNT
DRAWER (i.e. account name on cheque)	CHEQUE NO.	BSB NO. OR BANK	ACCOUNT NO. OR BRANCH	CHEQUE AMOUNT
TELLER/BANK STAMP	TOTAL \$			
SIGNATURE:				



Choose the payment method that suits you best



By Mail

Complete and mail the top portion of page one of your statement together with your cheque to: Cards GPO Box 4220 Sydney NSW 2001



Via Westpac Internet Banking

At www.westpac.com.au if you have another Westpac account.



Using Card Autopay

Pay your account automatically from any cheque or non-passbook savings account with any bank or financial institution in Australia. To apply for Card Autopay for your credit card, call 1300 651 089 or download a form online at www.westpac.com.au.



Using BPAY

Contact any participating institution to make this payment from your cheque or savings account. When prompted, simply enter the biller code (5181) and your Payment Account Number as your reference number.



By Telephone Banking

Call 132 032 if you have another Westpac account.



In Person

At any of our Westpac branches in Australia.

S008879 / M008879 / 147 / CN1YPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

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



Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
12 MAY	Payments AUTOMATIC PAYMENT	
	Sub Total:	3,050.96 - 3,050.96 -
	Miscellaneous Transactions	
28 MAY	TRICIA BROWN 5163 2800 0107 6777 Monthly Balance	748.87
28 MAY	NICOLE GIBBS 5163 2800 0122 7651 Monthly Balance	3,174.22
28 MAY	SARAH CAPORN 5163 2800 0153 8917 Monthly Balance	772.61
28 MAY	BENJAMIN DAVIES 5163 2800 0197 3585 Monthly Balance	22.64
	Sub Total:	4,718.34
	Grand Total:	1,667.38

Remember to always keep your passcode secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode.

To help you learn how you can protect your card against unauthorised transactions, you can find more information at westpac.com.au/businessdispute

S008880 / M008880 / 147 / CN1VPCP2

Important update to your Terms and Conditions

We're updating the Westpac BusinessChoice Cards Terms and Conditions, with effect from 13 December 2022. The update includes additional wording to confirm that a nominated cardholder is authorised to request a replacement card on behalf of the liable party (or parties) where the cardholder's existing card is lost, damaged or stolen, except where the card has been cancelled by the liable party (or parties). Please read these updated Terms and Conditions available at westpac.com.au

Complaints

If you have a complaint, contact our dedicated Customer Solutions team on 132 032 or write to us at Westpac Customer Solutions, Reply Paid 5265, Sydney NSW 2001. If an issue has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1 800 931 678

Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001

Credit Card Reconciliation - Page 2

Statement From 28/04/2023
Statement To 28/05/2023

Credit Card Transactions - Nicole Gibbs, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
28/04/2023	WHEATBELTBN MEMBERSHIP	\$ 800.00	\$ 72.73	Y	W13216.2400.2104	MEMBERSHIP
27/04/2023	BP The Lakes Service Station	\$ 115.58	\$ 10.51	Y	5480.2610.400	DIESEL P5480
28/04/2023	Istock.com	\$ 44.00	\$ 4.00	Y	13216.2400.21	Social Media Advert Subscription
30/04/2023	COLES EXPRESS	\$ 122.20	\$ 11.11	Y	P5480.2610.4000	DIESEL P5480
1/05/2023	HONG KONG BBQ	\$ 19.20	\$ 1.75	Y	2040211.2101	REFRESHMENTS -TINY HOUSES
1/05/2023	FACEBOOK ADVERTISING	\$ 30.90	\$ 2.81	Y	13216.2400.21	Social Media Advert Subscription
1/05/2023	SUBWAY MUNDARING	\$ 18.40	\$ 1.67	Y	2040211.2101	Refreshments - ACCESS HOUSING
1/05/2023	IDOM MIDALNDPTY LTD	\$ 14.20	\$ 1.29	Y	2040211.21	WORKING FROM HYUNDAI
2/05/2023	BUY PROMOTIONAL	\$ 619.45	\$ 56.31	Y	2140287	JUTE TOTE BAGS
8/05/2023	THE TRUSTEE FOR PEDTRA MUNDARING	\$ 10.50	\$ 0.95	Y	2040211.2101	Refreshments - Evolve Modular Housing
10/05/2023	KENNARDS HIRE	\$ 1,274.00	\$ 115.82	Y	W11322	Hire of loader
10/05/2023	BUY PROMOTIONAL	-\$ 619.45	-\$ 56.31	Y	2140287	REFUND OF PURCHASE
13/05/2023	WA FUEL SUPPLIES	\$ 109.72	\$ 9.97	Y	5480.2610.400	DIESEL P5480
14/05/2023	Message Media	\$ 136.77	\$ 12.43	Y	2140220.2101	SMS Messages subscription
15/05/2023	THE TRUSTEE FOR PEDTRA MUNDARING	\$ 12.00	\$ 1.09	Y	2040211.21	My Home - PPPJ Project
16/05/2023	Canva	\$ 169.93	\$ 15.45	Y	2130641	Annual Subscription
16/05/2023	The Quairading Hotel	\$ 35.00	\$ 3.18	Y	2040211.21	Refreshments - Morganne Brunson
16/05/2023	BP The Lakes Service Station	\$ 102.48	\$ 9.32	Y	P5480.2610.4000	DIESEL P5480
22/05/2023	WA News	\$ 28.00	\$ 2.55	Y	2040140.21	Monthly Subscription
25/05/2023	Golden Grain Café	\$ 13.50	\$ 1.23	Y	2040211.21	Refreshments - Michael Southwell
26/05/2023	COLES EXPRESS	\$ 117.84	\$ 10.71	Y	P5480.2610.4000	DIESEL P5480
Total		\$ 3,174.22	\$ 288.57			



BusinessChoice Everyday Mastercard® Statement

MISS N GIBBS
 SHIRE OF QUAIRADING
 28 REID ST
 QUAIRADING WA 6383

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Miss N Gibbs	5163 2800 0122 7651	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 APR 2023	28 MAY 2023	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	3,174.22	0.00	0.00	3,174.22 -	0.00	0.00	0.00

S009883 / M009883 / 147 / CN1VFCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

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

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
28 APR	WHEATBELTBN MERREDIN AUS	800.00	
27 APR	MEMBERSHIP ORGANIZATIONS, NO BP THE LAKES 1903 CHIDLOW AUS	115.58	
28 APR	SERVICE STATIONS iStock.com New York AUS	44.00	
30 APR	COMMERCIAL PHOTOGRAPHY, ART COLES EXPRESS 2010 BUSSELTON AUS	122.20	
01 MAY	SERVICE STATIONS HONG KONG BBQ MIDLAND AUS	19.20	
01 MAY	FAST FOOD RESTAURANTS FACEBK xC7NJAPKVJ2 fb.me/ads IRL	30.90	
	INC FX FEE AUD \$0.90 ADVERTISING SERVICES		
01 MAY	Subway Mundaring Mundaring AUS	18.40	
01 MAY	FAST FOOD RESTAURANTS IDOM MIDLAND PTY LTD MIDLAND AUS	14.20	
02 MAY	AUTOMOBILE & TRUCK DEALER - BUYPROMOTIONAL.COM.AU SYDNEY AUS	619.45	
08 MAY	MEN'S & LADIES CLOTHING STOR THE TRUSTEE FOR PEDTRA MUNDARING AUS	10.50	
10 MAY	BAKERIES KENNARDS HIRE HO WA SEVEN HILLS AUS	1,274.00	
10 MAY	EQUIPMENT RENTAL & LEASING S BUYPROMOTIONAL.COM.AU SYDNEY AUS	619.45 -	
13 MAY	MEN'S & LADIES CLOTHING STOR WA FUEL SUPPLIES PTY L BOYANUP AUS	109.72	
14 MAY	FUEL DISPENSER,AUTOMATED MessageMedia Melbourne AUS	136.77	
	COMPUTER NETWORK/INFORMATION		

S008883 / M008883 / 147 / CN1VPCP2



BusinessChoice Everyday Mastercard®				
Date of Transaction	Description		Debits/Credits	Cardholder Comments
15 MAY	THE TRUSTEE FOR PEDTRA MUNDARING BAKERIES	AUS	12.00	
16 MAY	CANVA* I03780-16210118 CAMDEN INC FX FEE AUD \$4.94	USA	169.93	
16 MAY	PHOTOGRAPHIC STUDIOS - PORTR THE QUAIRADING HOTEL QUAIRADING	AUS	35.00	
16 MAY	EATING PLACES, RESTAURANTS BP THE LAKES 1903 CHIDLOW	AUS	102.48	
22 MAY	SERVICE STATIONS WANEWSDTI Osborne Park	AUS	28.00	
25 MAY	MISCELLANEOUS PUBLISHING AND THE GLDN GRN CAF BKR QUAIRADING	AUS	13.50	
26 MAY	EATING PLACES, RESTAURANTS COLES EXPRESS 2014 BUNBURY	AUS	117.84	
		Sub Total:	3,174.22	
28 MAY	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT		3,174.22 -	
		Sub Total:	3,174.22 -	
		Grand Total:	0.00	

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

Cardholder Signature _____ Date 22/6/23

Transactions examined and approved.

Manager/Supervisor Signature [Signature] Date 22/06/2023.

S008884 / M008884 / 147 / CN1VFCP2

Remember to always keep your passcode secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode.

To help you learn how you can protect your card against unauthorised transactions, you can find more information at westpac.com.au/businessdispute

Important update to your Terms and Conditions

We're updating the Westpac BusinessChoice Cards Terms and Conditions, with effect from 13 December 2022. The update includes additional wording to confirm that a nominated cardholder is authorised to request a replacement card on behalf of the liable party (or parties) where the cardholder's existing card is lost, damaged or stolen, except where the card has been cancelled by the liable party (or parties). Please read these updated Terms and Conditions available at westpac.com.au

Credit Card Reconciliation - Page 3

Statement From 28/04/2023
Statement To 28/05/2023

Credit Card Transactions - Leah Horton, EMCS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
3/05/2023	Shire of Quairading	\$ 30.50	\$ 2.77	Y	P360	Plate Change
5/05/2023	Repco - Halls Head	\$ 71.00	\$ 6.45	Y	P360	Mats for New Car
5/05/2023	Aqua Valet Car Wash	\$ 18.00	\$ 1.64	Y	P360	Cleaning of Mazda for changeover
5/05/2023	Kmart	\$ 209.40	\$ 19.04	Y	2140287	Uniform Purchase
8/05/2023	Shire of Quairading	\$ 44.50	\$ 4.05	Y	P360	Remake of Plates
12/05/2023	Shire of Quairading	\$ 19.40	\$ 1.76	y	P617	Transfer of backhoe
12/05/2023	Total Nissan	\$ 161.75	\$ 14.70	y	P360	Registration
18/05/2023	Coppencan Nomineed PT Corrigin	\$ 96.52	\$ 8.77	y	P360	Fuel Purchase
24/05/2023	Coppencan Nomineed PT Corrigin	\$ 97.80	\$ 8.89	y	P360	Fuel Purchase
Total		\$ 748.87	\$ 68.08			



BusinessChoice Everyday Mastercard® Statement

TRICIA BROWN
 SHIRE OF QUAIRADING
 644 YEALERING-KULIN RD
 YEALERING WA 6372

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Tricia Brown	5163 2800 0107 6777	1,000	1,000.00
Statement From	Statement To	Facility Number	
28 APR 2023	28 MAY 2023	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	748.87	0.00	0.00	748.87 -	0.00	0.00	0.00

S006881 / M006881 / 147 / CN1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.


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

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	Purchases		
03 MAY	SHIRE QUAIRADING QUAIRADING AUS	30.50	
	GOVERNMENT SERVICES NOT ELSE		
05 MAY	REPCO HALLS HEAD 495 HALLS HEAD AUS	71.00	
	AUTOMOTIVE PARTS, ACCESSORIE		
05 MAY	Aqua Valet Car Wash Fa FALCON AUS	18.00	
	CAR WASHES		
05 MAY	KMART 1244 HALLS HEAD AUS	209.40	
	DISCOUNT STORES		
08 MAY	SHIRE QUAIRADING QUAIRADING AUS	44.50	
	GOVERNMENT SERVICES NOT ELSE		
12 MAY	SHIRE QUAIRADING QUAIRADING AUS	19.40	
	GOVERNMENT SERVICES NOT ELSE		
12 MAY	TOTAL NISSAN CANNINGTON AUS	161.75	
	AUTOMOBILE & TRUCK DEALER -		
18 MAY	COPPENCLAN NOMINEES PT CORRIGIN AUS	96.52	
	DRINKING PLACES (ALCOHOLIC B		
24 MAY	COPPENCLAN NOMINEES PT CORRIGIN AUS	97.80	
	DRINKING PLACES (ALCOHOLIC B		
	Sub Total:	748.87	
	Miscellaneous Transactions		
28 MAY	TRANSFER CLOSING BALANCE TO BILLING ACCT	748.87 -	
	Sub Total:	748.87 -	
	Grand Total:	0.00	

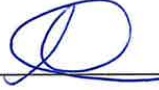
S008881 / M008881 / 147 / CN11VPCP2



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

Cardholder Signature  Date 12/6/23

Transactions examined and approved.

Manager/Supervisor Signature  Date 22/6/23

Remember to always keep your passcode secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode.

To help you learn how you can protect your card against unauthorised transactions, you can find more information at westpac.com.au/businessdispute

Important update to your Terms and Conditions

We're updating the Westpac BusinessChoice Cards Terms and Conditions, with effect from 13 December 2022. The update includes additional wording to confirm that a nominated cardholder is authorised to request a replacement card on behalf of the liable party (or parties) where the cardholder's existing card is lost, damaged or stolen, except where the card has been cancelled by the liable party (or parties). Please read these updated Terms and Conditions available at westpac.com.au

Complaints

If you have a complaint, contact our dedicated Customer Solutions team on 132 032 or write to us at Westpac Customer Solutions, Reply Paid 5265, Sydney NSW 2001. If an issue has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001

S008882 / M008882 / 147 / CN1VFCP2

Credit Card Reconciliation - Page 4

Statement From 28/04/2023
 Statement To 28/05/2023

Credit Card Transactions - Sarah Caporn, EMWS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
3/05/2023	Kmart	\$ 29.00	\$ 2.64	Y	BM9106	Toaster
3/05/2023	All Parts WA	\$ 299.00	\$ 27.18	y	21403860.2101	Smart Battery Charger
15/05/2023	RMS Training	\$ 355.25	\$ 32.30	y	2140304	Forklift Course
15/05/2023	Vistaprint	\$ 89.36	\$ 8.12	Y	2140214	Business Cards & Holder
Total		\$ 772.61	\$ 70.24			



BusinessChoice Everyday Mastercard® Statement

MRS SARAH ELIZABETH CAPORN
 SHIRE OF QUAIRADING
 5056 OLD BEVERLEY RD EAST
 KWOLYIN WA 6385

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mrs Sarah Elizabeth Caporn	5163 2800 0153 8917	1,000	1,000.00
Statement From	Statement To	Facility Number	
28 APR 2023	28 MAY 2023	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	772.61	0.00	0.00	772.61 -	0.00	0.00	0.00

S006885 / M006885 / 147 / CN1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

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


BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
03 MAY	Purchases KMART 3341 NORTHAM AUS	29.00 ✓	
03 MAY	DISCOUNT STORES ALL PARTS WA NORTHAM AUS	299.00 ✓	
12 MAY	MISCELLANEOUS & SPECIALTY RE RMS TRAINING JOONDALUP AUS	355.25	
15 MAY	Vistaprint Australia P Derrimut BUSINESS SERVICES NOT ELSEWH AUS	89.36 ✓	
	Sub Total:	772.61	
28 MAY	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	772.61 -	
	Sub Total:	772.61 -	
	Grand Total:	0.00	

S008885 / M008885 / 147 / CNT1VPCP2

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

Cardholder Signature  Date 22-06-23

Transactions examined and approved.

Manager/Supervisor Signature  Date 22/6/23

Credit Card Reconciliation - Page 5

Statement From 28/04/2023
 Statement To 28/05/2023

Credit Card Transactions - Benjamin Davies, CESM						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
3/05/2023	Cunderdin CRC	\$ 11.18	\$ 1.02	Y	2050765	Printing
18/05/2023	Bunnings	\$ 11.46	\$ 1.04	Y	PROU002.26 10.2101	Storage Container for CESM Vehicle
Total		\$ 22.64	\$ 2.06			

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

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

BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
03 MAY	Purchases CUNDERDIN COMMUNITY R CUNDERDIN AUS	11.18 ✓	
18 MAY	BUSINESS SERVICES NOT ELSEWH BUNNINGS 603000 NORTHAM AUS HARDWARE STORES	11.46 ✓	
	Sub Total:	22.64	
28 MAY	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	22.64 -	
	Sub Total:	22.64 -	
	Grand Total:	0.00	

S00867 / M00867 / 147 / CN1VPCP2

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

Cardholder Signature 

Date 22/6/23

Transactions examined and approved.

Manager/Supervisor Signature 

Date 22/6/23

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION**12.1 Leave Management Policy - Amendment****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** 1. Leave Management Policy [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the amended Leave Management Policy.

IN BRIEF

At the February 2023 Ordinary Council meeting, Council endorsed the Leave Management Policy.

Since its adoption, it was discovered that the Policy references the incorrect legislation.

The Policy is being tabled for the final time to ensure Council is aware of the legislation changes.

MATTER FOR CONSIDERATION

For Council to consider and endorse the reviewed Leave Management Policy.

BACKGROUND

The Shire of Quairading is committed to creating an environment for our employees of high productivity and safe work practices. Council must have a transparent Leave Management Policy that adheres to the *Work Health and Safety Act 2020*, the Award, and the *Fair Work Act 2009* to ensure staff leave is managed in a fair and consistent manner across the Shire.

Council has a responsibility to closely monitor annual leave, long service leave, rostered days off and time in lieu in order to reduce its leave liability and ensure leave accrual does not accumulate beyond acceptable levels during the employment of an employee.

At the February Council meeting Council endorsed the Leave Management Policy. After the Policy was endorsed, it was discovered that the Policy referenced legislation that no longer applies to the Shire.

In January 2023 Council went from adhering to the *Fair Work Act 2009* to the *Minimum Conditions of Employment Act 1993*. The Policy information has been amended to reflect this.

STATUTORY ENVIRONMENT

Local Government Act 1995

Fair Work Act 2009

Work Health & Safety Act 2020

POLICY IMPLICATIONS

Leave Management Policy

FINANCIAL IMPLICATIONS

When staff are in excess of annual leave, it is a financial liability to Council.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

There was no consultation required in the creation of this Policy.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Non-compliance with work health and safety legislation increases the risk and potential liability to the public, staff and Councillors.

RISK ASSESSMENT

	Option 1
Financial	High <i>The financial liabilities of staff accruing too much leave are significant, as well as the higher likelihood of a workplace accident or injury which could result in workers compensation or legal fees.</i>
Health	High <i>The Shire of Quairading must comply with the Work Health & Safety Act 2020 which includes the physical and mental health of workers. Staff must be given the opportunity to rest and recuperate in order to avoid staff burn out.</i>
Reputation	Low
Operations	Low <i>All staff leave will be taken in accordance with the Leave Management Policy to avoid affecting 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
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

Nil.



LEAVE MANAGEMENT POLICY

PURPOSE

The purpose of this Policy is to provide a consistent application of the leave provisions in the Local Government Industry Award by: -

1. Managing the significant financial implications of leave liability.
2. Meeting work health and safety obligations by ensuring staff take four weeks leave every year.
3. Facilitating consistency throughout the Shire of Quairading in administering the leave provisions for employees.
4. Providing management with direction to effectively manage the annual and long service leave entitlements of employees.
5. Encouraging employees to take leave by reinforcing the positive benefits of taking leave when it becomes due.

OBJECTIVE

1. To ensure employees access their leave accruals in accordance with the National Employment Standards, *the Work Health & Safety Act 2020* and the provisions of the Local Government Industry Award.
2. To manage the significant financial implications of organisational leave liability.

POLICY & PROCEDURE

1. Permanent employees are entitled to annual and long service leave consistent with the provisions of the National Employment Standards and the Local Government Industry Award: -
 - a. Full Time Employees are entitled to four weeks leave per annum.
 - b. Part Time Employees accrue annual leave on a pro rata basis.
 - c. Annual leave accrues progressively and accumulates from year to year.
2. The entitlement is 13 weeks of long service leave for every ten years of continuous service (for a full time employee). Part time and casual employees' long service leave is based on the hours they have worked in the 12 months prior to their anniversary date.
3. All employees are required to take long service leave within one year from the date in which it is accrued, subject to any approval of deferred long service leave by the CEO.
4. In the case of the CEO, Council is to consider an application for the deferral of long service leave.



Approvals & Obligations

1. Leave application forms are required to be completed and submitted for approval to the relevant manager/supervisor.
2. Leave applications may be considered in the context of the Minimum Conditions of Employment Act, the *Work Health & Safety Act 2020*, the needs of the employee and the operational requirements of the organisation.
3. The employee will provide the employer with a minimum of six weeks' notice to take planned annual leave. Unplanned annual leave will be considered on a case by case basis (including consideration of the urgency for the leave and organisational need).
4. Managers are required to consider how the duties and responsibilities of the position are to be delivered in the absence of the employee on leave.
5. After approval by the employees' responsible manager, leave forms are to be forwarded to the Senior Administration Officer for processing.
6. It is the obligation of individual employees, in conjunction with their manager/supervisor, to determine whether there is a need to communicate their impending absence to other employees. As a general rule, managers should advise all employees of the absence and what acting arrangements, if any, have been put in place during the period of leave.
7. Where coverage is not possible to accommodate all leave applications submitted, it is the responsibility of the manager to consult the affected employees regarding the situation to enable a resolution to be achieved.
8. The accrual of time in lieu (TOIL) is only permitted where approved by an Executive Manager in advance and must be taken within one month after the accrual. There is no exception to this timeframe. If TOIL is permitted to accrue, it increases the organisation's leave liability because staff use accrued TOIL instead of annual leave.
9. Staff that accrue a monthly Rostered Day Off (RDO) must use the RDO one month after accrual. There is no exception to this timeframe. If RDOs are permitted to accrue, it increases the organisation's leave liability because staff use accrued RDOs instead of annual leave.

Taking of Leave

1. The manager or supervisor is required to manage the taking of leave and to maintain a leave roster ensuring that adequate coverage of functions is maintained.
 - a. The employer will recognise the employees' rights under the Minimum Conditions of Employment Act 1993 when considering leave applications.

The employer will recognise the employees' rights under the *Work Health & Safety Act 2020* when considering leave applications.
 - b. The employer will endeavour to approve leave applications to meet the convenience of the employee, however the operational needs of the local government must be considered.

Leave application forms should be signed by the applicant and approved by the responsible manager. All leave application forms need to be forwarded to the Senior Administration Officer for action.

LEAVE MANAGEMENT POLICY



Where an employee requires a period of personal leave for injury or illness while on annual leave, they may apply to have the leave reversed in line with the notice and evidence requirements set out in the Award (which requires a doctor’s certificate stating the employee is unfit to perform their usual duties).

Leave Rosters

1. Executive staff are required to develop and maintain leave rosters that identify proposed relief/coverage arrangements for all employees within their area of responsibility.
2. Where relief is required, this is to be negotiated by the relevant manager.
3. To encourage effective workforce planning, teams are to monitor the leave roster to ensure that sufficient employees are available to cover for peak workload periods and holiday periods.
4. Supervisors are to regularly monitor the leave taken to ensure that the total accrued leave does not exceed this policy.

Excess Leave

1. As per LGIA 2020 for excessive accruals and annual leave are: -
 - a. An employee has an excess leave accrual if the employee has accrued more than eight week’s paid annual leave.
 - b. Annual leave is taken by agreement, but the employer may not unreasonably refuse an employee’s request to take annual leave.
 - c. Provided four weeks’ notice is given, a local government may require an employee to take annual leave:-
 - i. As part of a close–down of its operation (such as over the Christmas/ New Year period)
 - d. Where more than eight week’s leave is accrued provided the employee retains a balance of at least four weeks *Work Health & Safety Act 2020*.
2. Employees are to be informed that under the provisions of the *Local Government (Long Service Leave) Regulations*:

“Where the commencement of long service leave has been postponed to meet the convenience of the employee beyond a period of six months, the rate of payment for or in lieu of that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the end of the period of 6 months unless otherwise agreed in writing between the Local Government and employee.”

Cashing out of Annual Leave

1. An employee may request to cash out up to two weeks’ annual leave every 12 months, as long as they maintain a balance of four weeks annual leave. The request will only be approved in extreme circumstances (e.g. death of an overseas family member) due to:
 - a. The significant cost to the organisation of cashing out leave; and
 - b. The organisation’s work health and safety obligation to ensure staff take four weeks’ leave every year.

**Deferral of Long Service Leave**

1. Within six months of long service leave becoming due, managers/supervisor are to be advised by the Senior Administration Officer of employees within their team who have not cleared long service leave for that year.
2. Employees are required to formally seek approval from the CEO to defer long service leave. This deferral request is to be in writing and to clearly identify the amount of leave accrued, at what date it will be cleared and why it has not been cleared.
3. Where the commencement of long service leave has been postponed to meet the convenience of the employee beyond a period of six months, the rate of payment for or in lieu of that leave is to be at the ordinary time rate payable to the employee (excluding allowances) at the end of the period of six months unless otherwise agreed in writing between the Shire of Quairading and the employee.

Leave management during a pandemic

Under its general duty of care, the Shire is required to ensure that all employees attending work are fit to undertake the duties and responsibilities of their position. Managers may require an employee to leave the workplace if they believe the employee is not fit for work and/or to obtain a medical certificate to confirm fitness to return to work following a period of ill health or absence to care for family members (to avoid transmission of infection).

Employees who are absent due to ill health or caring responsibilities will be paid in accordance with the relevant industrial instrument and Shire Policy, Practice or Procedure. These options include:

1. Personal (Sick or Carer's) leave entitlements.
2. Accrued annual or long service leave entitlements.
3. Additional hours accrued in lieu of overtime or through flexible working arrangements.
4. Pro-rata annual leave (up to four weeks' maximum, pro-rata for part time employees).
5. Leave without pay (Sickness Benefits may be available via Centrelink).
6. Work from home in accordance with Shire Procedures (subject to review at the end of two weeks).

When all leave entitlements have been exhausted and/or working from home arrangements are not reasonable or practical, the employee may be granted leave without pay. Alternatively, where the employee can demonstrate that taking unpaid leave will result in hardship, other (discretionary) options may be considered.

In relation to discretionary options, the Chief Executive Officer (CEO), or a person appointed by the CEO, will determine applications on a case-by-case basis.

Discretionary options may include:

1. Taking annual or sick leave in advance (up to a maximum of two weeks, pro-rata for part time employees) to be deducted from future accrual until repaid or deducted from the termination pay where the employee ceases employment prior to accruing sufficient entitlements.
2. Other arrangements as determined by the CEO, or a person appointed by the CEO.

LEAVE MANAGEMENT POLICY



Variation to Policy

This policy may be cancelled or varied from time to time at the discretion of Council so far as this does not conflict with Minimum Conditions of Employment Act, the *Work Health & Safety Act 2020* and the provisions of the Local Government Industry Award.

All of the Shire of Quairading’s employees are to be notified of any variation to this policy in writing.

STATUTORY ENVIRONMENT

Local Government (Long Service Leave) Regulations

Industrial Relations Act 1979

Local Government Industry Award 2020

Minimum Conditions of Employment Act 1993

Work Health & Safety Act 2020

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Graeme Fardon	24/11/16	89-16/17			
02	Graeme Fardon	20/12/18	115-18/19	<i>Policy Review Project – 5/12/2018</i>		
03	Graeme Fardon	17/12/20	97-20/21	Biennial Policy Review	Dec 22	
04	Nicole Gibbs	29/09/22	64 - 22/23	Policy held outdated information	Sept 24	
05	Nicole Gibbs	24/2/23	161-22/33	Review of TIL and RDO obligations Merging of “Leave management during a pandemic Policy”	Feb 25	

12.2 Preparations for the 2023 Council Election**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** 1. Letter from the Minister of Local Government - Confirmation on Reduction of Councillor Vacancies [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. Note the June 2023 information update on the Council election.
2. Approve the Shire and Deputy Shire President be elected by Councillors for the 2023 election and to revise this decision at the time of the next election.
3. Recommend _____ to the Electoral Commission as a potential Returning Officer.

IN BRIEF

In accordance with section 4.7 of the *Local Government Act 1995* (the Act), Council is compelled to ensure that a Council election occurs on Saturday, 21 October 2023.

At the March 2023 Ordinary Council meeting, Council opted to have the Electoral Commission run the Council election by postal vote due to the new regulations coming into effect as a result of the Act reform.

As per the reform, Band 4 local governments will be forced to reduce the number of sitting Elected Members to five, six or seven at the Ministers discretion. It has been confirmed in writing from the Minister that Council numbers for the Shire of Quairading will be reduced to seven.

The reform compels higher Band local governments to have the Shire President elected by electors, however, Band 4 local governments have the choice to either have Councillors elect the Shire President, or have electors vote for the Shire President.

MATTER FOR CONSIDERATION

That Council consider:

1. Noting the June 2023 information update on the Council election.
2. Approving the Shire President and Deputy Shire President be elected by Councillors.
3. Who may be a notable member of the community that can be recommended to the Electoral Commission as a potential Returning Officer.

BACKGROUND

At the March 2023 Ordinary Council meeting, Council moved the following motion:

“RESOLUTION: OCM 193-22/23

That Council:

- 1. Note that the election pathway that Council is compelled to roll out at the 2023 election is the “Reform Election Pathway.”*
- 2. Declare in accordance with section 4.20(4) of the Local Government Act 1995, the WA Electoral Commissioner to be responsible for the conduct of the 2023 ordinary elections together with any other elections or polls which may be required.*
- 3. Decide in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be a Postal Election.”*

As per Council’s request, the Electoral Commission was contacted in writing to conduct the election via a postal vote.

On the 08 March 2023, the Shire President wrote to Hon Minister Carey, Minister for Local Government, to inform him of the incorrect advice that was received from the DLGSC with regards to the requirement for a Ward representation review. In this same letter, the President requested that the Shire vacancies only be reduced to seven.

In his written response, Minister Carey denied that any misleading information was relayed to the Shire by the DLGSC. However, Minister Carey did confirm that the Shire of Quairading Councillor vacancies would be reduced to seven only (Attachment [1]).

NOTE: Both the Shire of Quairading CEO and the Executive Officer stand by the fact that the DLGSC did provide incorrect information, stating that a review in Quairading was not necessary because quote “you do not have Wards.” The WALGA governance section confirmed to the Executive Officer that this same misinformation had been relayed to other Band 4 local governments.

On the 30 May 2023 the Executive Officer attended a meeting with Mr Daniel Smith, Project Assistant, Governance and Integrity at the Electoral Commission, to commence the process of preparing for the election. The election is to be held on 21 October 2023.

Some of the key information that came from the meeting was:

1. As part of the reform for larger Councils (Bands 1 and 2) the Shire President must be elected by electors during the voting process. As Quairading is a Band 4 Council, the Shire President may still be elected by the Councillors, however, Council can opt to have the Shire President elected by electors if this is preferred.
2. There is a chance that “The Voice” Referendum may fall on the same weekend as the local government election. The Electoral Commission should know this by July. If this is the case, as per section 4.1A and 1.4B of the Act, the Minister will have to push the local government election back (he cannot move it forward) one or two weeks (but no more than 14 days). It was noted that if there is the referendum and the local government election within a couple of weeks of each other, this may affect the likelihood of electors voting in both.

3. WALGA are in the works of developing a candidate information session where people who are interested in nominating for Council can attend an online information/Q&A session with WALGA to better understand the role of a Councillor prior to nominating. Officers thought this could be a valuable resource for residents considering nominating for Council and requested more information to promote through Council's social media, if the session comes into fruition.
4. The Returning Officer and an additional person must be available on election day to accept ballot papers from community members who may have missed the deadline for posting. It is also an opportunity for electors to attend and vote if they have misplaced their ballot paper. The counting of votes can't commence until polling closes at 6pm on the day of the election.
5. The polling place will be at the Shire of Quairading Administration office, 10 Jennaberring Road, Quairading.
6. All IT equipment (laptops etc) and resources for election day are provided by Electoral Commission.

As per the Act, the CEO must give permission to candidates to use Council resources if they wish to campaign. Some examples of Council resources include (but are not limited to):

- Laptops.
- Photocopiers & other IT.
- Councillor emails.
- Staff members.
- Taking photographs of/in front of local government property for promotion.

If permission is not sought from the CEO, it is grounds for a member of the public to submit a statutory complaint to the Electoral Commission for the behaviour breach of a candidate.

Council must consider whether to have the Shire President elected by Councillors, or if Council would prefer to have electors vote for the Shire President.

Currently the Electoral Commission has not identified a Returning Officer for Quairading. The Commission did ask Council to consider whether there is anyone in the community that may be able to be approached by the Commission for this purpose. The Commission said the person must have integrity, and be a notable and reliable person. School teachers or business owners were suggested. The Returning Officer will receive comprehensive training and support from the Electoral Commission over the duration of the election process.

If a Returning Officer can't be sourced locally, the Electoral Commission will appoint a Returning Officer from an alternate region.

STATUTORY ENVIRONMENT

Local Government Act 1995

4.1A. Conflict with Commonwealth or State election or referendum

- (1) On a day fixed as polling day for the whole of State electorate or a district under the *Electoral Act 1907*, no election, referendum or other poll is to be held under this Act in, or in any part of, that electorate or district.
- (2) On a day fixed for the holding of a referendum, as defined in the *Electoral Act 1907*, no election, referendum or other poll is to be held under this Act.

4.1B. Polling day may be changed where conflict with Commonwealth or State election or referendum

- (1) Despite anything else in this Act and subject to subsection (2), where a poll cannot be held on the day fixed under this Act due to section 4.1A, the Governor may, before the day fixed for the poll, by order under section 9.62 fix a later day for the holding of the poll.
- (2) The time for the holding of a poll is not to be extended under this section by more than 14 days later than the time originally fixed.

4.7. Ordinary elections day usually third Saturday in October

- (1) The effect of section 4.6 is that —
 - (a) polls for ordinary elections to elect an elector mayor or president will be held on the third Saturday in October every 4 years; and
 - (b) polls for ordinary elections to elect councillors will be held on the third Saturday in October every 2 years.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The cost of conducting the election through the Electoral Commission will be accommodated in the 2023/24 budget.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Council officers have had extensive consultation with WAGLA on this matter, as well as the Electoral Commission.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Any costs associated with the election will be budgeted for in the 2023/24 budget.</i>
Health	N/A
Reputation	Low <i>Having the Electoral Commission run the election minimises the risk of error in the election process.</i>
Operations	Low
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
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

Nil.



Hon John Carey MLA
Minister for Housing; Lands; Homelessness; Local Government

Our Ref: 78-11869, 78-12733
Your Ref: 13.03#03

16 MAY 2023

Mr Peter Smith
President
Shire of Quairading
C/- email: britt.hadlow@quairading.wa.gov.au

Dear President Smith

Thank you for your letter dated 8 March 2023 regarding the Shire of Quairading (the Shire)'s councillor numbers under local government reform. I apologise for the delay in responding, as arrangements for the upcoming elections have been in progress.

I would also like to thank you for engaging with my office in relation to this matter.

My letter to the Shire dated 20 September 2022 was clear that the Shire would need to complete a Ward and Representation Review if the Shire decided to proceed with the Voluntary Pathway, or the Reform Election Pathway would apply.

This advice reflects the provisions of Schedule 2.2 of the *Local Government Act 1995* (the Act), which outlines how a local government may seek to change the number of offices of its council.

Following your letter, I sought advice from the Department of Local Government, Sport and Cultural Industries (DLGSC) in relation to its communication with the Shire's administration on this matter. The DLGSC has advised that the DLGSC did not provide any advice to the Shire's Chief Executive Officer (CEO) that Ward and Representation Review did not need to be conducted.

It is unlikely that such advice would have been provided, since it would directly contradict my earlier letter and the relevant provisions of the Act.

In any case, I appreciate that the Shire did not intend to arrive at the Reform Election Pathway, and that the situation appears to have arisen through inadvertent error.

I understand that, in written correspondence dated 28 February 2023, the Shire's administration indicated to the DLGSC that it understands that the Reform Election Pathway now applies.

As you would also be aware, the *Local Government Amendment Bill 2023* (the Bill) has now passed the Parliament of Western Australia.

Level 11, Dumas House, 2 Havelock Street, West Perth, WA, 6005
Telephone: +61 8 6552 5300 Email: minister.carey@dpc.wa.gov.au

I appreciate the Shire's preference towards retaining seven council members. Accordingly, I can confirm that, consistent with the provisions contained in the Bill, I intend to advise the Governor to:

- reduce the number of Councillors of the Shire to seven; and
- declare vacant all offices of Councillor on the next ordinary election day.

I intend to have these changes published in the *Government Gazette* by 30 June 2023, subject to the processes of the Executive Council. As a result, the ordinary election in the Shire, currently scheduled for 21 October 2023, will be for seven councillors elected for the entire district, with all members elected using optional preferential voting.


The returning officer will allocate terms of office to the members elected in accordance with the provisions of Schedule 4.2 of the Act.

Should you have any questions regarding this matter, please contact DLGSC at actreview@dlgsc.wa.gov.au

Yours sincerely



HON JOHN CAREY MLA
MINISTER FOR LOCAL GOVERNMENT

12.3 Library Services Refurbishment Contribution**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Nicole Gibbs, Chief Executive Officer**Attachments** 1. Library - Quote for painting of roof [↓](#) **Voting Requirements** Absolute Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council include the amount of \$5,252.50 in the 2023/24 budget as a contribution to the library component of the Book Post building refurbishments, in recognition of the fact that the library is a public asset.

IN BRIEF

Since 1992, Council has contracted out the library services to the Quairading Book Post which is currently run by the Hargrave Grage Family Trust. Since the signing of the agreement with the Hargrave Grage Family Trust in 2020, Council has not contributed towards the maintenance of the building which contains the library facility, other than through a one-off Business Grant of \$5,000.

The Hargrave Grage Family Trust has invested \$15,000 in the refurbishment of the Book Post building over the past 12 months. Council has contributed \$5,000 via a Business Grant. The funds do not stretch to painting the building roof. The Hargrave Grage Family Trust has no money remaining to match a second grant.

The building is one of the few historic buildings in the main street, visible to residents, tourists and potential investors in the Shire.

MATTER FOR CONSIDERATION

That Council consider including the amount of \$5,252.50 in the 2023/24 budget as a contribution to the library component of the Book Post building refurbishments to paint the roof.

BACKGROUND

Since 1992 when Council outsourced the operations of the library and the library became known as the "Quairading Book Post," a formal agreement has been in place to ensure the continuation of the service.

The Book Post is in a prominent location on our main street and is a business that is used by both residents and visitors.

Until 2023, the Shire had not contributed towards the maintenance of the building, even though the library is a Council service that is housed within the building. In 2023, the Hargrave Grage Family Trust invested \$15,000 to paint the outside of the building, paint the inside of the building and install new flooring. Council contributed \$5,000 to this project through a Business Grant, the same amount it contributed to other for-profit business' that did not house public services. The combined funds did not provide for the roof to be painted.

As Council intends to more heavily promote Quairading as a tourist, resident and investor destination (e.g. no reserve land auction proposal), it would be prudent not to have an unpainted roof on one of the only historic buildings in town.

The total cost for the painting of the roof is \$5,252.50. Attachment [1] contains the quote for Council information and consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Limited. The continuous upgrade of the main street in Quairading can only add value to local economy as a whole.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.4 Economy:** Encourage local workforce participation
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive

CONSULTATION

The CEO has been in consultation with the Hargrave Grage Family representative.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Uncertainty of Quairading's long-term future results in the further attenuation and closure of local businesses.

Asset Management Plan is non-compliant due to aging assets and increasing costs.

RISK ASSESSMENT

	Option 1
Financial	Low <i>The continuous upgrade of the main street in Quairading can only add value to local economy as a whole.</i>
Health	N/A
Reputation	Low <i>The Book Post is a valued business in town that provides a high-quality service to the community and visitors, and is also locally owned.</i>
Operations	Low
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
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

Nil.

J.A. Gimbel Painting

Reg : 4154

McLennan Street, Quairading, WA, 6383
 Phone: 0427353212
 jagpainting@bigpond.com
 ABN: 72 895 339 060

Quote	Quote number	Issue date	Expiry date
	IV00000000456	14/05/2023	28/05/2023


Mick Grage
 QUAIRADING BOOKPOST

Description	Tax	Amount (\$) <i>excluding tax</i>
To prep and apply roof coating to Quairading Post Office Replace loose nails with teks and secure. Suggest to use industrial roof coating in colourbond Surfist colour or similar.	GST	4,775.00
Subtotal (<i>exc. tax</i>)		\$4,775.00
Tax		\$477.50
Total amount <i>including tax</i>		\$5,252.50

12.4 Community Engagement Action Plan Review

Responsible Officer Natalie Ness, Executive Manager Economic Development

Reporting Officer Jen Green, Grants & Projects Officer

Attachments 1. Community Engagement Action Plan Annual Review [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the Community Engagement Action Plan 2023 review.

IN BRIEF

Council's Community Engagement Policy sets out a definition of community engagement and commits Council to purposeful, respectful, inclusive, responsive and transparent engagement with the Quairading community. In December 2019 Council tasked officers with the implementation of a Community Engagement Action Plan which was to be reviewed annually.

MATTER FOR CONSIDERATION

Council to consider and adopt the amended Community Engagement Action Plan (2023).

BACKGROUND

The objective of the Community Engagement Action Plan is to develop and maintain engagement practices and principles based on procedural fairness, transparency and accountability. Over the past 12 months officers have enacted significant additional successful communication methodologies to better inform the community on matters, considerations, innovations and projects that impact them. This ensures members of the community are heard and their views considered as part of decision-making processes.

Over the past 12 months, officers have introduced the following new community communication methods:

1. Re-invented the Council website to ensure functionality (on-line payments, on-line Bushfire Permits etc.), ease of document search and retrieval, increased on-line documentation relevant to the community and structured information messaging.
2. Improved Council's online community engagement tools, including through regular social media posts and the use of available digital engagement platforms;
3. Ensured those members of the community without access to, or an interest in, social media are catered for through increased paid letter box drops;
4. Engaged a whole-of-Shire text messaging system to ensure anyone who wants to receive the Shire texts is able to do so;

- 5. Re-established the Sports Precinct Working Group and the Aged Care Working Group; and
- 6. Interacted regularly with existing community groups before progressing with projects (e.g. Friends of the Nature Reserve, Tidy Town Committee, Frail Aged Care Lodge Committee).

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Community Engagement Policy

FINANCIAL IMPLICATIONS

Costs associated with the Action Plan will be considered and funded by the current operational budget on a project-by-project basis.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.1 Community:** Work collaboratively with local and regional service providers to engage the community as active citizens.
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	N/A
Health	N/A
Reputation	Low <i>Failure to comply with the Community Engagement Action Plan could adversely affect the reputation of the Council and impact on the timeliness and quality of service delivery and the intended outcomes for the community.</i>
Operations	Medium <i>Council has the responsibility to engage the community on strategic, high-level issues, as well as acting as a conduit and advocate for the community to the Administration. Community engagement is the responsibility of all Council service areas, teams and employees.</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
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

Nil.



Community Engagement Action Plan

August 2022
Resolution 40 – 22/23

Contents

Introduction	3
Community Engagement Framework	4
Engage Our Community	4
Levels of Engagement.....	5
Our Plan for Success.....	6
How will we achieve this?	7
How We Measure Success	7
1. Customer Service	8
2. Open and Transparent Engagement	9
3. Bolster Staff Capability	10
4. Corporate Governance	11

Introduction

The Shire of Quairading is committed to effective community engagement and open and accountable governance. Council is passionate about the future of the District. Bringing together the needs of the community, our stakeholders and the requirements from government is key to achieving balanced decision-making.

Council makes decisions and takes actions that impact upon the community in different ways. Through effective and inclusive community engagement practices, Council looks to capture the knowledge, experience and aspirations of our community.

This Action Plan describes how the Shire of Quairading will increase its level of engagement with the community and acknowledges the desire of Council to share information in keeping with our vision to position Quairading as the best place to live, work and visit.

Council's Strategic Community Plan 2017 – 2027 comprises five (5) priorities for our community, and is underpinned by actions taken to ensure an effective and sustainable Council.

Economic Objective: Growing economy and employment opportunities



Economic diversity and resilience



Tourism facilities and services

Social Objective: Active, healthy, safe and inclusive community



Active community



Healthy community



Safe community



Inclusive community

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



Responsive Land Use Planning



Enhanced and Sustainably Managed Assets and Infrastructure

Natural Environment Objective: To preserve and sustain our natural environment



Demonstrated Sustainable Practices



Protected and valued natural areas

Governance Objective: Strong governance and community engagement



Robust Integrated Planning and Reporting (IPR)



Strengthened Advocacy and Partnerships



Community Engagement



Sound Organisation

Community Engagement Framework

There are two key Shire of Quairading documents that guide community engagement.

Community Strategic Plan

This document sets out where we are now and the key activities to achieve our community engagement objectives.

Community Engagement Policy

This is an overarching document that sets the standards of community engagement.

Engage Our Community

Council and its staff seek to ensure that Shire of Quairading community engagement results in an engaged and connected community contributing to our Vision:-

“Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting.”

The Action Plan will be assessed and reviewed each June to ensure that community engagement remains focussed and relevant to the Shire of Quairading community and stakeholders.

The Action Plan provides direction to Councillors and staff on identified activities with the objective of maximising meaningful and appropriate community engagement across all areas of the organisation.

Levels of Engagement

**Extract from CS.4 Community Engagement Policy*

Annexure A: Principles for Community Engagement

	Inform	Consult	Involve	Report/Evaluation
Public Participation Goal	To provide the public with timely, balanced and objective information to assist them in understanding the problem alternatives, opportunities and/or solutions.	To capture community feedback on analysis, alternatives and or decisions impacting on strategic plans, directions, issues, priorities and projects.	To work on an ongoing basis with the community to ensure that community ideas, concerns and aspirations are listened to and understood and that community knowledge is harnessed for the benefit of all.	Council to provide feedback on Shire decisions.
Promise to the public	Council is to work with you on an ongoing basis to ensure your ideas, concerns and aspirations are considered. Council is to keep you informed.	Council is to listen to you, consider your ideas and keep you informed and acknowledge concerns and aspirations.	Work directly with the public on an ongoing basis to ensure that your ideas, concerns and aspirations are considered.	Council to provide feedback on how public input influenced Council decisions.
Example techniques	<ul style="list-style-type: none"> • Newspapers • Newsletters • Radio • Posters • SMS/email • Website • Facebook • MailChimp • Banksia Bulletin 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys biennial (March) • Consultative workshops • Individuals and or business. • Stakeholders 	<ul style="list-style-type: none"> • Council committees/ Forums • Working groups • User groups • Volunteer groups 	<ul style="list-style-type: none"> • Direct response • Newsletters • SMS/email • Website • Customer Service Survey • Facebook • MailChimp

When planning community engagement activities, Council will determine the most appropriate level of participation required, depending on the nature and complexity of the activity being delivered. These levels may vary for different stages of the activity.

Council will plan community engagement activities in a timely and effective manner, assessing their target audience and developing the most suitable tools and methods of communication to encourage a high level of participation.

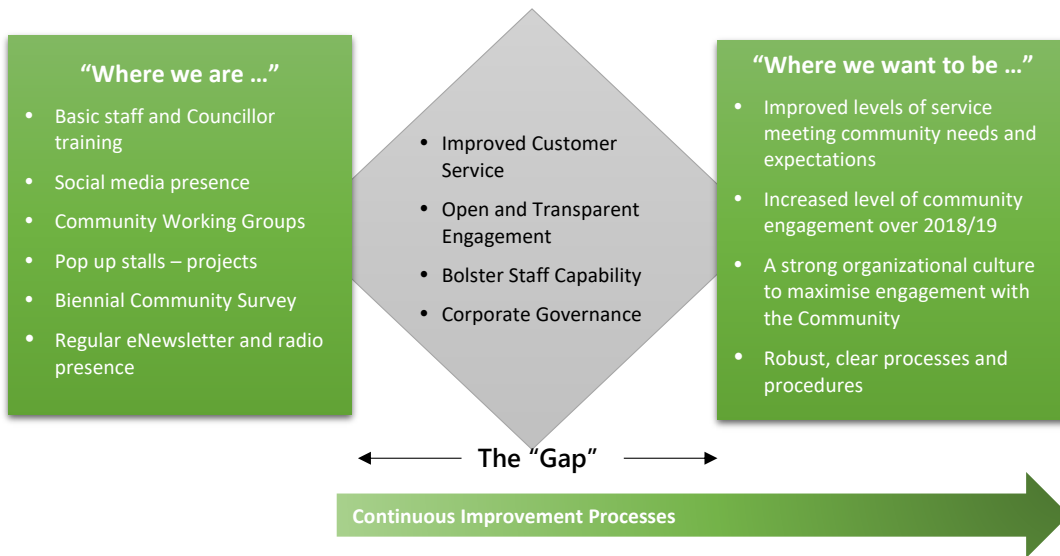
It is important to note that there are some areas where community engagement activities may not occur. These include, but are not limited to health, safety and wellbeing of the community in which Council may need to respond quickly, such as an emergency.

Council also must conform to statutory requirements that may define how Council must engage on certain matters.

Our Plan for Success

This Plan outlines Council's desire to ensure that community engagement opportunities are both created and embedded into daily Council interactions.

The diagram below outlines our path to successful community engagement.



How will we achieve this?

To achieve our community engagement objectives, we will focus on the following four key areas:



Customer Service

- We will ensure our customer service is responsive and easy to deal with.
- Staff adhere to Council’s Customer Service Charter, Engagement Policy and Communications Policy.
- Our community will see us as a trusted service provider who is listening to their needs, available and willing to take feedback.



Open and Transparent Engagement

- We will provide access to information so that the community has the process.
- We value community feedback and will ensure that information is timely and relevant to facilitate sharing ideas and understanding community and stakeholder needs.
- We will show the community how their input has been considered in the outcomes.



Bolster Staff Capability

- We will have the right training, processes and resources in place to greatly enhance Council’s ability to engage effectively.
- We will develop a coordinated approach to internal communication and promote a culture that is proactive.



Corporate Governance

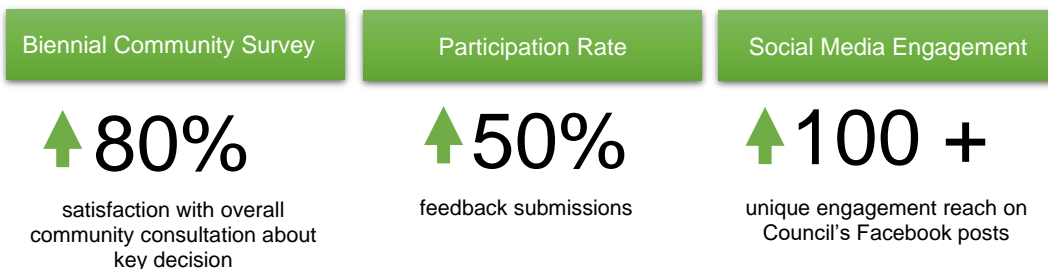
- We will use a combination of representative and participatory democracy, particularly during the development and review of key strategic plans and development of major projects.

How We Measure Success

To the Shire of Quairading, successful community engagement results in an engaged, collaborative and informed community.

We acknowledge that every member of the community will have a different view of what successful community engagement looks like.

Council will measure our community engagement success on an annual basis as indicated below:



1. Customer Service



- We will ensure our customer service is responsive, timely and solution-focused.
- Staff adhere to Council's Customer Service Charter, Engagement Policy and Communications Policy.
- Our community will see us as a trusted service provider who is listening to their needs, available and willing to take feedback.

Action	Detail	2019	2020	2021	2022	2023
Develop and implement Customer Service Charter and Standards	A Customer Service Charter and Standards will outline Council's commitment to our community in customer service. To be reviewed annually.				✓	✓
Implement a Customer Service System	The Customer Service System is designed to record and track customer requests coming from outside as well as within your organisation, and digitize workflow for improved customer feedback and reporting. The new Altus software (implemented in 2022) will improve the system dramatically, leaving no option but to respond to customer requests in a timely and effective manner.				✓	✓
Develop a new community brand	A new brand provides a consistent look and feel across all promotional and communication material that invites our community to participate in Council's engagement activities. Annual review of Corporate Style Guide.		✓		✓	✓
MailChimp	Staff have established email groups (i.e. lists of people interested in a particular issue) e.g. Caravan Clubs, Business houses, Sporting Clubs, LEMC, Fire Control Officers.				✓	✓
Facebook	Staff are using analytics to target the customer and type of messaging.				✓	✓

2. Open and Transparent Engagement



- We will provide access to information so that the community has the opportunity to contribute to and/or understand the decision-making process.
- We value community feedback and will ensure that information is timely and relevant to facilitate sharing ideas and understanding community and stakeholder needs.
- We will show the community how their input has been considered in the outcomes.

Action	Detail	2019	2020	2021	2022	2023
Improve Council's website	<p>Review and upgrade Council's website to incorporate interactive functionality and improve flexibility.</p> <p>Increase capability for website visitors to provide feedback to Council.</p> <p>The new website due to be launched in July 2023 has increased functions and flexibility including payments and registrations and increased communication options between community and Council.</p>					✓
Improve Council's social media activity	<p>Train staff to contribute to real time social media activity to provide our community with 'on the spot' Council updates in the field.</p> <p>The use of Facebook Ads has increased engagement of important events and notices. Facebook posts have a consistent reach of over 700 people. Followers continue to increase monthly. Currently 1300 Facebook followers on @ShireofQuairading and 829 followers on @QuairadingCaravanPark</p>				✓	✓
Include community engagement plans in Council reports	Summarise community engagement plans in Council reports.				✓	✓
Utilise the opportunity of the Annual Report to provide meaningful reporting to our community	<p>Use the Annual Report opportunity to demonstrate strong accountability and public value for our community with trend data and robust reporting.</p> <p>Improve the layout and content of the Annual Report.</p>	✓	✓	✓	✓	✓
Distribute a quarterly grants bulletin	Helping our community groups, clubs and businesses find the latest funding opportunities through targeted grants emails and Mailchimp.		✓	✓	✓	

Action	Detail	2019	2020	2021	2022	2023
Access to Council minutes & agendas	Council minutes and agendas available on the Shire Website for Community information and use.			✓	✓	✓
Increased community feedback	Monkey Survey and MailChimp enable a more flexible approach to short community surveys as and when required				✓	✓

3. Bolster Staff Capability



- We will have the right training, processes and resources in place to greatly enhance Council's ability to engage effectively.
- We will develop a coordinated approach to internal communication and promote a culture that is proactive.

Action	Detail	2019	2020	2021	2022	2023
Provide ongoing training and support for staff	Ongoing training provided to staff to increase knowledge of our engagement process and to build internal capacity to deliver robust engagement activities across Council. Executive Management Team to ensure that community engagement principles are utilised in all areas of the organisation.				✓	✓
Develop engagement champions	Guide and mentor staff responsible for projects and activities to improve the quality and level of engagement.				✓	✓
Communication and community engagement policies	Review of Policies – Ongoing as part of the Governance Calendar.				✓	✓





4. Corporate Governance



- We will use a combination of representative and participatory democracy in the development and review of key strategic plans and development of major projects.

Action	Detail	2019	2020	2021	2022	2023
Utilise community groups to guide the development of key strategic plans and major projects	The development of key strategic plans will be supported by the establishment of community reference groups to ensure the inclusion of community perspective.			✓	✓	✓
Open invitation community workshops	Open invitation workshop designed to gather people from a community together to discuss a specific project or process. May be a remote process to accommodate the shifting paradigm in community consultation.			✓	✓	✓
Promote integrated planning of engagement and communications	Develop an internal engagement calendar to assist in planning engagement activities to avoid duplication of engagement activities and identify areas where combining community engagements can be carried out to reduce community consultation fatigue.				✓	✓
Frequent and consistent communication	Communication to all staff about their objectives and responsibilities must be ongoing (through regular staff meetings), consistent and part of all senior management communication to staff including in everyday situations. Structure of staff meeting to be changed to focus on areas such as customer service levels, communications and engagement opportunities.	✓	✓	✓	✓	✓
An ethical and values-based culture	Excellent leadership must be supported by a strong organisational culture. Clear and ongoing communication about the Shire's governance requirements needs to be coupled with strategies that encourage cultural change within the organisation where required. Engagement principles to be embedded in the Executive Management Team discussions.		✓		✓	✓

12.5 Disaster Ready Fund Application – South Quairading Water Supply**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Ben Davies, Community Emergency Engagement Manager**Attachments**

1. Disaster Ready Fund - Project Application Form [↓](#) 
2. Disaster Ready Fund - Project Logic [↓](#) 
3. Water Tank Quote [↓](#) 
4. Water Tank Specifications [↓](#) 

Voting Requirements Absolute Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse committing \$8438.55 (50% of funding) towards the successful Disaster Ready Fund to install a large water tank with a 150,000 litres capacity in south Quairading in the 2023/24 budget.

IN BRIEF

After the large complex fire incident last year, it was identified that the water supply south of Quairading is not as readily available as it should be. Crews had an issue refilling fire appliance due to lack of access to water tanks.

The CESM has been successful in obtaining funding to install a large water tank in south Quairading. This will allow fire crews to fill fire appliances quicker and more efficiently, therefore, limiting time off the fire ground, this will reduce the impact of bushfire on the community.

Council is required to commit 50% of funding towards the project, which will be included in the 2023/24 budget.

MATTER FOR CONSIDERATION

That Council consider endorsing committing \$8438.55 (50% of funding) towards the successful Disaster Ready Fund to install a large water tank with a 150,000 litres capacity in south Quairading in the 2023/24 budget.

BACKGROUND

After the fire incident in 2022, it was identified that the water supply in the south of Quairading is lacking. The CESM has obtained funding to install a fire water take in the south of Quairading. By installing a fire water tank, this will future proof the south of Quairading and minimise the impact fire may have on the community and environment. The fire water tank will be 150,000 litre water capacity, it will have a self-filling gutter system, and it will also be plumbed into the South Caroling fire station where it will be refilled. The tank will also have a manual fill point that the shire water carts can use to refill if required, ensuring the tank is always filled and ready to go.

This project is expected to take up to 3 months to complete. All works will be undertaken by professionals and will meet industry standards. It is a small project that will have a big impact. The Shire of Quairading have undertaken tank projects before with great success.

Whilst putting this application together the CESM sourced multiple quotes and ensured for the size and location of the water tank, this is going to be the most efficient and best value for money.

This project will ensure the south Quairading community have a large fire water supply that will reduce the impact fire may have. As bushfire is a natural disaster, this project will ensure we are reducing the risk of disaster to the community and surrounds.

The south of Quairading has very little reticulated water, it also has minimal water sources fire appliance can get in and use. This water tank will have fire hose fitting and self-filling roof ensuring it is always ready.

During the last fire season, crews had to drive large distances to get water. They also had to go house to house trying to locate a water source, in an emergency this can waste precious time.

This Water Tank will be located at the South Caroling Fire Station as this is a central location for south Quairading. This asset will better protect the community in the event of a disaster.

STATUTORY ENVIRONMENT

Emergency Management Act 2005

Bush Fires Act 1954

POLICY IMPLICATIONS

Bushfire Policies and Procedures

FINANCIAL IMPLICATIONS

This Grant is a 50/50 contribution, meaning the Shire of Quairading will have to provide half of the total Project Cost, the remaining 50% if funded through the disaster ready fund.

Total Project Cost: \$16,877

Contribution Provided by the DRF: \$8438.55

Contribution Required by the Shire of Quairading: \$8438.55

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.5 Community:** Support emergency services planning, risk mitigation, response and recovery
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

This Grant Application was put through with consultation from the Executive Manager of Works and Services.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Work health and safety legislation increases liability of Councillors and Executive (personal wealth and assets) in the management of Bushfire and Volunteer Fire and Rescue Services Brigades.

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>If Council commits the funding in the 2023/24 financial year, then there is little financial risk.</i></p>
Health	<p>Low</p> <p><i>The installation of the tank will ensure the south of Quairading is better prepared for a fire event, allowing our community to be better protected.</i></p>
Reputation	<p>Low</p> <p><i>The installation of the water tank may provide some relief to residents living in this area.</i></p>
Operations	<p>Low</p> <p><i>The work will be contracted out, with little maintenance required once the tanks are installed.</i></p>
Natural Environment	<p>Low</p> <p><i>The water tank better prepares for fire, in turn if there is a bush fire, our natural environment will be better protected.</i></p>

	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
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

Nil.

OFFICIAL

Disaster Ready Fund (DRF) Round One 2023-24 Individual Project Application Offline Form

*This offline form is provided for drafting purposes only.
Please refer to the [DRF Guidelines](#) and [Sample Application Form](#) when completing this form.
Applications **must** be entered and submitted by state and territory lead agencies (listed [here](#))
through the DRF online application portal.
Lead agencies can provide copies of relevant templates and the Sample Application Form, which
are available to download via the DRF online application portal.
For more information contact disaster.ready@nema.gov.au*

Recipient Name	Shire of Quairading
Project Title	South Caroling Bushfire Brigade Fire Water Supply

Project Description Summary

Problem	Reduced Fire Water Availability during Bushfire as there is no reticulated water supply.
Solution/Goal	Large Fire Water Supply Tank, in a central location to assist firefighters and the wider community.
Target group(s) that the project is intending to impact	<input type="checkbox"/> Australian Government <input type="checkbox"/> Community group/non-profit <input type="checkbox"/> Early childhood education and care services <input checked="" type="checkbox"/> Emergency responders <input type="checkbox"/> Families <input type="checkbox"/> Farmers <input type="checkbox"/> Home owners <input type="checkbox"/> Individuals <input type="checkbox"/> Local Governments <input type="checkbox"/> Schools (Primary & High Schools) <input type="checkbox"/> Service Providers <input type="checkbox"/> Small Businesses <input type="checkbox"/> State and Territory Governments <input type="checkbox"/> Students



OFFICIAL

	<input type="checkbox"/> Universities and research institutions <input type="checkbox"/> Other
Does, or will, this project directly support people from, or who identify as belonging to, specific population sub-groups?	<input type="checkbox"/> Aboriginal and Torres Strait Islander Peoples <input type="checkbox"/> Children (aged 0 -15 years) <input type="checkbox"/> Individuals experiencing domestic and family violence <input type="checkbox"/> People from a culturally and linguistically diverse background <input type="checkbox"/> People from the LGBTQI+ community <input type="checkbox"/> People with a disability <input type="checkbox"/> People with mental illness <input type="checkbox"/> Seniors <input type="checkbox"/> Youth (15-24) This project will help support the whole community.

Project Location

State/Territory <i>(enter the lead state/territory if a multi-state/territory project)</i>	WA	Project Location Type <i>(select only one option)</i>	X LGA <input type="checkbox"/> Multi-LGA <input type="checkbox"/> State/Territory Wide <input type="checkbox"/> Multi-State/Territory
LGA(s) <i>(list all relevant LGAs in the State/Territory selected above where the project will be undertaken. Leave blank for State/Territory Wide projects)</i>	Shire of Quairading		
Other Participating States <i>(for Multi-State/Territory projects, list all</i>			

OFFICIAL

<i>other participating states and territories. Leave blank if not applicable)</i>			
LGA(s) in other Participating States <i>(for Multi-State/Territory projects, list all relevant LGA's in the other participating states/territories where the project will be undertaken. Leave blank if not applicable)</i>			
Project Period <i>(years – 1, 2 or 3)</i>	3 months		
Latitude <i>(Y Coordinates)</i>	-32.159641	Longitude <i>(X Coordinates)</i>	117.387197

Hazard type(s) being targeted	<input type="checkbox"/> Avalanches, mudslides and landslides <input type="checkbox"/> Earthquakes <input type="checkbox"/> Volcanic eruptions <input type="checkbox"/> Sinkholes <input type="checkbox"/> Tsunamis <input checked="" type="checkbox"/> Bushfires/wildfires <input type="checkbox"/> Heatwaves <input type="checkbox"/> Damaging wind incidents, including but not limited to dust storms and tornados <input type="checkbox"/> Storms and tropical cyclones <input type="checkbox"/> Severe thunderstorms, hailstorms and blizzards <input type="checkbox"/> Floods, flash flooding, including storm surges <input type="checkbox"/> Coastal erosion, and coastal inundation
--------------------------------------	--

OFFICIAL

	<input type="checkbox"/> Sea level change <input type="checkbox"/> Pollen storms <input type="checkbox"/> East Coast lows <input type="checkbox"/> Geomagnetic solar storms (X or M Class) <input type="checkbox"/> Other - _____(enter description)
Project Activity Type(s)	<input type="checkbox"/> Investment in grey infrastructure X Investment in green-blue infrastructure (including nature based solutions) <input type="checkbox"/> Investment in hazard monitoring infrastructure <input type="checkbox"/> Business case development for future infrastructure <input type="checkbox"/> Supporting a better understanding of risk, through a better evidence base to understand and raise awareness of risk <input type="checkbox"/> Strengthening decision making by enhancing governance networks and communities of practice <input type="checkbox"/> Adaptation projects that improve land use planning and development practice projects <input type="checkbox"/> Projects that build the capacity and capability of businesses, community sector organisation and/or at-risk communities <input type="checkbox"/> Projects that enable and incentivise private investment in disaster risk reduction
Project Delivered by	<i>Shire of Quairading within 3 months</i>

Funding

DRF funding amount requested (\$000s)	Total Co-contribution (\$000s)	Total Project Cost (\$000s)
\$ 8438.55	\$ 8438.55	\$ 16,877

Co-contribution Details



OFFICIAL

State/territory government co-contribution (\$000s)	Other partner co-contributions (\$000s)	Breakdown of partner co-contributions (\$000s)
\$ 8438.55 (DRF)	\$ 8438.55 (Shire)	\$ 8438.55 (Budget)

Other Funding Sources

<p>Has financial assistance previously been or currently being sought or provided through Commonwealth, State/Territory or other initiatives to support this project</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p><i>If yes, provide further details as outlined in the Sample Application Form</i></p>
<p>Co-contribution waivers/reductions being sought</p>	<p>Is a co-contribution waiver or reduction being sought for this project?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, <input type="checkbox"/> Waiver in full <input type="checkbox"/> Reduction</p>
<p>Co-contribution waiver/reduction details</p> <p><i>Leave blank if not applicable</i></p> <p><input type="checkbox"/> Business case and evidence attached</p> <p><i>20MB limit</i></p>	<p>N/A</p>

Responses to Selection Criteria

<p>Response to Criterion One – Project details (weighted 40 per cent)</p> <p>Provide a detailed description of your project including the project scope, activities and expected outcomes.</p> <p>Your response must include statements on:</p> <ul style="list-style-type: none"> the level(s) of disaster risk prior to and upon conclusion of the proposed project; how the project will deliver lasting benefits and enable adaptation to future climate and disaster impacts; and how the project will avoid and manage the potential for maladaptation (including any potentially negative social, environmental or economic outcomes). 	<p>After the large Wamenusking Complex Fire Incident last year, it was identified that the water supply south of Quairading is not as readily available as it should be. Crews had an issue refilling fire appliance due to lack of access to water tanks. By installing a large water tank in South Quairading, fire crews will be able to fill fire appliances quicker and more efficiently, therefore, limiting time off the fire ground, this will reduce the impact of bushfire on the community. By installing a fire water tank, this will future proof the south of Quairading and minimise the impact fire may have on the community and environment. The fire water tank will have a self-filling gutter system, it will also be plumbed into the South Caroling Fire station where it will be refilled. The tank will also have a manual fill point that the Shire water carts can use to refill if required, ensuring the tank is always filled and ready to go.</p>
--	--

OFFICIAL

<p>Limit responses to 5000 characters including spaces.</p>	
<p>Response to Criterion Two – The likelihood of project success (weighted 30 per cent)</p> <p>Your response must include evidence of:</p> <ul style="list-style-type: none"> • capacity to complete the project in adherence with relevant industry and legislative standards • capability (including previous experience in undertaking similar scale projects), including confirmation of the ability to deliver this project within the agreed maximum three (3) year timeframes; and • value for money. <p>Limit responses to 5000 characters including spaces.</p>	<p>This project is expected to take up to 3 months to complete. All works will be undertaken by professionals and will meet industry standards. It is a small project that will have a big impact. The Shire of Quairading have undertaken tank projects before with great success.</p> <p>Whilst putting this application together I sourced multiple quotes and ensured for the size and location of the water tank, this is going to be the most efficient and best value for money.</p>
<p>Response to Criterion Three – Alignment with existing plans and strategies (weighted 30 per cent)</p> <p>Your response must include:</p> <ul style="list-style-type: none"> • detail on the extent to which the project meets the DRF Objectives (see section 2.2 of the DRF Guidelines); • evidence the project is supported by local government[s] and/or relevant communities; • detail on how the project aligns with any existing state, territory or local government disaster risk reduction policies, risk assessments; and • detail regarding why this project is not able to be funded through other potentially more appropriate sources. <p>Limit responses to 5000 characters including spaces.</p>	<p>This project will ensure the South Quairading Community have a large fire water supply that will reduce the impact fire may have. As Bushfire is a natural disaster, this project will ensure we are reducing the risk of disaster to the community and surrounds.</p> <p>We believe the Disaster Ready Grant is the most appropriate grant for this project. By installing a large water tank we are futureproofing our community and reducing the impact a natural disaster such as bushfire can have on lives, property and assets.</p>
<p>Other relevant considerations and information the applicant may wish to provide</p>	<p>The South of Quairading has very little reticulated water, It also has minimal water sources fire appliance can get in and use. This water tank will have fire hose fitting and self-filling roof ensuring it is always ready.</p> <p>During the Last fire season, crews had to drive large distances to get water. They also had to go house to</p>

OFFICIAL

	house trying to locate a water source, in an emergency this can waste precious time.
Project Contact	<p><i>Ben Davies</i> <i>Community Emergency Services Manager</i> <i>M: 0448 008 653</i> <i>E: benjamin.davies@dfes.wa.gov.au</i></p>

Attachments

<p>Required Attachments</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Completed project logic <input checked="" type="checkbox"/> Completed indicative budget 	<p><i>Refer to the Sample Application Form and the Project Logic and Budget templates for guidance on completing these attachments.</i></p>
<p>Optional Additional Attachments</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Optional 1: <i>Quote Number 115624pdf (Tank Quote)</i> <input checked="" type="checkbox"/> Optional 2: <i>PT08-01 D01 Site Preperation.pdf (Ground Requirements)</i> <input checked="" type="checkbox"/> Optional 3: <i>3041_001 (Shire Schedule of Fees)</i> <input checked="" type="checkbox"/> Optional 4: <i>Tank Spec (Tank Specifications)</i> 	<p><i>Attachments here can be provided to support claims in the application (optional). Maximum size limit per file is 20MB.</i></p>

Project Logic

Problem Statement: During the Wamenusking Complex Fires last year it was identified that the South of Quairading has a reduced water capacity, this is due to the fact there is no reticulated water that far south of town. This impacts firefighters as well as the wider community when firefighters are unable to refill their fire appliances in an emergency. Crew would have to travel into town to get water, creating a long trip, they wouldn't need to do, if they had a large fire water supply.

Goal: *Our goal is to install and establish a large fire water supply south of Quairading that will assist fire crews in an emergency, this in effect will help the community mitigate the hazard of bushfire*

→ → → → → Your planned work → → → → → → → → → → Your intended results → → → → → →

Inputs	Outputs: Activities	Outputs: Participation	Short-term outcomes (timeframe)	Medium-term outcomes (timeframe)	Long-term outcomes (timeframe)
Staff/Labour Materials (Sand) Land/Location for Tank Equipment	Ground Works (1 Day) Site Preparation (1 Day) Water Tank Delivery (1 Day) Water Tank Installation (2 Days) Tank Additions (1 Day)	This project will bring together the Shire staff with the Bushfire Brigade Volunteers It will also help local trades such as the local plumber and operators	A dedicated fire water supply will be installed in South Quairading, This will help to boost morale and ensure the community feel like they are being looked after. The installation of the water tank will bring the Shire, Contractors and Volunteers together to help improve community relationships	Local fire crews will have a dedicated fire water supply. Crews will be shown how to use it to refill appliance correctly, this will bring volunteers together and help build the community.	Long term impact of this project will include a long term dedicated water supply to the community of South Quairading and Surrounds. South Caroling Bushfire Brigade will always have a water supply to refill their appliance after an incident as well as during.
Assumptions: <i>By having a large fire water supply, this will ensure the community and environment is safe and adequately protected.</i>			External factors: <i>External contractors, supply and demand, material availability, worker availability.</i>		



Wheatbelt Tank Services

Wheatbelt Tank Services
 30 Ind St
 Lesmurdie WA 6076
 greg@wheatbelttanks.com.au
 www.wheatbelttanks.com.au

Ben Davies

Balkuling, WA 6383
 E: benjamin.davies@dfes.wa.gov.au
 M: 0448 008 653
 Prepared on behalf of Authorised Dealer by:
 Robert Dickinson P: 08 9374 6090

Retail Quotation

Date 10 Feb 2023
 Quote No. **1156524**
 Quote Expiry **11 May 2023**

Description	Quantity	Retail Price (Ex GST)
Pioneer® Rural GT150 Zincalume® Water Tank - 149,948 Litres Gross Capacity 9.36 Metre Diameter, 2.18 Metre Height	1.00	\$13,567.27
Pioneer® Dome Roof - Zincalume®	1.00	
Boltstrips & Covers - ZINCALUME®	1.00	
Pioneer® Exclusive Aqualiner Fresh® Antimicrobial Tank Liner	1.00	
Hinged Heavy Duty Access Hatch - Zincalume® (535 x 535mm)	1.00	
Hook On Galvanised Ladder	1.00	
150mm PVC Overflow, Bell Mouth, Elbows, Downpipe & Flap Valve	1.00	
50mm Outlet and Poly Ball Valve (Standard)	1.00	
2 (Set) x Sacrificial Anodes	1.00	
Rural Stainless Steel Leaf Filter Basket - Zincalume®	1.00	
20 YEARS CONDITIONAL WARRANTY	1.00	
50mm CAMLOCK Fire Coupling C/W 50mm Poly Outlet & Ball Valve	1.00	\$171.82
TRAVEL CHARGE	1.00	\$160.00
Smart Water Saver Kit (without Teks & Punch)	1.00	\$432.73
	Net Total :	\$14,331.82
	Total GST :	\$1,433.18
	Total :	\$15,765.00
		Total includes tank installation

This Retail Quotation is subject to the following Terms and Conditions of Sale

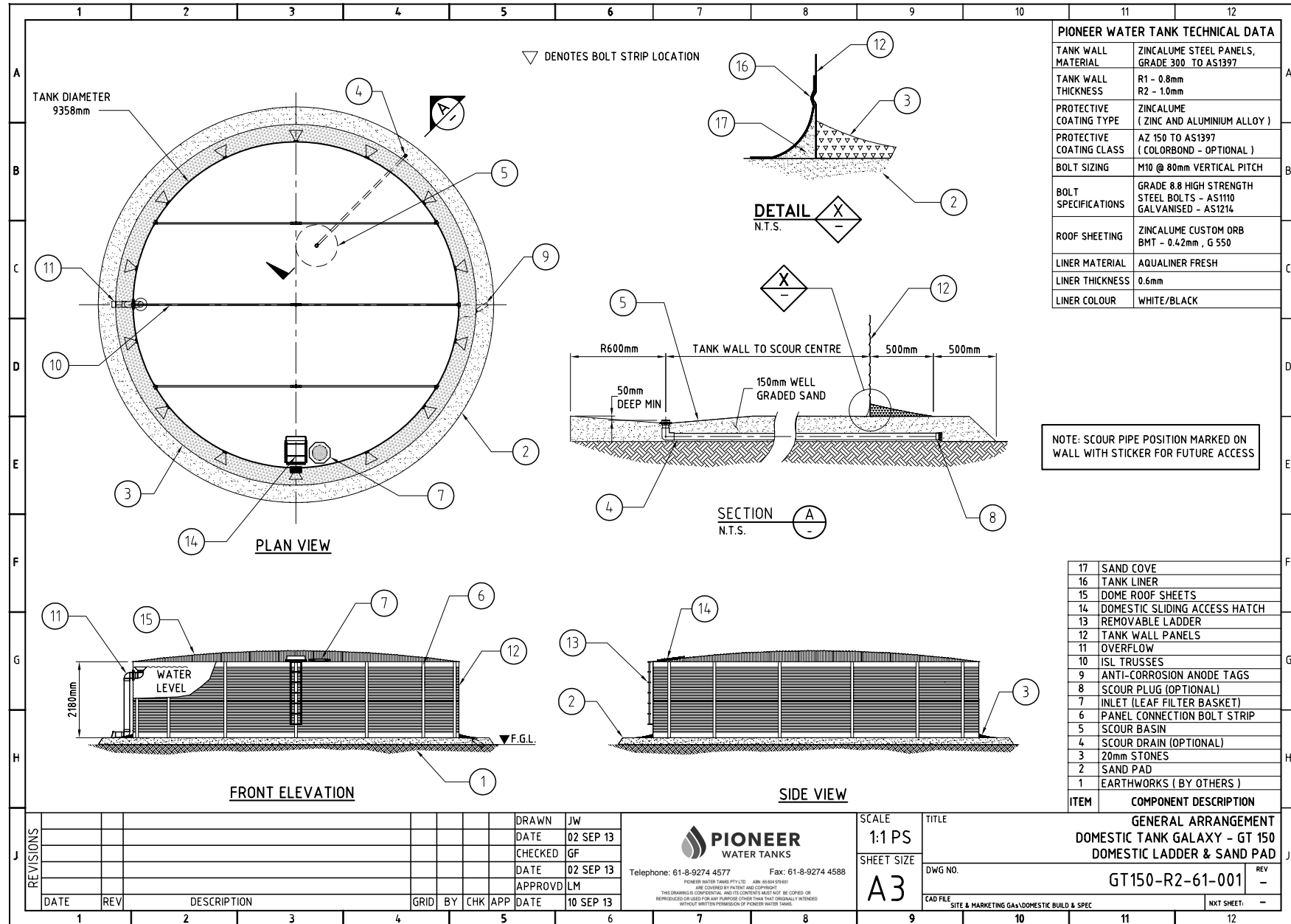
"Authorised Dealer" and "Wheatbelt Tank Services" means Wheatbelt Tank Services ABN: 85 415 990 427

This quotation is prepared on behalf of the Authorised Dealer based on Pioneer Water Tanks PTY LTD recommended retail pricing. The Authorised Dealer reserves the right to amend the quotation based on the customers' requirements or locality.

This quotation is prepared on behalf of the Pioneer Water Tank Distributor based on Pioneer Water Tanks Ltd recommended retail pricing. The authorised Pioneer Water Tanks Distributor reserves the right to amend the quotation based on the customers' requirements or locality.

Terms and Conditions



Installation of the goods is included and if in the event the goods are to be installed in a remote location (more than 100km from a Pioneer Water Tank Dealer) or a difficult location to access, additional travel charges may be incurred. Our General Terms and Conditions of Sale may apply and a copy is available at <https://pioneerwatertanks.com.au/wp-content/uploads/2015/10/PT08-04-D01-General-Terms-Conditions-of-Sale.pdf> or a copy can be provided upon request.



12.6 Reserve 19008, Dangin-Mears Road, Dangin

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Nicole Gibbs, Chief Executive Officer

Attachments 1. Letter from Mr Keith Kirby [↓](#) 
 2. Letter from Ms Yvonne Emmanuel [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
 Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. Note the relinquishment of Reserve 19008, Dangin-Mears Road from Mr Keith Kirby (Attachment [1])
 2. Direct the CEO to adjoining landowners seeking public submissions for a period of four weeks.
 3. Endorse the CEO drawing up and signing a formal agreement between the Shire and Ms Yvonne Emmanuel, to allow Ms Emmanuel to “adopt” and maintain Council owned Reserve 19008, Dangin-Mears Road as (Attachment [2]) subject to:
 - a. No significant objections from adjoining landowners.
 - b. Proof of settlement is provided to Council by Ms Emmanuel.
-

IN BRIEF

Council has received correspondence from Mr Keith Kirby and Ms Yvonne Emmanuel in relation to Reserve 19008, Dangin-Mears Road, Dangin.

Mr Kirby has relinquished his agreement with Council to maintain the reserve as he is selling his property. The buyer, Ms Emmanuel, has asked to enter a similar agreement once settlement has gone through.

MATTER FOR CONSIDERATION

That Council consider:

1. Noting the relinquishment of Reserve 19008, Dangin-Mears Road from Mr Keith Kirby (Attachment [1]).
2. Directing the CEO to write to adjoining landowners seeking public submissions for a period of four weeks.
3. Endorsing the CEO drawing up and signing a formal agreement between the Shire and Ms Yvonne Emmanuel, to allow Ms Emmanuel to “adopt” and maintain Council owned Reserve 19008, Dangin-Mears Road as (Attachment [2]) subject to:

- a. No significant objections from adjoining landowners.
- b. Proof of settlement is provided to Council by Ms Emmanuel.

BACKGROUND

In May 2009, Council moved the following motion:

320-08/09

That Council support Mr Kirby's application to "adopt" Reserve 19008 Dangin – Mears Road subject to: -

- 1. Adjoining landowners being written to inviting public submissions for a four-week period;*
- 2. If no objections are received from adjoining landowners; and*
- 3. A formal agreement being drawn up between Council and Mr Kirby.*

Since May 2009, Mr Kirby and Council have been in an agreement where Mr Kirby was able to utilise Reserve 19008, Dangin-Mears Road for personal use for no charge, under the stipulation that the block would be appropriately maintained.

On 02 June 2023, the CEO received correspondence from Mr Kirby (Attachment [1]) informing Council that Mr Kirby's property was under offer to be sold, with settlement being 16 July 2023. The letter stated he was selling his property and relinquishing himself from the agreement between himself and Council.

The person purchasing the block is local resident Ms Yvonne Emmanuel. The CEO received correspondence from Ms Emmanuel (Attachment [2]) on the 02 June 2023 stating that she was purchasing Mr Kirby's property. The letter requested the CEO put forward for Council consideration that Ms Emmanuel "adopts" Reserve 19008, Dangin-Mears Road, Dangin under the same conditions as Mr Kirby, pending settlement going through.

Ms Emmanuel stated in the letter she would like to keep six pets on the property, and in return Ms Emmanuel would:

1. Maintain public access.
2. Keep the site clear of rubbish.
3. Maintain fire breaks and access path to the school monument.
4. Continue to clear large stones.
5. Manage weed growth.
6. Maintain and water existing and new trees.
7. Maintain boundary fence and;
8. Any other "odd jobs" to enhance the reserve.

Council currently does not have a purpose for this reserve, and the Parks & Gardens team is over capacity. Council would be required to maintain this reserve should the contract between the resident and the Shire cease. The CEO would like Council to consider entering a new agreement with Ms Emmanuel.

The agreement would only be entered into subject to:

1. A four-week period inviting public submission from adjoining landowners, and there are no significant objections.
2. The settlement is finalised, and Council receives proof of this.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Asset Management Policy

FINANCIAL IMPLICATIONS

Entering an agreement with Ms Emmanuel will mean there will not be a requirement to maintain the reserve, which will take away resources from other areas of the Shire.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive

CONSULTATION

The CEO will consult with neighbouring properties prior to entering into an agreement with Ms Emmanuel.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>There is very little financial risk entering into this agreement, as Council will not need to allocate resources to maintain the block.</i>
Health	N/A
Reputation	Low <i>This agreement has been in place with Mr Kirby for many years, but this doesn't mean Council have to enter into the agreement with Ms Emmanuel.</i>
Operations	Medium <i>If Council take back ownership of this land, Council will be required to allocate resources to maintain it.</i>
Natural Environment	Low <i>Ms Emmanuel has said she will continue to appropriately maintain the reserve including clearing of rubbish.</i>

	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
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

Nil.

RECEIVED

By Nicole Gibbs at 9:08 am, Jun 02, 2023

Chief Executive Officer
Nicole Gibbs
Shire of Quairading
PO Box 38
QUAIRADING WA 6383

Dear Madam

RESERVE 19008 DANGIN – MEARS ROAD DANGIN

I currently own the property at Lot 243 Dangin – Mears Road Dangin and for the past 24 years have been custodian and tending the land to the South of and adjoining my property which is a historic reserve, being Reserve 19008 lot 248, referred to as the Dangin “Old School Site”.

However, my property is under offer for sale with a proposed settlement date of 16th July 2023. I therefore will be relinquishing my “adopted tenure” as approved by Council on 28th May 2009 and ceasing my attendance of the Reserve.

Since May 2009 I have, as proposed in my proposal correspondence dated 6th May 2009, carried out the following:

- Arranged and paid, to have the site fenced on the surveyed boundaries.
- Provided and installed vehicle and personal access gates.
- Maintained boundary fire breaks and access path from the personal access gate to the “School Monument”, spraying twice annually.
- Cleared the site of rubbish and debris.
- Provided and planted several trees, including a Morton Bay fig.
- Removed larger stone from approx. 50% of the Reserve to allow mowing.
- Mowed the destined area annually.

All of the above has been carried out at no cost to Council.

My pet animals are no longer on the site.

I will take this opportunity to thank Council for the opportunity to be able to contribute in the maintenance and upkeep of this Reserve.

Yours sincerely



Keith Kirby
(new address)
Unit 3, 12 Kennedy Street
CUNDERDIN WA 6407

Mobile: 0417 991 380

Attached:

- Copy correspondence Keith Kirby 6th May 2009
- Copy correspondence Shire of Quairading 23 June 2009
- Site Plan of Reserve 19008

Chief Executive Officer
Graeme Fardon
Shire of Quairading
PO Box 38
QUAIRADING WA 6383

6 May 2009

Dear Sir

RESERVE R19008 – DANGIN–MEARS ROAD DANGIN

I reside at Lot 243 Dangin–Mears Road Dangin and I understand the land to the South of my property is a Historic Reserve, being Reserve R19008, Lot 248.

In the past, a parcel of several State Government owned “blocks” which included the “Old Dangin School” site was cropped and grazed by the adjoining farmer and in 1995 was vested in the Shire of Quairading by the State Government as a Historical Reserve. On the Reserve at the approximate location of the “old school building” is a monument with a plaque listing the family names of children that attended and teachers that served at the school from 1910 to 1949.

Recently a section of land to the East and South of Reserve R19008 was subdivided and fenced on the Eastern and Southern boundaries of the new sub-division encompassing the said Reserve. Since that time the Reserve has remained unattended.

I would like to and seek Council’s approval to “adopt” the Reserve.

By this I mean, in my retirement, I am willing to do odd jobs on the Reserve to tidy up the Historical Site and make it more accessible to the general public. There are significant amounts of rubbish and debris on the Site that requires collection and disposal, fire breaks should be maintained, I would be prepared to plant and maintain additional trees and scrubs, and carry out other small works to enhance that Park, under the direction of the Shire.


Should Council approve my “adoption” proposal, I also seek allowance to graze 6 pet animals on the site, in return I would be prepared to donate to the Shire of Quairading the cost of having the site surveyed and the construction of a rural fencing on the unfenced boundaries.

If there should be an agreement for me to “adopt” and graze Reserve R19008, the agreement would only be with me Keith Kirby, not transferable and only while I reside at the adjoining Lot 243 Dangin–Mears Road. All time spent enhancing the Reserve by me would be at no cost to the Shire of Quairading and all work and improvement of the Park would only be as approved by the Shire.

I suggest that there are many things that would make the Reserve more accessible and attractive. A personnel gate in the road boundary fence with a gravel path to the monument, after the site has been cleared of debris and made safe, would improve access to the monument. I would be prepared to manufacture the gate and opening and construct a path if the Shire was prepared to supply materials.

At your convenience can you please list the above proposal for consideration by Council? I await your advice on this matter.

Yours sincerely



Keith Kirby
PO Box 205
QUAIRADING WA 6383

Phone: 9646 6000
Mobile: 0417 991 380

Attached: Site Plan, showing Reserve R19008 (highlighted)



Shire of Quairading

10 Jennaberring Road, Quairading WA 6383 ~ P.O. Box 38, Quairading WA 6383
Telephone (08) 9645 1001 ~ Fax (08) 9645 1126
All correspondence to be addressed to Chief Executive Officer

Your Ref: KIRBY RESERVE
Our Ref: TOW 3

GAF: JLC

23rd June 2009

Mr K Kirby
P O Box 205
QUAIRADING WA 6383

Dear Keith

Adoption of Reserve 19008

I advise that your correspondence in regard to the "adoption" of Reserve 19008 was considered by Council at its Ordinary Meeting held on 28th May 2009.

Council, at that meeting, resolved as follows: -

320-08/09 MOVED Cr Anderson seconded Cr Hippisley that Council support Mr Kirby's application to "adopt" Reserve 19008 Dangin – Mears Road subject to: -

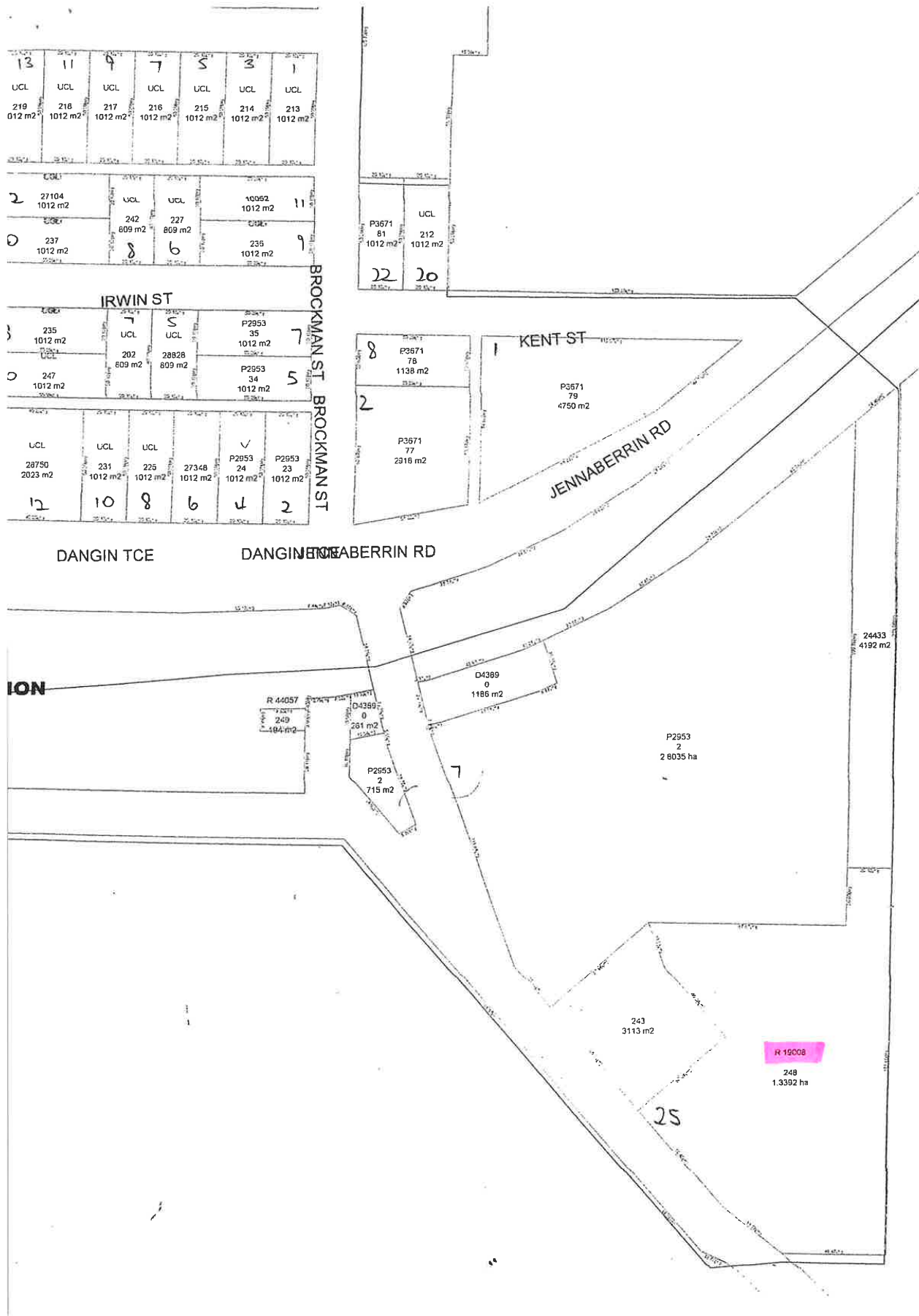
- 1. Adjoining landowners being written to inviting public submissions for a four week period;*
- 2. If no objections are received from adjoining landowners; and*
- 3. A formal agreement being drawn up between Council and Mr Kirby.*

Please be advised that correspondence has been forwarded to adjoining landowners seeking comment by Close of Business on 21st July 2009.

Council will advise you of the outcome in due course.

Yours faithfully

GRAEME A FARDON
Chief Executive Officer



RECEIVED

By Nicole Gibbs at 9:07 am, Jun 02, 2023

Chief Executive Officer
Nicole Gibbs
Shire of Quairading
PO Box 38
QUAIRADING WA 6383

Dear Madam

RESERVE 19008 DANGIN MEARS ROAD DANGIN

I recently made an offer to purchase Lot 243 Dangin Mears Road Dangin, which has been accepted and processes are in place for settlement on 16th July 2023.

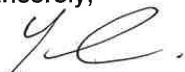
It is my understanding that for the past 24 years Keith Kirby, current owner of Lot 243 Dangin Mears Road, has been an approved custodian of the above Reserve. I like Keith, **seek Council's approval to similarly "adopt" Reserve 19008.**

Should Council agree to this proposal I would commit to continuing the activities that Keith has regularly carried out on the Site. This would include, maintaining public access, keeping the site clear of rubbish, maintenance of fire breaks and access path to the School Monument, continuing to clear larger stones, keeping weed grow manageable, maintaining and watering existing and new trees, maintenance of boundary fencing and other odd jobs to enhance the Reserve.

Should Council approve my proposal of "adoption / custodianship", I like Keith Kirby also seek allowance to graze a maximum of 6 pet animals on the site and in return I would be prepared to carry out the above regular activities. I am confident I will be able give a similar commitment as my predecessor.

At your convenience can you please list the above proposal for Council's consideration; I await your advice on this matter.

Yours sincerely,

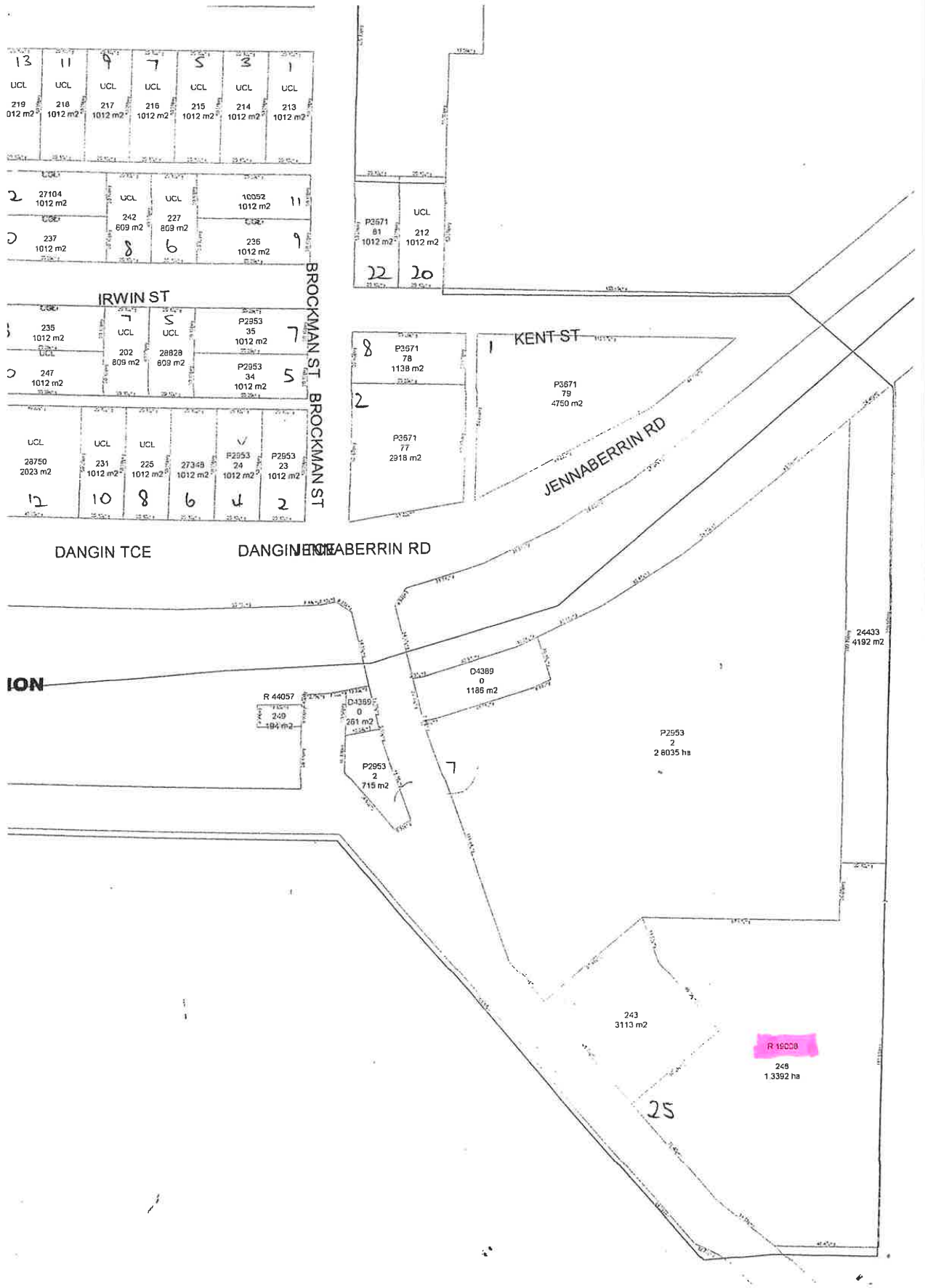


Yvonne Maree Emmanuel
PO Box 70,
QUAIRADING WA 6383


Residential address:
39 Jennaberring Road,
QUAIRADING WA 6383

Mobile: 0458 200 398

Attached: Site Plan of Reserve 19008



12.7 Performance Development Policy

Responsible Officer	Nicole Gibbs, Chief Executive Officer
Reporting Officer	Britt Hadlow, Executive Officer
Attachments	1. Performance Development Policy ↓ 
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the Performance Development Policy.

IN BRIEF

All organisations are required to have a Performance Development Policy. With respect to the Shire of Quairading, it is a requirement under respective employee Awards and under accreditation requirements for the Medical Clinic. It is important for an organisation to have a robust performance development process to:

1. Ensure employees are aware of role expectations;
2. Provide opportunity to give and receive feedback; and
3. Provide opportunity for training and development needs to be identified and enacted.

Council officers have developed the Performance Development Policy for Council consideration and adoption, which can be found in Attachment [1].

MATTER FOR CONSIDERATION

For Council to consider endorsing the Performance Development Policy.

BACKGROUND

In June 2023 the Medical Practice went through accreditation. As part of the preparation for the accreditation, it was determined that there must be a Performance Development Policy in place to guide management and staff on the performance development/management process.

Regardless of it being a requirement to be in place for the Medical Practice accreditation, performance development is important to an organisation as it fosters open communication between management and staff, gives an opportunity for constructive feedback and assists the development of plans to ensure staff are adequately trained and have a clear understanding of the expectations associated with their respective role. This Policy ensures that the process is transparent and consistent throughout the Shire.

Finally, without a Performance Development Policy, the Shire does not have grounds to implement an underperformance or misconduct action. Each employee must be granted a lawful right of response and recourse to any allegation of underperformance made.

The Policy can be found in Attachment [1] for Council consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995

Fair Work Act 2009

Industrial Relations Act 1979

Minimum Conditions of Employment Act 1993

POLICY IMPLICATIONS

Equal Opportunity Policy

Grievance Policy

Redeployment, Redundancy or Termination Policy

Underperformance & Misconduct Policy

FINANCIAL IMPLICATIONS

The Performance Development Policy will assist in the preparation of employee training and development budgets each financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

The performance development process allows employees to be given the opportunity to meet and

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Skills/qualifications shortage across the Shire.

Unqualified, unskilled and/or inexperienced Shire personnel increase work health and safety risks.

RISK ASSESSMENT

	Option 1
Financial	Low <i>The performance development process will assist with the development of the training budget each financial year.</i>
Health	N/A
Reputation	Low <i>This process allows for yearly review of employees employment conditions, training and salary to ensure expectations are being met with regards to service delivery.</i>

Operations	Low <i>This policy requires review every two years.</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
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

Nil.

PERFORMANCE DEVELOPMENT POLICY

PURPOSE

The purpose of this policy is to outline Council's commitment to the performance development process by which managers and employees work together to plan, monitor and review an employee's work objectives and overall contribution to the organisation. Performance development is the continuous process of setting objectives, assessing progress and providing on-going coaching and feedback, to ensure that employees are meeting their objectives and career goals in alignment with Council's Mission, Vision and Values.

SCOPE

This policy refers to all areas of performance development from probation through a continuous process of senior staff and employees working together to plan, monitor and ensure that at a minimum an annual review takes place, to provide an overall contribution to Council's strategic direction.

OBJECTIVES

The objectives of this policy include:

- a. Establish clear communication between managers and employees about what they are expected to accomplish.
- b. Ensure that employee work plans support the strategic direction of the organisation.
- c. Support staff in achieving their work and career goals by identifying training needs and development opportunities.
- d. Support administrative decision-making about promotions, terminations, compensation and rewards.
- e. Provide an accurate picture of each employee's performance.
- f. Include a collaborative process for setting goals and reviewing performance based on two-way communication between the employee and manager.
- g. Monitor and measure results (what) and behaviours (how).
- h. Include both positive feedback for a job well done and constructive feedback when improvement is needed.
- i. Provide training and development opportunities for improving performance.
- j. Provide constructive and continuous feedback on performance.
- k. Identify and recognise employee accomplishments.
- l. Identify areas of poor performance and establish plans for improving performance.
- m. Provide legal documentation to demonstrate due diligence for legal challenges related to dismissal or vicarious liability.

POLICY

Council acknowledges that Performance Development is a continuous process of planning, monitoring, and reviewing of employee performance. Council will ensure that the Human Resource Management policy, procedures and practices are in place to support the performance management process.

- a. Planned positions and written position descriptions aligned with Council strategic direction;
- b. Effective supervision and supervisory processes;
- c. Comprehensive employee orientation, training, coaching, and mentoring;
- d. A positive and supportive work environment which encourages employees to ask questions, be involved in work processes, use initiative, and be innovative; and
- e. Acknowledging that performance management is a continuous process of planning, monitoring and reviewing of employee performance.

PROCEDURE

General Principles

Council is committed to a performance management process that:

- a. Provides a holistic approach across council departments;
- b. Is for all council employees;
- c. Is open and honest and encourages two-way communication between management and the workforce;
- d. Incorporates continuous feedback – to enable experiences and knowledge gained on the job by individuals, to modify management objectives; and
- e. Measures and assesses all performance against jointly agreed goals.

Performance Development Process

Council's performance management process includes the following stages:

1. Planning and defining – which includes:
 - a. Developing a comprehensive position description;
 - b. Setting short and long-term goals; and
 - c. Identifying key objectives; and
 - d. Developing a clear metric for how the objectives and goals will be assessed.
1. Feedback stage – An opportunity for employees to provide input into the position objectives and goals.
2. Approval stage – this is a time for management and employees to both agree as to the definition of the role and expected outcomes.
3. Coaching and mentoring stage – this is carried out on a regular basis and focuses on solutions and coaching opportunities.
4. Solicit feedback from both management and employees – honest feedback that assists in meeting objectives and goals.
5. Revisit objectives where necessary – ongoing.
6. Complete an employee appraisal – a clearly documented performance review that looks backward to assess the behaviour and accomplishments of the past year.

Process Cycle

At the commencement of each year, the Human Resources Officer and management agree on an appropriate timeline for structuring employee appraisals. New employees - once completed their probation period, fall in line with the yearly performance management process cycle.

Management is responsible for ensuring that appropriate management and appraisals are completed within timeframes. Performance appraisals are to be kept in each individual's personnel file.



PERFORMANCE DEVELOPMENT POLICY

Performance Appraisal Documentation

Performance Appraisal documentation shall align employees with Councils Mission, Visions and Values – this provides the basis of best practice for what Council is striving to achieve within the framework of their strategic and operational planning. The selection criteria for each individual position shall align the employee with the expectations of the role and also provide clarity around the position itself.

Underperformance Employee Management

There are many reasons for underperformance by an employee. Please refer to the Underperformance & Misconduct Policy.

DEFINITIONS

Performance Development

Refers to an ongoing process of communication between a manager/supervisor and an employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organisation.

Performance Appraisal

Also known as an annual review, performance review or evaluation, or employee appraisal. A performance appraisal is a regular review of an employee’s work performance and overall contribution to the organisation. It allows management to evaluate an employee’s skills, achievements, and growth, or lack thereof.

ACCOUNTABILITIES & RESPONSIBILITIES

- a. The Council is accountable for:
 - Ensuring the organisation has in place a lawful, transparent and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures.
 - Endorsing (or not) each organisational policy document in a timely and effective manner; and
 - Delegating implementation of each policy document to the CEO.
- a. The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.
- b. The Executive Management Team and managers are responsible for:
 - Ensuring that all workers under their direction comply with this policy document; and
 - Enacting process to redress non-compliance with this policy document.
- c. All workers are individually responsible for complying with this policy document.

GUIDELINES

Local Government Act 1995

STATUTORY ENVIRONMENT

Fair Work Act 2009



PERFORMANCE DEVELOPMENT POLICY

- Fair Work Amendment Act 2013*
- Industrial Relations Act 1979*
- Minimum Conditions of Employment Act 1993*
- Local Government Act 1995*

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	xx	xx	xx	New Policy	xx

DRAFT

12.8 Business Support Grants Policy

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Nicole Gibbs, Chief Executive Officer

Attachments 1. Business Support Grants Policy [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the Business Support Grant Policy.

IN BRIEF

The Business Support Grant Policy has come up for its biennial review. The review is timely because Council only requested a review of the Policy last month to ensure the grant application process for business' is fair and transparent.

Officers have made some changes to the Policy for Council consideration in Attachment [1].

MATTER FOR CONSIDERATION

That Council consider endorsing the Business Support Grant Policy.

BACKGROUND

Council offers a Business Support Grant Program each financial year to provide local businesses the opportunity to apply for funding to enhance established businesses or assist with the development of new business in Quairading.

The Policy is up for its biennial review. Coincidentally, Councillors requested a review of the Policy last month due to concerns over:

1. Whether the grants process allowed for Council to operate with impartiality, transparency and accountability, given that projects were not being assessed against each other, rated against each other or awarded based on a merit rating system.
2. Whether the grant application process is best practice to ensure the worthiest projects/groups are being awarded grant funding.
3. Around previous instances where the applications for funding had exceeded the total amount of grant funds available.
4. Whether the size of the organisations that are eligible for funding should be restricted.
5. Whether there was a risk that the more valuable projects could miss out on funding if the funding had already been awarded to less worthy projects because that organisation had applied first.

The CEO also offered community feedback, being that some members of the community found the Policy confusing to understand.

Officers have attempted to address the above concerns through the following amendments to the Policy:

1. Establishing a 'once per year' application round, whereby all projects would be assessed against each other based on merit, value for money, contribution to community and contribution to the local economy.
2. Allowing the provision for not yet developed businesses to apply for the grant, to add incentive to potential new residents to move to town and open new business.

The Policy has been tabled for Council consideration and discussion in Attachment [1].

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The provision for the Business Support Grants is budgeted for each financial year.

A small business can apply once a year for a grant up to the value of \$5000.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.1 Community:** Work collaboratively with local and regional service providers to engage the community as active citizens.
- 1.2 Community:** Provide social and cultural activities for all members of the community
- 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)
- 2.2 Economy:** Build upon our "Take a Closer Look" brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 2.4 Economy:** Encourage local workforce participation
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Uncertainty of Quairading’s long-term future results in the further attenuation and closure of local businesses.

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>The grant is budgeted for each financial year.</i></p> <p><i>The provision of only allowing the grants to be open and assessed once a year will ensure the budget is adhered to.</i></p>
Health	N/A
Reputation	<p>Low</p> <p><i>This grant gives Council the opportunity to support local businesses initiatives and enterprises to allow small business to open or continue to grow in Quairading.</i></p>
Operations	<p>Low</p> <p><i>Changing the Policy to only accept grants once a year, with applications received within a specified time frame, allows staff to better manage and prepare their time and other operational tasks.</i></p>
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
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

Nil.

BUSINESS SUPPORT GRANTS POLICY

PURPOSE

Council's Annual Business Support Grants Program is a strategic tool developed to support and encourage:

- The sustenance of existing business;
- The development of new business and industry; and
- The use of innovative and bespoke business models.

The program will support direct and indirect economic benefit to the Shire of Quairading.

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

OBJECTIVE

- a. Attract State, Federal and international investment into the Shire of Quairading.
- b. Assist new enterprises to establish in Quairading.
- c. Encourage individual businesses to invest in online and e-commerce activities.
- d. Encourage local enterprises to invest in professional development and training.
- e. Assist local business in the ability to increase business opportunity and sustainability.
- f. Provide businesses with support for capital works projects to adapt to changes in business structure and/or conditions.
- g. Enhance local business capacity to improve their streetscape presence.

POLICY

Council grant funding of up to \$5000 (per application, per annum) is available to assist current or potential local businesses or enterprises to

- Sustain existing business;
- Develop new business and/or industry; and
- Pilot innovative and bespoke business models.

The purpose of the grant funding application must adhere to the purposes and/or objectives of this policy and Council retains the right to refuse any non-compliant application on these grounds.

Council will fund this policy to encourage the growth and sustainability of business and enterprise, which will in turn improve local employment opportunities for residents and help achieve thriving local industry and community.

1. Allocation of Resources

Council will review and confirm allocation of resources annually as part of their Annual Budget processes.

Resources will be allocated to a specific General Ledger Account.



A single tranche will be allocated and available to local businesses upon the adoption of the annual budget.

Applications will be called for on the 01 August each calendar year and assessed by Council on 01 November each calendar year. This will ensure:

- Council is using an accountable and transparent selection process to approve applications.
- Applications will be assessed on merit, and the most worthy applications will be selected against a priority criteria.
- The Shire can provide a designated resource to assist businesses to prepare applications over a three-month period.
- Applicants have three months to respond to a very simple application process.

A process whereby applicants can apply all year around assumes an unlimited amount of funding for the program or a lack of structure whereby projects can be prioritised according to value to the community (i.e. the least valuable projects may be submitted early in the financial year and the most valuable projects submitted after the funds have been exhausted). An 'all year around' model also makes it difficult for Council to demonstrate transparency and to select according to priority.

Businesses/enterprises will be allowed to apply for a grant once per year.

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

2. Eligibility Conditions

- a. Applicants must be based within the Shire of Quairading OR demonstrate real intention to be located in Quairading within 12 months.
- b. Applicants must hold an Australia Business Number.
- c. All successful projects are to be completed within 12 months of the funding being awarded.
- d. Applicants must verify that the funded project could not be covered by insurance.
- e. The program will not support organisations that are political or that have a political purpose, government departments or agencies, grant making bodies or have a primary focus on fundraising.
- f. Requests for funding or support cannot be for a project/activity that has already occurred.
- g. The grant will not fund operational costs such as marketing and wages.
- h. The applicant must have all insurances, permits and licences for business operation.
- i. Organisations may not apply for funding under the Business Support Grants Program if they have also received funding under the Shire Community Grants Program in the same year.



3. General Conditions

- a. Projects that will be considered, but not limited to, include:
 - i. New business/enterprise assistance.
 - ii. Training and professional development.
 - iii. Investing in e-commerce activities.
 - iv. Projects that increase business opportunity and sustainability.
 - v. Capital works projects including major projects and streetscape and aesthetic/amenity improvements.
- b. Budget allocation for the Business Support Program will be determined during the Council's Annual Budgeting Process.
- c. Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.
- d. Council's position is to fund to a maximum of one half of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
- e. In-kind labour and equipment may be included in the applicant's contribution but may not exceed one third of the completed value of the project.
- f. Council may opt to use their employees or equipment in lieu of a cash contribution.
- g. Council reserves the right to carry out a progress inspection or request a progress report at any stage of the project.
- h. The Chief Executive Officer is given delegated authority to approve or reject minor variations to the applicant's project budget following approval of the grant from Council.
- i. Any applications received that are considered to not completed in their entirety or lacking in information, will be returned to the applicant for resubmission. It is encouraged that applicants carefully read through and address each criteria item to ensure the application will be considered.

4. Acquittal

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

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

5. Assessment Process

- a. Applications will be assessed by the grants team based on grant criteria and a recommendation made to Council.
- b. Applications will be presented to Council and assessed based on eligibility and merit.
- c. Allocation of grant funding is at the discretion of the Council.
- d. All applicants will be contacted in writing regarding the outcome of their application.
- e. Applicants are encouraged to seek feedback on the outcome of their application.

6. Submission Information

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



BUSINESS SUPPORT GRANTS POLICY

GUIDELINES

Annexure A - Assessment Criteria (Attached)

Annexure B – Shire of Quairading Business Support Grants Process

Application Form - (Separate Document)

STATUTORY ENVIRONMENT

Local Government Act (1995)

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Jen Green	29/4/21	164-20/21	New Policy	Apr 23	
02	Nicole Gibbs Jen Green			Biennial Review/Council request		

DRAFT



ANNEXURE A

1. Assessment Criteria

Each Grant Submission will be assessed based on the following criteria

Criteria 1 –Benefit:

- a. Is the project part of an overall business/enterprise strategy?
- b. Is there identified and demonstrated business/enterprise need?
- c. What are the benefits (value adding) to the business/enterprise and the community?
- d. Does the project align with outcomes in the Strategic Community Plan?

Criteria 2 – Organisation:

- a. ABN? Y/N
- b. Business type and purpose

Criteria 3 – Project Cycle:

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

2. Score

Each Grant Application will be assessed based on these criteria

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

3. Weighting

Weighting for each criteria to be determined by the Council.

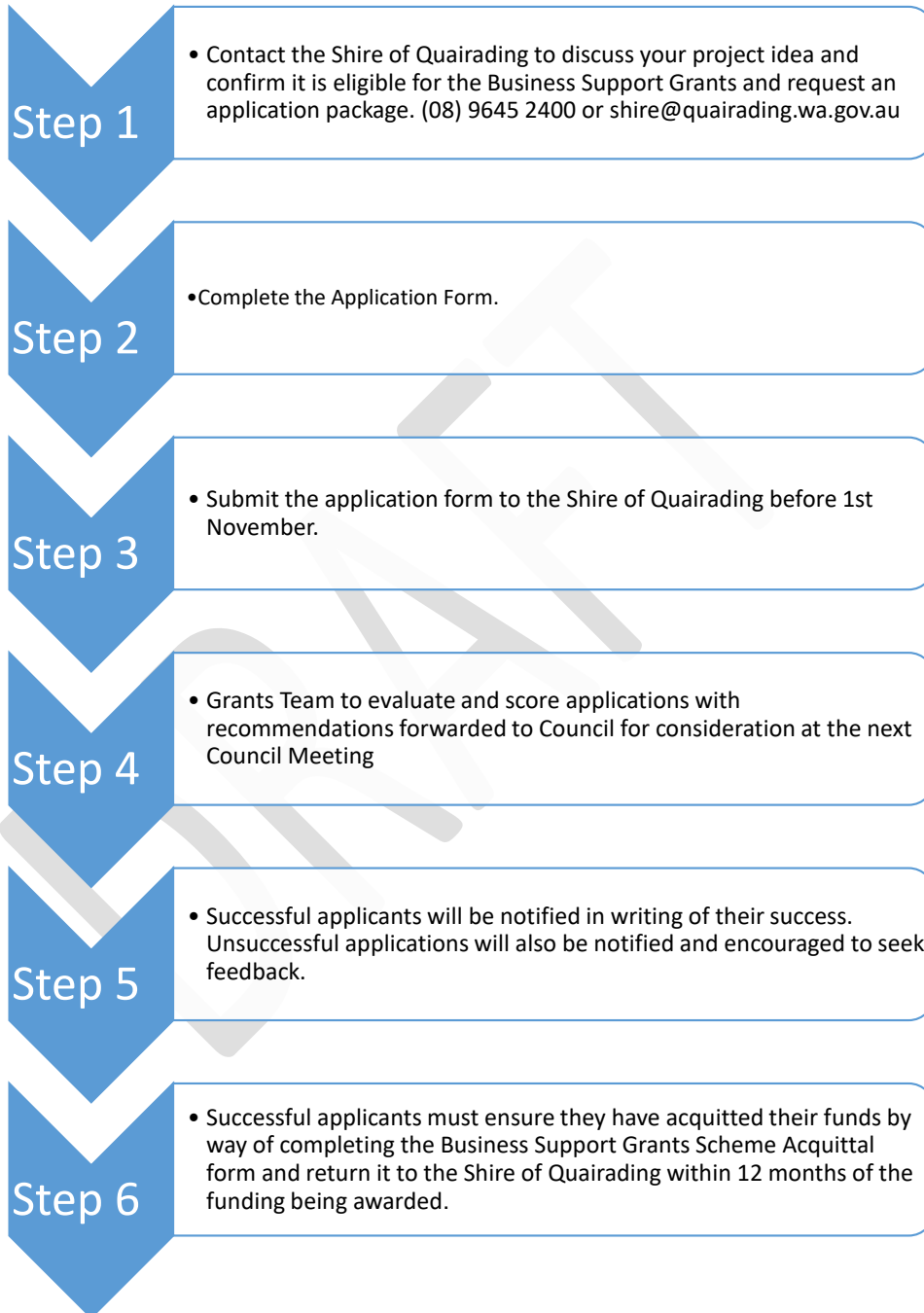
Proposed weighting is: -	
Community Benefit -	40%
Organisation -	20%
Project Planning -	40%
Priority/Need	Number/Submissions Received

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



ANNEXURE B

Shire of Quairading Business Support Grants Process



12.9 Community Grants Policy

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Nicole Gibbs, Chief Executive Officer

Attachments 1. Community Grants Policy [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the Community Grants Policy.

IN BRIEF

The Community Grants Policy is due for the biennial review. The review is timely because Council only requested a review of the Policy last month to ensure the grant application process for community groups is fair and transparent.

Officers have made some changes to the Policy for Council consideration in Attachment [1].

MATTER FOR CONSIDERATION

That Council consider endorsing the Community Grants Policy.

BACKGROUND

Council offers a Community Grants Program each financial year to provide local community/volunteer groups with the opportunity to apply for funding to enhance the group's contribution to Quairading.

The Policy is due for the biennial review. Coincidentally, Councillors requested a review of the Policy last month due to:

1. Whether the grants process allowed for Council to operate with impartiality, transparency and accountability, given that projects were not being assessed against each other, rated against each other or awarded based on a merit rating system.
2. Uncertainty as to whether the grant application process is best practice to ensure the worthiest projects/groups are being awarded grant funding.
3. Concerns around previous instances where the applications for funding had exceeded the total amount of grant funds available.
4. Questions over whether the size of the organisations that are eligible for funding should be restricted.
5. Whether there was a risk that the more valuable projects could miss out on funding if the funding had already been awarded to less worthy projects because that organisation had applied first.

The CEO also offered community feedback, being that some members of the community found the Policy confusing to understand.

Officers have attempted to address the above concerns through the following amendments to the Policy:

1. Establishing a 'once per year' application round, whereby all projects would be assessed against each other based on merit, value for money, contribution to community and contribution to the local economy.
2. Removing the In-Kind Grant because the Shire is not resourced to provide uncapped In-Kind services. Groups should be able to apply to the CEO for waivers or reductions in specified fees and services for items such as venue hire.
3. Removing the Annual Recurrent Grant because these applications should be transparently and equitably assessed against non-recurrent funding applications, given that there is a capped total budget.
4. Community groups to provide one half of the funding being requested (decreased from two thirds). The intent in this provision is to have worthier projects tabled that provide greater outcomes for the entire community.

To ensure community groups are still able to use in-kind support, a clause can be included in the fees and charges to allow the CEO the discretion of waiving fees associated with venue and equipment hire for community groups, on a case-by-case basis, to a capped amount.

The Policy has been tabled for Council consideration and discussion in Attachment [1].

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The provision for Community Grants is budgeted for each financial year.

A community group can apply once a year for a grant of either \$500-\$2500 (Small Grants) or over \$2500 (Major Grants).

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.1 Community:** Work collaboratively with local and regional service providers to engage the community as active citizens.
- 1.2 Community:** Provide social and cultural activities for all members of the community
- 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)
- 2.2 Economy:** Build upon our "Take a Closer Look" brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population

- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 2.4 Economy:** Encourage local workforce participation
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>The grant is budgeted for each financial year.</i></p> <p><i>The provision of only allowing the grants to be open and assessed once a year will ensure the budget is adhered to.</i></p>
Health	N/A
Reputation	<p>Low</p> <p><i>This grant gives Council the opportunity to support local community group projects and events, and to assist volunteers and community groups continue to support and benefit our community.</i></p>
Operations	<p>Low</p> <p><i>Changing the Policy to only accept grants once a year, with applications received within a specified time frame allows staff to better manage and prepare their time and other operational tasks.</i></p>
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
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

Nil.

COMMUNITY GRANTS POLICY

PURPOSE

Council's Annual Community Grants Program is a strategic tool for capacity building, supporting innovation and addressing community need in line with the Council and community's vision.

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

OBJECTIVE

- a. Enhance the community's or organisation's capacity to provide one off projects, services and events.
- b. Improve the quality and opportunities for user accessibility and/or safety of community space.
- c. Increase community participation in community activities.
- d. Help provide funding for a service or activity seen as a need for the betterment of, and improvement to, the enjoyment of life within the community.

POLICY

Council grant funding of up to \$5000 (per application, per annum) is available to assist current or potential community groups or clubs to establish or to continue a service or activity that results in the betterment of the community.

The purpose of the grant funding application must adhere to the purposes and/or objectives of this policy and Council retains the right to refuse any non-compliant application on these grounds.

Council will fund this policy to encourage the growth and sustainability of community contribution to the well-being of the Shire of Quairading.

1. Allocation of Resources

Council will review and confirm allocation of resources annually as part of their annual budget processes.

Resources will be allocated to a specific general ledger account.

A single tranche will be allocated and available to community groups/clubs upon the adoption of the annual budget.

Applications will be called for on the 01 August each calendar year and assessed by Council on 01 November each calendar year. This will ensure:

- Council is using an accountable and transparent selection process to approve applications.
- Applications will be assessed on merit, and the worthiest applications will be selected against a priority criteria.

COMMUNITY GRANTS POLICY



- Council can plan for the mid to longer-term funding of on-going significant projects.
- The Shire can provide a designated resource to assist community groups to prepare applications over a three-month period.
- Applicants have three months to respond to a very simple application process.

A process whereby applicants can apply all year around assumes an unlimited amount of funding for the program or a lack of structure whereby projects can be prioritised according to value to the community (i.e. the least valuable projects may be submitted early in the financial year and the most valuable projects submitted after the funds have been exhausted). An 'all year around' model also makes it difficult for Council to demonstrate transparency and to select according to priority. Finally, it is incredibly challenging for Council to do mid to long-term financial planning for significant projects without a prioritisation plan.

Community clubs/groups will be allowed to apply for a grant once per year.

Organisations may not apply for funding under the Community Grants Program if they have also received funding under the Business Support Grants Program in the same year. There is a requirement to provide an acquittal report back to the Shire to show where funds have been spent at the end of each financial year.

2. Category of Projects

Applicants may apply for funds for small projects, major projects and/or events.

- **Small Grants** cover requests for financial assistance from Council for between \$500 and \$2500 ex GST. Support may be either financial or in-kind and based on one half from Council, and one half from the applicant organisation and/or by way of external funding. Groups can only apply for one small grant per year. There is a requirement to provide an acquittal report back to Council to show where funds have been spent at the end of each financial year.
- **Major Projects and Events** covers requests for financial support over \$2,500. Support may be either financial or in-kind and based on one half from Council, and one half from the applicant organisation and/or by way of external funding. Maximum of one application per year. There is a requirement to provide an acquittal report back to Council to show where funds have been spent at the end of each financial year.

3. Eligibility

- a. Applicant groups must be based within the Shire of Quairading.
- b. All successful project activities and events are to be completed by the end of the financial year in which funding was awarded.
- c. Applicants should demonstrate a link to the Shire's strategic plans and strong community benefit for their project or event.
- d. Incorporation is desirable but not essential.
- e. Verification by applicant that funding request could not be covered by insurance.
- f. Funding will not be awarded to private businesses or individuals.
- g. Requests for funding or support cannot be for a project, event or activity that has already occurred.



4. General Conditions

- a. Council's position is to fund to a maximum of one half of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
- b. Voluntary labour and equipment may be included in the applicant's contribution but may not exceed one third of the completed value of the project.
- c. Council may opt to use their employees or equipment in lieu of a cash contribution.
- d. Council reserves the right to carry out a progress inspection or request a progress report at any stage of the project.
- e. Budget allocation for the Community Grants Program will be determined during the Council's annual budgeting process.
- f. Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.
- g. The Chief Executive Officer is given delegated authority to approve or reject variations to the Applicant's project budget following approval of the grant from Council.
- h. Any applications received that are considered to not completed in their entirety or lacking in information, will be returned to the applicant for resubmission. It is encouraged that applicants carefully read through and address each criteria item to ensure the application will be considered.

5. Acquittal

All Groups that receive funding will have to provide the following after their project's completion or by no later than 31st July of the next financial year:

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

6. Assessment Process

- a. Applications will be assessed by the Grants Team based on grant criteria and a recommendation made to Council.
- b. Applications will be presented to Council and assessed based on eligibility and merit.
- c. Allocation of grant funding is at the discretion of the Council
- d. All applicants will be contacted regarding the outcome of the application process by email or post.

7. Submission Deadline

Applications will be called for on the 01 August each calendar year and closed for assessment by Council on 01 November each calendar year. Applications can be submitted via mail, email or printed copies dropped into the Front Counter at Shire Administration Office. Late applications will not be accepted.

COMMUNITY GRANTS POLICY



GUIDELINES

Annexure A - Assessment Criteria

Annexure B - Community Grants Program Funding Process (Attached).

Community Grants Application Form (Separate Document).

STATUTORY ENVIRONMENT

Local Government Act 1995

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Next Review Date	CEO Signature
01	Graeme Fardon	29/3/18	169-17/18	New Policy		
02	Graeme Fardon Richard Bleakley			Policy Review Project	Dec 18	
03	A&R Committee	20/12/18	115-18/19	Revised 12/12/2018		
04	Grants Team	19/12/19	94-19/20	Revised document	Dec 21	
05	Grants Team	17/12/20	104-20/21	Revised Document	Dec 22	
06	Grants Team	16/12/21	99-21/22	Revised Document	Dec 23	
07	Nicole Gibbs			Biennial Review		



ANNEXURE A

1. Assessment Criteria

Each grant submission will be assessed based on the following criteria

1 – Community Benefit:

- a. Does the project align with Shire’s Strategic Community Plan?
- b. Is there identified and demonstrated community need?
- c. What are the benefits (value adding) to the Quairading community?

2 – Organisation:

- a. Incorporated body? Y/N
- b. Purpose of organisation including the type and number of activities they undertake annually
- c. Current Membership
- d. Current Financial Position (incl. Financial Statement)
- e. Sustainability of organisation

3 – Project Cycle:

- a. Planning and design of project
- b. Management and delivery of project (incl. milestones and works schedule)
- c. Project Budget
- d. Financial contribution - \$; In-Kind, External
- e. Evaluation of project
- f. Sustainability of project

4 – Score:

Each Grant Application will be assessed based on these criteria

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

5 – Weighting

Weighting for each criteria to be determined by the Council.

Proposed weighting is: -	
Community Benefit -	40%
Organisation -	20%
Project Planning -	40%
Priority Ranking	No/No of Applications

2. Ranking

Following the individual evaluations, the scores will be entered into a Ranking Spreadsheet.

This spreadsheet will aggregate the *Criteria Scores* and apply the *Weighting Ratios*.



The spreadsheet will then determine the ranking of the individual grant applications.



ANNEXURE B

Shire of Quairading Community Grants Program Funding Process



12.10 Freedom Of Information Statement 2023 Review**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments**
1. Shire of Quairading Freedom of Information Statement [↓](#) 
2. Shire of Quairading Freedom of Information Application Form [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council:

1. Endorse the 2023 Freedom of Information Statement and Application Form.
2. Approve the CEO providing a copy of the Freedom of Information Statement to the Information Commissioner.

IN BRIEF

As per the *Freedom of Information Act 1992* (WA) all agencies must prepare and publish a Freedom of Information statement. The statement must be reviewed every 12 months and copy of its statement must be provided to the Information Commissioner as soon as practicable after the statement is published or a new edition produced.

Shire officers have made some minor updates to the Freedom of Information Statement for Councils consideration in Attachment [1].

MATTER FOR CONSIDERATION

That Council consider:

1. Endorsing the 2023 Freedom of Information Statement.
2. Approving the CEO providing a copy of the Freedom of Information Statement to the Information Commissioner.

BACKGROUND

Part 5 of the *Freedom of Information Act 1992* (WA) (the FOI Act) requires each agency to prepare and publish a Freedom of Information statement. As per section 96 and 97 of the FOI Act, the statement must be reviewed at intervals of not more than 12 months.

Approved method of publication (in accordance with section 96(1)) -

1. Agencies shall have the discretion of publishing their information statement either as a standalone document or incorporated in its annual report.

2. Where an information statement is produced as a standalone document, reference to its existence and details of how it can be inspected or purchased should also be contained in the agency's annual report.
3. Each agency must make a copy of its information statement available for inspection and/or purchase at its major offices including those at regional centres.
4. Information statements shall be prepared in accordance with the requirements of section 94 of the FOI Act and follow guidelines as to format and content issued from time to time by the Office of the Information Commissioner.

Section 97 of the FOI Act

An agency must also provide a copy of its statement to the Information Commissioner as soon as practicable after the statement is published or a new edition produced (section 97). If the Information Statement is not changed between editions, the agency need only notify the Information Commissioner that the statement has been reviewed and is still current. Where minor amendments are made to an existing statement, copies of the amended pages may be forwarded in lieu of the entire document, if feasible.

STATUTORY ENVIRONMENT

Freedom of Information Act 1992

Local Government Act 1995

POLICY IMPLICATIONS

Freedom of Information Statement

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.4 Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	N/A
Health	N/A
Reputation	Low <i>It is against legislation if the FOI statement isn't reviewed every 12 months.</i>
Operations	Low
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
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 Shire of Quairading publish their Freedom of Information Statement as a standalone document on the Shire of Quairading website and the Statement is referenced in the Annual Report.



Freedom of Information Statement



Contents

1 Legislative Framework3

 1.1 Legislation 3

 1.2 Local Laws 3

 1.3 Policies of the Local Government 4

2 Strategic Community Plan 2021 – 20314

 2.1 Our Vision..... 4

 2.2 Strategic Priorities..... 4

3 Organisational Structure6

 3.1 Organisational Chart 6

 3.2 The Council and Councillors..... 7

 3.3 Decision-making Functions 7

 3.4 Management..... 8

4 Public Participation.....9

 4.1 Public Notices & Advertising..... 9

 4.2 Council Meetings..... 9

 4.3 Council Agendas & Minutes..... 9

 4.4 Current Shire Committees..... 10

 4.5 Annual Elector’s Meeting..... 10

 4.6 Other Avenues for Public Participation..... 10

5 Publications11

 5.1 Publications Available 11

 5.2 Documents which may be available under FOI provisions 12

 5.3 Personal information 12

 5.4 Reasons for Refusal of Access 12

6 FOI Processes13

 6.1 Freedom of Information Applications..... 13

 6.2 Notice of Decision 14

 6.3 Fees & Charges..... 14

 6.4 Access Arrangements..... 14

 6.5 Appeals for review 15

1 LEGISLATIVE FRAMEWORK

This Information Statement is published by the Shire of Quairading (Shire) in accordance with the requirements of Part 5 of the *Freedom of Information Act 1992* (the FOI Act).

The operations of local government in Western Australia are governed by the *Local Government Act 1995* (the LG Act), the various Local Government Regulations, and any other legislation that provides powers and responsibilities to local governments.

1.1 Legislation

Principal legislation that the Shire operates under includes –

- a. *Local Government Act 1995*;
- b. *Public Health Act 2016*;
- c. *Health (Miscellaneous Provisions) Act 1911*;
- d. *Planning and Development Act 2005*;
- e. *Bush Fires Act 1954*;
- f. *Cat Act 2011*;
- g. *Dog Act 1976*.
- h. *Cemeteries Act 1986*
- i. *Workplace Health & Safety Act 2020*
- j. *Emergency Management Act 2005*
- k. *Waste Avoidance and Resource Recovery Act 2007*

There is a wide range of other legislation that provides powers and authorities that imposes duties and obligations upon the Shire.

Each Act of Parliament generally has one or more related Regulations which also impact on the Shire.

Confirmation of current Acts and Regulations by referring to the Department of Justice Parliamentary Council's Office website at legislation.wa.gov.au is recommended.

1.2 Local Laws

The powers of local government to provide services and facilities and make local laws are derived from legislation passed in State Parliament. Many of the enabling and principal legislation for the Council is the *Local Government Act 1995*.

As at January 2023, the Shire's local laws are –

- a. *Bush Fire Brigade local Law 2023*
- b. *Joint Standing Committee on Delegated Legislation Undertakings relating to Animals, Environment and Nuisance Local Law 2017**Extractive Industries Local Law 2011*
- c. *Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016*
- d. *Cemetery Local Law 2016*
- e. *Local Government Property Local Law 2016*
- f. *Pest Plants Local Law 2016*
- g. *Pest Plants Amendment to Local Law 2018*
- h. *Animals, Environment and Nuisance Local Law 2017*
- i. *Animals, Environment and Nuisance Amendment Local Law 2019*
- j. *Dogs Local Law 2017*
- k. *Health Local Law 2016*
- l. *Local Government Property Local Law 2016*

These current local laws of the Shire of Quairading can be accessed via our website.

1.3 Policies of the Local Government

In order to provide guidance for the officers of the local government, the Council adopts policies that define the structure under which the local government operates.

Policies of the local government are available for public perusal on request at the Shire office and on the Shire website.

2 STRATEGIC COMMUNITY PLAN 2021 – 2031

2.1 Our Vision

“Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting.”

2.2 Strategic Priorities

Council’s Strategic Community Plan 2021 – 2031 comprises five (5) priorities for our community, and is underpinned by actions taken to ensure an effective and sustainable Council.

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.
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience.
1.5 Support emergency services planning, risk mitigation, response and recovery.

2. ECONOMY
2.1 Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan).
2.2 Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population.
2.3 Shire engages stakeholders and partners to help capture local economic development initiatives.
2.4 Encourage local workforce participation.

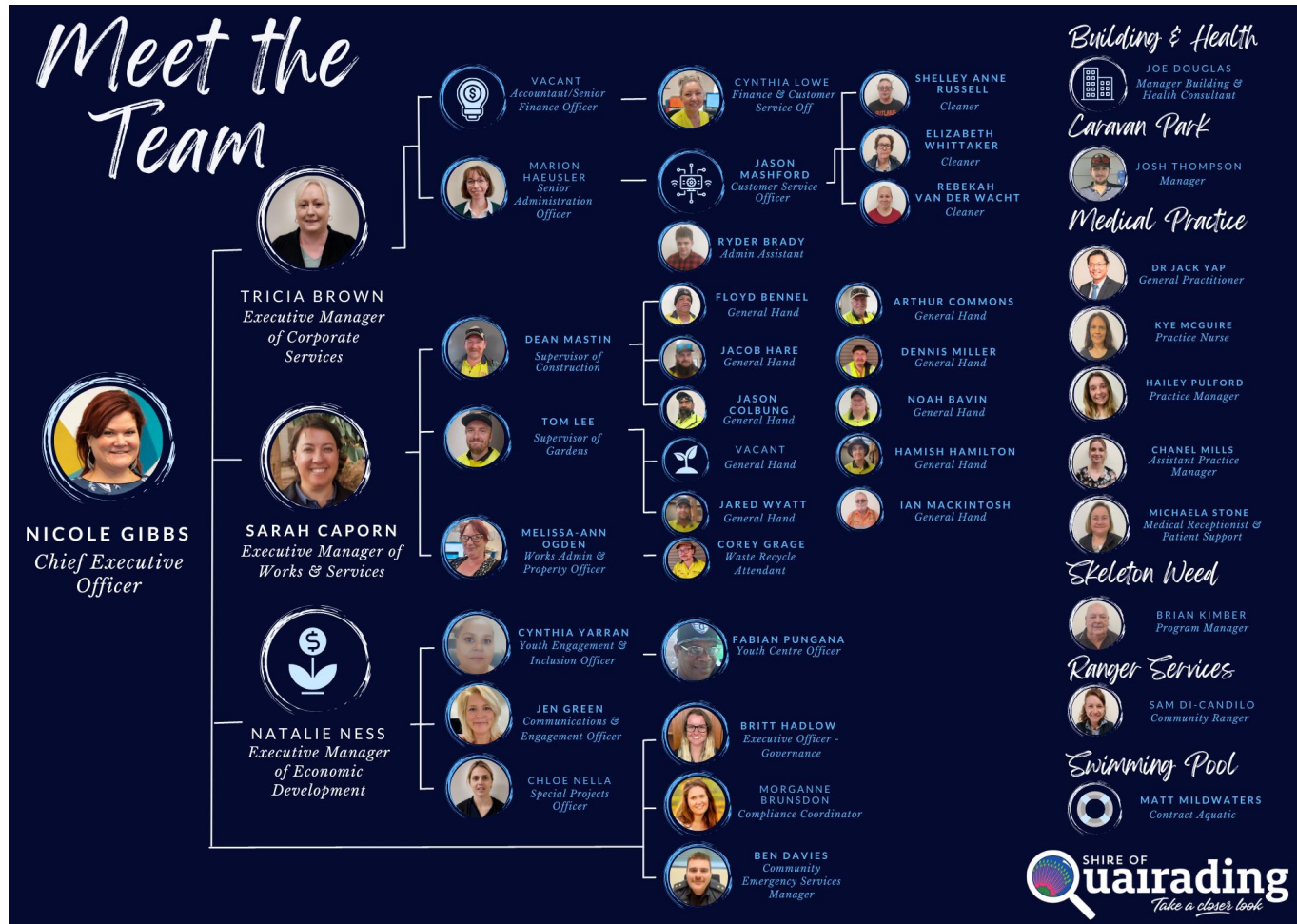
3. BUILT ENVIRONMENT
3.1 Safe, efficient and well maintained road and footpath infrastructure.
3.2 Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.
3.3 Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans.

4. NATURAL ENVIRONMENT
4.1 Maintain a high standard of environmental health services.
4.2 Conservation of our natural environment.
4.3 Demonstrate sustainable practices of water, energy and waste management.

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.

3 ORGANISATIONAL STRUCTURE

3.1 Organisational Chart



3.2 The Council and Councillors

The policy-making or legislative powers of the Shire rest with the elected members of the Council.

Council is the governing body of the local government and is made up of eight Elected Members (Councillors). The role of the Council is defined in the *Local Government Act 1995*:

- To direct and control the local government's affairs; and
- To be responsible for the performance of the local governments functions.

Generally, Councillors do not have an authority to act or make decisions as individuals. They are members of an elected body that makes decisions on behalf of the local government through a formal meeting process.

The role of each Councillor is to:

- Represent the interests of electors, ratepayers and residents of the district;
- Provide leadership and guidance to the community in the district;
- Facilitate communication between the community and the Council;
- Participate in the local government's decision-making processes at Council meetings; and
- Perform such other functions as are given to a Councillor by the *Local Government Act 1995* or any other written law.

Your elected Councillors are ratepayers or residents who have volunteered to work for the community and provide an avenue for public participation and input on important decisions that affect the way you live.

Local government elections take place every second year on the third Saturday in October, with half the Council retiring at each election. Retiring Council members are eligible for re-election. After each election, Councillors elect a Shire President and Deputy Shire President amongst themselves for the next two-year term.

The Council meets on the fourth Thursday each month except December which is the second Thursday, and January which is when Council is in recess.

More information relating to your elected members and schedule of meetings is published on the Shire of Quairading website at www.quairading.wa.gov.au.

3.3 Decision-making Functions

Matters requiring a decision that are brought before Council have an associated recommendation which has been prepared by the responsible staff member who is employed by the Shire of Quairading. The recommendations are generally based on –

- Legislation;
- Legal responsibilities;
- Adopted documents outlining strategic direction, policy etc.; and
- Professional opinions.

Council may modify, reject or adopt new resolutions after it considers the recommendations of the particular officer.

A range of policies have been developed by the Shire that guide and direct actions now and into the future.

For many operational and day-to-day matters, Council has delegated decision-making authority to the Chief Executive Officer (CEO). These delegations are reviewed and approved by Council on an annual basis. The CEO may further delegate certain decision-making duties to Shire officers in accordance with the *Local Government Act 1995*.

In performing the roles as decision-makers, elected members, the CEO and Shire Officers are required to make decisions that have an impact on the daily lives of the community. These decisions might be about things like economic development, the provision of footpaths, control of animals, refuse collection, cultural events, planning matters, recreation facilities and control of environmental health issues. The Shire strives to achieve a balanced and fair approach to decision-making to protect and develop the amenities of the Shire, preserve heritage, encourage economic growth and provide clarity to residents and businesses in the area.

3.4 Management

The operations of the Shire are managed by the CEO who is supported by an Executive Management Team.

The role of CEO is to act as a conduit between Council and the administration of the Shire, and to carry ultimate responsibility for the efficient and effective utilisation of the resources available to the Shire. The CEO and staff report to Council at monthly meetings with recommendations that Council can accept, reject or substitute with an amended resolution.

The Executive Management Team consists of Executive Managers who assist the CEO in managing the Shire’s four Core Units.

Office of the CEO Chief Executive Officer	Corporate Services Executive Manager Corporate Services	Community & Economic Development Executive Manager Community Development	Works & Services Executive Manager Works & Services
Economic Development	Rates	Integrated Strategic Planning	Project Management
Governance	Information Technology	Community Development	Construction and Maintenance
Strategy	Customer Services	Economic Development	Parks & Gardens
Elected Member Support	Facilities Management	Project Management	Fleet & Waste Services
Special Projects	Asset Management		Works Administration
Human Resources			
Public Relations			
Statutory Planning			
Business & Tourism Services			
Health & Building Services			
Ranger Services			
Emergency Services			
Medical Services			

4 PUBLIC PARTICIPATION

The Shire recognises that the community is an important resource when informing decision-making, and that community input is essential to assist the Shire in choosing a path that caters for the current and future needs and expectations of the community.

4.1 Public Notices & Advertising

The *Local Government Act 1995* and other legislation may require the Shire to provide notice of its intention to take a particular course of action or decision. The Shire may also advertise certain proposed courses of action or decisions in order to provide the community with an opportunity to make submissions. These notices and advertisements generally appear within *The West Australian* or other local newspapers/bulletins within the district. Notices are also placed on the Shire of Quairading website and social media pages.

To facilitate public participation and awareness of Council meetings, the Shire advertises the dates, times and places of meetings that are open to members of the public. The advertisements are placed on Council's website.

4.2 Council Meetings

The participation of the public in Council meetings is achieved through three avenues –

a. Meetings generally open to the public

The *Local Government Act 1995* provides that all Council meetings are to be open to the public. The only exception to this rule is when the Council decides that certain parts of the meeting should be closed to the public (e.g. where the meeting is dealing with the personal affairs of any person). The grounds on which a meeting can be closed to the public are limited by law and are specifically set out in the Act.

b. Public Question Time

The *Local Government Act 1995* and the associated *Local Government (Administration) Regulations 1996* provide for a minimum period of fifteen minutes being set aside at the commencement of any Council meeting to allow the public the opportunity of asking questions and receiving responses.

c. Deputations and Presentations

Public participation in Council meetings can be achieved in a more formalised process which relates to the Shire receiving petitions and/or deputations.

4.3 Council Agendas & Minutes

Agendas

Agendas relating to any Council meetings are made available for public inspection at the Shire office and on Council's website and at the same time that they are issued to members of Council, which is on the Friday prior to the Thursday's Council meeting.

In certain circumstances, members of the public are not entitled to inspect notice papers or agendas which in the CEO's opinion, relate to a meeting or part of a meeting which is likely to be closed to members of the public in accordance with *Section 5.23(2) of the Local Government Act 1995*.

Minutes

Council meeting minutes are available for inspection on the Shire Website within ten business days after the meeting.

Confirmed Council minutes are available on the Shire's website.

4.4 Current Shire Committees

Council may appoint committees to share in the decision-making workload as well as to utilise expertise effectively. Committees include Council members, staff from the local government and some committees can also include members of the public.

Management Committees of Council (Not open to the public)

Audit & Risk Committee

Legislative Committees

Bushfire Advisory Committee (BFAC)

Local Emergency Management Committee (LEMC)

Advisory Groups

Ageing in Place Working Group

Medical Executive Advisory Committee

Quairading District Sport & Recreation Council

Quairading Tourism Working Group

Reconciliation Action Plan Advisory Committee (RAP)

4.5 Annual Elector's Meeting

The *Local Government Act 1995* also obligates the Shire to hold an annual meeting of electors within 56 days of the Shire of Quairading acceptance of the annual report for the previous financial year.

The Annual Electors' meeting provides electors with an opportunity to discuss the contents of the annual report and then any other general business as permitted by the Presiding Member. The meeting is ordinarily held in February of each year, and the Annual Electors Meeting is published in the Banksia Bulletin, Passion Sheet and on the Shire website and social media pages.

4.6 Other Avenues for Public Participation

There are a number of other ways to contribute, including –

a. Community consultation

The community may be asked to comment and have their say on particular issues. Some of these are statutory consultation requirements such as local laws review, strategic community plan consultation, development approvals etc. There are also many occasions where community consultation is not required, but sought in order to obtain a wide consensus of opinion and could include matters such as recreation facilities, future planning etc. Community consultation is in accordance with Council's Community Engagement Policy and Community Engagement Action Plan.

b. Petitions

A petition is where there is a formal written request, signed by members of the community, appealing to the Council in respect to a particular issue. The subject of the petition must be something that the Council has the authority to deal with, or on which the Council has a decision-making role.

c. Written requests

A member of the public can write to the Shire on any policy, activity or service of the Shire. A response will be provided in accordance with the Shire Customer Service Charter and Communication Policy.

5 Publications

Where the Shire is required or has decided to make certain documents available to the public, then those documents will be available in their most recent format at the Shire of Quairading Website <http://www.quairading.wa.gov.au>.

Please contact the Shire on 9645 2400 if you require an alternative arrangement with regards to published documents.

5.1 Publications Available

Document Description	Inspection Only	Website	Purchase
Agendas & Confirmed Minutes (excluding sections closed to the public)		✓	
Unconfirmed Minutes		✓	
Annual Budgets		✓	
Annual Reports		✓	
Code of Conduct		✓	
Corporate Business Plan		✓	
Council Policies		✓	
Disability Access and Inclusion Plan		✓	
Fees and Charges		✓	
Freedom of Information Statement		✓	
Local Laws		✓	
News & Events – Media Released		✓	
Register – Tender		✓	
Register of Financial Interest		✓	
Registers – Gifts & Travel		✓	
Strategic Community Plan		✓	
Electoral Roll			✓

Requests for information of a general nature may be made in writing to the CEO.

Requests for information that is not otherwise listed as available in this statement will be considered in accordance with the *Freedom of Information Act 1992*.

5.2 Documents which may be available under FOI provisions

The *Freedom of Information Act 1992* gives the general public a right to access documents held by the Shire of Quairading subject to limitations listed below.

The access provisions of the *Freedom of Information Act 1992* do not apply to documents that:

- a. Are available for purchase by the public or free distribution to the public;
- b. Are available of inspection under Part 5 of the *FOI Act* (i.e. information statements and internal manuals) or under another enactment.
- c. Can be inspected in the State archives.
- d. Are publicly available library material held by agencies for reference purposes.
- e. Are made or acquired by an art gallery, museum or library and preserved for public reference or exhibition purposes

The Shire holds its general documents in an electronic format. Nearly all current accounting records excluding creditor invoices, are held on staff computers and are backed up on a daily basis.

The *Freedom of Information Act 1992* also provides that certain documents or information is exempt. The exemptions in the *Freedom of Information Act 1992* protect some documents from disclosure because their release would have an adverse effect on the private and business interests of individuals, or would hinder the proper functioning of government.

Sometimes access to only part of a document will be provided if it contains information considered to be exempt.

5.3 Personal information

An application can be made to the Executive Manager Corporate Services or the CEO to correct or amend any documents containing an individual's personal information.

The application must be in writing, providing details and if necessary, documentation to support claims that the information the applicant seeks to have amended is inaccurate, incomplete, out-of-date or misleading.

The Shire will inform the applicant of its decision and the reasons and will advise the applicant of the right of review should they be dissatisfied with the Shire's decision.

No fees or charges apply for personal information or amendment of personal information about yourself.

5.4 Reasons for Refusal of Access

The most frequent reasons for refusal to provide access to information are:

a. Personal Information

Information that would reveal personal information about an individual (e.g. their name, contact details, signature etc.) may be exempt under Schedule 1 Clause 3 of the *Freedom of Information Act 1992*.

The Glossary, Schedule 2 of the *FOI Act* states that:

“Personal information means information or an opinion, whether true or not, and whether recorded on a material form or not, about an individual, whether living or dead –

- whose identity is apparent or can reasonably be ascertained from the information or opinion;
or

- who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.”

b. Commercial Information

Information that would reveal trade secrets, information of a commercial value (e.g. documents containing technical designs that, if released, would harm the company) or the financial affairs of a person (e.g. debts owed to the Shire) may be exempt under Schedule 1 Clause 4 of the *Freedom of Information Act 1992*.

c. Deliberative Process

Information that would reveal a decision made during a deliberative process closed to the public (e.g. confidential Council meeting) may be exempt under Schedule 1 Clause 6 of the *Freedom of Information Act 1992*.

d. Legal Professional Privilege

Information that would reveal legal advice may be exempt under Schedule 1 Clause 7 of the *Freedom of Information Act 1992*.

6 FOI PROCESSES

6.1 Freedom of Information Applications

It is the aim of the Shire to make information available promptly and at the least possible cost and whenever possible documents will be provided outside the Freedom of Information process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Access applications have to:

- Be in writing;
- Give sufficient information so that the required documents can be easily identified;
- Provide an Australian address to which any notices can be sent; and
- Be lodged at the Shire of Quairading’s Administration Centre with the appropriate application fee.

Application and enquiries should be addressed to Freedom of Information (FOI) Officer by using the following: -

By telephone:	(08) 9645 2400;
By post:	Att: FOI Officer PO Box 38 QUAIRADING WA 6383
By email:	shire@quairading.wa.gov.au
or in person at	10 Jennaberring Road QUAIRADING WA 6383.

6.2 Notice of Decision

Applicants will be given a written "Notice of Decision" within 45 days by the decision-maker, of the Shire of Quairading.

As soon as possible but in any case, within 45 days you will be provided with a notice of decision which will include details such as:

- The date which the decision was made;
- The name and the designation of the officer who made the decision;
- If the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document; and
- Information on the right to review and the procedures to be followed to exercise those rights.

6.3 Fees & Charges

A scale of fees and charges is set under the *Freedom of Information Regulations 1993*. Apart from the application fee for non-personal information, all charges are discretionary, meaning that it is left to the Shire's discretion whether a charge will apply or not. Straightforward applications usually incur only the application fee. The charges are as follows:

Application Fee non-personal information	\$30.00
Charge for time dealing with the application (per hour or pro rata)	\$30.00
Archive research of Council records (per half hour or pro rata)	\$30.00
Access time supervised by staff (per hour or pro rata)	\$30.00
Charge for photocopying - staff time (per hour or pro rata)	\$30.00
Charge for photocopying - per copy	\$0.20
Charge for transcribing from tape, film or computer (per hour or pro rata)	\$30.00
Charge for duplicating a tape, file or computer information	At Cost
Charge for delivery, packaging and postage	At Cost
Deposits	
Advanced deposit may be required of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application	75%

*As per Freedom of Information Regulations 1993 Schedule 1 on 27 Jul 2019

An estimate of charges will be provided if the cost is expected to exceed \$25.00.

6.4 Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

6.5 Appeals for review

Applicants who are dissatisfied with a decision of the Shire Freedom of Information Officer are entitled to ask for an internal review by the Shire of Quairading. Application should be made in writing within 30 days of receiving the notice of decision. You should be notified of the outcome of the review within 15 days.

Internal Review by the Shire

If you are not satisfied with this decision, you have the right to apply for an internal review.

An application for internal review must be lodged with this agency within 30 days after being given this notice of decision, and must be:

- In writing;
- Provide particulars of the decision to be reviewed; and
- Provide an address in Australia.

The Shire is required to provide you with a notice of its internal review decision within 15 days of you lodging your application for review.

There is no lodgement fee for an application for internal review and there are no charges for dealing with an internal review request.

External Review by the Information Commissioner

If you are not satisfied with a decision, you have the right to lodge a complaint with the Information Commissioner seeking external review of the decision. You are required to lodge your complaint with the Information Commissioner's office within 60 days of receiving notice.

A complaint to the Information Commissioner must:

- Be in writing;
- Have attached a copy of this decision; and
- Give an address in Australia.

There is no charge for lodging a complaint with the Information Commissioner's office.

The Information Commissioner can be contacted at the following: -

The Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000

Telephone: (08) 6551 7888

Free call (WA country landline callers only) 1800 621 244

Fax: (08) 6551-7889

Email: info@foi.wa.gov.au

Website: <https://www.oic.wa.gov.au/en-au/>



APPLICATION FOR ACCESS TO DOCUMENTS

(under Freedom of Information Act 1992, S.12)

DETAILS OF APPLICANT

1. APPLICATION DETAILS

TITLE Mr Mrs Ms Dr Other

SURNAME GIVEN NAME/S

ORGANISATION (if applicable)

POSTAL ADDRESS (An address in Australia to which notices under the Act can be sent)

POST CODE

PHONE No. () MOBILE No.

2. NAME OF CLIENT (if applicable)

Note: *If the application is on behalf of an individual who's personal / commercial / business information may be contained in the documents, a signed authority identifying you as the applicant's agent is required before any documents can be released.*

3. REQUEST TYPE

- Personal Information *** Documents of the agency that contain personal information about you, or were supplied by or to you.
- Non-Personal Information** Documents of the agency that contain personal / commercial / business information about a third party, or were supplied by or to a third party who is not the applicant.

Note: ** If the application is for access to or amendment of your personal information, you need to provide identification which confirms your identity e.g. driver's license, valid passport or similar.*

4. FORM OF ACCESS REQUIRED

- I wish to inspect the documents(s)
- I require a copy of the document(s)
- I require access in another form

(specify)

5. DESCRIPTION OF DOCUMENT(S) (Give enough information to enable the requested document/s to be identified)

Note: *If more space is needed, leave this section blank and attach extra pages to the application.*

6. PERSONAL INFORMATION

The FOI Act allows a person to have access to personal information about themselves, subject to some limitations. However, it protects the personal and professional privacy of other individuals by providing an exemption for personal information about a third party (other than the access applicant) and imposing a duty upon the agency to consult any such third party if the agency is considering disclosing personal information about them.

Please advise if you agree to delete from the scope of the application, any personal information related to third parties. This removes the necessity to consult with the third parties and reduces the amount of time required to deal with the application.

I do not require access to any "personal information" and understand that such information will be deleted from any documents released.

Note: Consultation with third parties may still be necessary in relation to any commercial / business information contained in documents.

7. FEES AND CHARGES

Application Fee

Attached is a cheque/cash to the amount of \$ 30.00 to cover the application fee (non-personal information ONLY). I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

Payment by credit card is also available via the front counter at 10 Jennaberring Road, Quairading or by ringing the Administration Centre on 9645 2400. Please record the receipt number upon payment.

Note: In certain cases, a reduction in search fees and charges may apply - see section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.

I am requesting a reduction in search fees and charges Yes No

APPLICANT'S SIGNATURE

DATE / /

OFFICE USE ONLY

FOI REFERENCE NUMBER

RECEIVED ON / /

DEADLINE FOR RESPONSE / /

ACKNOWLEDGMENT SENT ON / /

Proof of Identity (If Applicable)

TYPE SIGNED

NOTES

FOI Applications

- ◆ Please provide sufficient information to enable the correct document(s) to be identified.
- ◆ The Shire of Quairading may request proof of your identity.
- ◆ If you are seeking access to a document(s) on behalf of another person, the Shire of Quairading will require authorisation in writing.
- ◆ Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- ◆ The *Freedom of Information Act 1992* is available for purchase from the State Law Publisher, 10 William Street, Perth (telephone +61 8 6552 6000).
- ◆ Freedom of Information queries for the Department of Justice should be directed to foi@justice.wa.gov.au or +61 8 9264 9538 or +61 8 9264 1124.

Forms of Access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the Shire of Quairading is unable to grant access in the form requested, access may be given in a different form.

Fees and Charges

- ◆ \$30.00 application fee (non-personal information ONLY).
- ◆ An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth Government under the *Rates and Charges (Rebates and Deferments) Act 1992* may be eligible for a reduction of 25% in the charges associated with the application. The concession does not refer to \$30 application fee
- ◆ No reduction is applicable to the application fee.

Lodgement of Applications

By Post

FOI Officer
 Shire of Quairading
 PO Box 38
 QUAIRADING WA 6383

In Person

FOI Officer
 Administration Centre
 10 Jennaberring Road
 QUAIRADING WA 6383

By email (Credit payment details required)

To shire@quairading.wa.gov.au
 Attention: FOI Officer

Phone

(08) 9645 2400

12.11 Miss Melanie Grage - Request for Sponsorship

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Jen Green, Grants & Projects Officer

Attachments 1. Letter - Melanie Grage [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council support the request for sponsorship of \$250 towards the travel costs of Miss Melanie Grage to enable her to participate and compete in the School Sport WA AFL 15s Girls Team in Ballarat in July 2023.

IN BRIEF

Local resident Melanie Grage has been selected in the School Sport WA AFL 15s Girls Team which will be competing in Ballarat from 22nd – 29th July 2023.

Miss Grage is seeking monetary sponsorship to help fund the trip to Ballarat that has an estimated total cost of \$6000.

MATTER FOR CONSIDERATION

Miss Melanie Grage has requested monetary sponsorship to enable her to participate and compete at the School Sport WA AFL 15s Girls Team in Ballarat in July 2023.

BACKGROUND

Local resident Melanie Grage (15) has been selected in the School Sport WA AFL 15s Girls Team which will be competing in Ballarat from 22nd – 29th July 2023.

Miss Grage has a playing history of ten years including many achievements with the Quairading Junior Football Club and East Avon Association and recently, volunteering with the Quairading Bulls Football team. Miss Grage is enrolled in SEDA college from 2024 where she will be part of the West Coast Eagles Program. She aspires to play in the AFLW. She is seeking monetary sponsorship to assist in covering the costs of the interstate trip required to compete in the School Sport WA Team.

Requests from individuals falls outside of Council's adopted Community Grants Policy so it is possible for Council to consider supporting individuals on a case-by-case basis. There is precedent for the Shire to assist Quairading youth residents financially who are selected on State or National teams, such as Indiana Squiers for State Netball selection, Harrison Woodcock recently for his dance achievements and Jaiden Monk and Brendon Jones in prior years who travelled with State School Boy AFL teams.

Miss Grage has written to Council seeking sponsorship. She has also been actively fundraising in the community including holding a raffle and planning a cake stall.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council does have an annual budget provision for discretionary donations.

The most recent donation request supported by Council, was in 2019 where \$250 was provided to Indiana Squiers towards travel expenses to Queensland for her inclusion in the 15s State Netball Team.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive

CONSULTATION

N/A

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Council does have a small budget allowance for discretionary donations. Historically this has been directed towards local youth representing Western Australia.</i>
Health	Low N/A
Reputation	Low <i>Council has supported similar requests in the past, albeit the requests have been infrequent</i>
Operations	Low N/A
Natural Environment	Low 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
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

Miss Grage’s letter seeking sponsorship is attached detailing her activities and community involvement for Councillor’s information.

Dear Ms Gibbs & Mr Smith,

Hello, my name is Melanie Grage, I am 15 years old and in Year 10 at High School. My passion is sport and in particular AFL.

Recently I was selected to play in the School Sport WA AFL 15s Girls Team which will be competing in Ballarat, Victoria from Saturday 22nd of July to Saturday 29th of July 2023.

To be selected for this is a huge achievement for me. I have played AFL for 10 years now. Some of my achievements during this time have been – Quairading Junior Football Club Sports Person Award, Best and Fairest Award, and winner of the Pat Ferguson Sports Person Award. I have also won Cunderdin Junior Football Club Best and Fairest in 2019 and 2021. The Coaches Award in the East Avon Association game and Runner Up in the Watheroo Cup for East Avon Association.

As you can see, I am very passionate about my football. This year I did pre-season training with the Quairading Bulls Football Team and I do boundary umpiring for them on home games. I have also been accepted into SEDA College starting in 2024 and will be part of the West Coast Eagles Program there. I aspire to play AFLW when I am older.

Being selected for the School Sport WA AFL 15s Team is very exciting, however it is also very expensive as we are expected to be able to fund the whole trip ourselves, I also have to take a parent with me. The cost includes compulsory state uniform, playing guernsey, accommodation, flights, food and car hire, as parents are responsible for getting their daughter to each match whilst there. The cost involved is approximately \$6000.


I am currently fundraising by way of a raffle at the Post Office, and am also planning on doing a cake stall soon, however I need more help to reach my goal.

The reason I am writing this letter to you is to gain your support by way of a monetary donation please. Any amount would be greatly appreciated and help towards the costs of going to Ballarat to play and represent Western Australia and the Wheatbelt.

Thank you for taking the time to read this letter, I look forward to hearing from you soon. I have enclosed supporting paper work of my achievement with this letter.

You may reach me on 0488 768 251 (me) 0474 997 576 (Mum) or qbookpost@gmail.com

Sincerely


Melanie Grage.

SHIRE OF QUAIRADING	FILE NO:
	09 JUN 2023
	TO: COPY TO:





SCHOOL SPORT WA Inc.
105 Banksia Street, Tuart Hill WA 6060
Telephone: (08) 6318 5711
Email: school.sport@education.wa.edu.au
Website: www.schoolsportwa.com.au



Department of
Education

Monday, 29 May 2023

Melanie Grage
86 McLennan Street
Quairading WA 6383

Dear Melanie,

Congratulations on your selection in the **School Sport WA AFL 15s Girls Team** to compete in **Ballarat, VIC** from **Sat 22nd July - Sat 29th July 2023**.

State representation is an honour and represents a significant stepping stone in the ultimate achievement of senior and national selection.

On behalf of **School Sport WA** and the **Department of Education** I would like to wish you all the best for the upcoming School Sport Australia National Schools Championships.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Peter Smith".

Peter Smith
Manager, School Sport (Department of Education)
School Sport WA

12.12 Desktop Review of the Strategic Community Plan**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Britt Hadlow, Executive Officer**Attachments** 1. Strategic Community Plan 2021 - 2031 [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: NilResponsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse the amended Strategic Community Plan, resulting from the 2023 minor review.

IN BRIEF

Council is required to carry out a review on the Strategic Community Plan every two years. The review for 2023 is only required to be a desktop review.

Council officers have reviewed the document and made some minor amendments to ensure the information is up-to-date and relevant to the current environment.

The document has been tabled for Council consideration. Councillors are welcome to discuss, review and make additional amendments to the document.

MATTER FOR CONSIDERATION

That Council consider endorsing the amended Strategic Community Plan, resulting from the 2023 minor review.

BACKGROUND

According to the DLGSC, the Strategic Community Plan (SPC) outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities.

The SPC is a part of a local governments integrated planning and reporting framework, which comprises of the SPC, Long Term Financial Plan and Corporate Business Plan.

In June 2021, Council adopted the Strategic Community Plan, 2021 – 2031. A full review is required every four years with a desktop review every two years. Council is only required to conduct a desktop review in 2023, with a major review being required in 2025.

Prior to the adoption of the SPC in June 2021, the community engagement phase achieved 243 contacts/responses being 23% of the districts estimated population of 1019 persons at that time.

The SPC captures the themes and priorities identified from the community engagement phase and includes:

- Community
- Economic and Tourism Development
- Built Infrastructure
- Natural Environment
- Efficiency and Effectiveness
- Financial Profile.

Council officers have conducted a desktop review of the plan and the document has been included as Attachment [1], with the changes tracked for Councillors convenience.

The desktop review has included:

1. Inclusion of a contents page and introductory information.
2. Inclusion of an acknowledgment of country.
3. Updates to documents referenced in the SPC.
4. Additional achievements and outcomes.
5. Updates to key dates and deadlines.
6. Census update from 2016 to 2021.
7. Minor formatting and grammatical updates.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996 Part 5 Division 3

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —

- (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
- *Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

19D. Public notice of adoption of strategic community plan

- (1) If a strategic community plan is adopted, the CEO must —
 - (a) give local public notice that the plan has been adopted; and
 - (b) publish the plan on the local government's official website.
- (2) If modifications to a strategic community plan are adopted, the CEO must —
 - (a) give local public notice that modifications to the plan have been adopted; and
 - (b) publish the modified plan on the local government's official website.

POLICY IMPLICATIONS

Community Engagement Policy

FINANCIAL IMPLICATIONS

The Integrated Planning and Reporting Framework drives Council projects, service delivery and budgeting for each financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

- 1.4 Community:** Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience
- 1.5 Community:** Support emergency services planning, risk mitigation, response and recovery
- 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)
- 2.2 Economy:** Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population
- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 2.4 Economy:** Encourage local workforce participation
- 3.1 Built Environment:** Safe, efficient and well maintained road and footpath infrastructure
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 4.1 Natural Environment:** Maintain a high standard of environmental health services
- 4.2 Natural Environment:** Conservation of our natural environment
- 4.3 Natural Environment:** Demonstrate sustainable practices of water, energy and waste management
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance & Leadership:** Implement systems and processes that meet legislative and audit obligations

CONSULTATION

Extensive community consultation occurred during the community engagement phase of the major strategic plan review in 2021.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Longevity and frequency of power outages significantly impacts business.

Aged people leaving the Shire due to a lack of appropriate accommodation (well before requiring residential aged care).

The sustainability and viability of the Shire of Quairading Medical Practice.

Skills/qualifications shortage across the Shire.

Lack of routine maintenance of Shire roads creates public safety risk and associated liability issues.
 Non-compliance with work health and safety legislation increases the risk and potential liability to the public, staff and Councillors.
 Asset Management Plan is non-compliant due to aging assets and increasing costs.
 Uncertainty of Quairading’s long-term future results in the further attenuation and closure of local businesses.

RISK ASSESSMENT

	Option 1
Financial	Low <i>There is minimal financial risk in the review of the SPC.</i>
Health	N/A
Reputation	Low <i>It is a requirement for the SPC to have a minor and major review every two years.</i> <i>The SPC will be due for a major review in June 2025.</i>
Operations	Low <i>As it is a desktop review, there is minimal impact on operations and staff time.</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
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

Nil.



Strategic Community Plan
2021 - 2031



The Shire of Quairading would like to acknowledge the Noongar people as the Traditional Custodians of Quairading lands. We recognise their strength and resilience and pay our respects to their Elders past, present and emerging.

We extend that respect to all Aboriginal and Torres Strait Islander people of the local community and recognise their rich cultures and continuing connection to land and waters.

Shire Vision

“Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting.”

Welcome from the Shire President



On behalf of Council, I have pleasure in presenting this Introduction to the Shire of Quairading Draft Strategic Community Plan for the next 10-year Period, being 2021-2031.

In accordance with State legislation, Council is required to conduct a major Review of its Integrated Planning Documents at least every 4 Years.

The Review work commenced early in 2021 with the engagement of Wheatbelt based Consultancy 150 Square Pty Ltd, led by Caroline Robinson to assist Council and the Community with the Review of the 2017 – 2027 Plans. We thank Caroline and Associate Stephen Grimmer for their professional assistance to date on the Plan.

The Draft Plan presented outlines what Achievements and Progress have been made since the last Plan was adopted and implemented in 2017. I highlight that there have been many changes to the Council’s Organisational Structure and Delivery Plans to best maximize the level of Service to the Residents of the District whilst seeking to keep Council Rates at a realistic level.

During this Period, Council has also benefitted from an increased level of Grant Funding from both the Federal and State Governments (such as Drought Funding, COVID Recovery and also the Secondary Freight Network Funding) to deliver a raft of Renewal Projects to Council’s Road Network, Building and Facilities.

I would like to thank the many Community Members who have invested time, effort and their thoughts into the Community Engagement Phase of the Review which will guide Council in its deliberations on the Priorities and Strategies for the next decade.



The Draft Plan for 2021-2031 reflects the community's re-focused vision for Quairading to be a place of welcome and inclusion for all, where we work together, with thriving industry creating jobs, seeking out new opportunities, a bright future for our young people, and a bustling town in a beautiful and productive rural setting. It balances the community's desire to look after the assets we have, invest in our future; and keep Rates increases to an affordable level.

As with the current Strategic Community Plan, Council will have to continue to prioritise the Capital works program to provide a balance of new investments with the need to renew and maintain Council's existing Built Assets. Council will continue to actively seek out External Grant Funding opportunities to help fund the many planned Projects.

The Community has reaffirmed its Priorities of seeking a strong, growing and resilient economy which will lead to increased job opportunities and a good quality of life for all Community members. Council commits to working with Business and the Community to see these Aspirations and Priorities achieved. Council is also mindful of all aspects and advantages of a small country town and Community that need to be retained.

On behalf of Council, I invite the passionate Quairading Community to actively participate in the ongoing Strategic Planning for our Community and District.

Councillor Wayne Davies
President, Shire of Quairading





[Contents](#)

Shire Vision 2

Welcome from the Shire President 2

Introduction..... 5

Council’s Commitment to the Community..... 6

Key Points of the Plan 6

 Community..... 6

 Economic and Tourism Development..... 7

 Built Infrastructure..... 8

 Natural Environment 8

 Efficiency and Effectiveness..... 9

 Financial Profile..... 9

Achievements since the 2017 - 2027 Strategic Plan 10

Shire of Quairading Key Statistics..... 13

How We Developed this Document 14

Progress Reporting 14

IPR Reviews 14

Summary of Community Engagement..... 15

Strategic Priorities 16

Strategic Direction..... 18

Strategic Risks for the Shire of Quairading 22



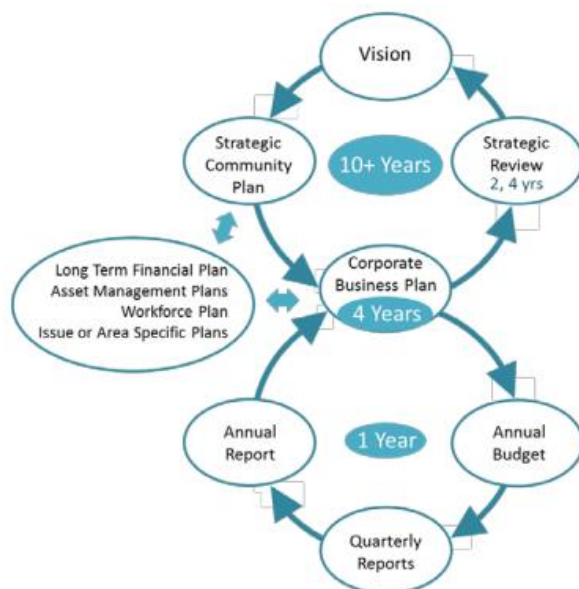
Introduction

Our Strategic Community Plan 2021-2031 (SCP) outlines the future direction of the Shire of Quairading. It focuses on building generational prosperity, economic and environmental sustainability and community through partnerships, civic leadership and collection action over a ten-year period. It reflects trends occurring within our community, the local context, outlines our community aspirations and the activities required to achieve our goals by 2027.

All Local Governments are required to plan for the future and be accountable to their community. In Western Australia, planning and reporting is guided by the Integrated Planning and Reporting Framework and Guidelines, which were introduced in 2010. The Integrated Planning and Reporting system ensures there is a clear process by which Local Governments can:

- Understand and incorporate their community’s vision, outcomes and priorities
- Adequately allocate resources to achieve their goals and outcomes within the constraints
- Monitor and report on progress.

To achieve this, the Guidelines require the preparation of a SCP. The SCP is a high-level ten-year plan which is informed by community aspirations and local context. The SCP is required to have a minor review after one year and a major review after four years. This document is the updated SCP 2021-2031, following the desk-top revision process.



Council’s Commitment to the Community

- We will spend local as often as we can
- We will consult and engage with our community
- We will encourage, welcome and value feedback
- We will be open, fair and impartial in whatever we do
- We will treat all people with respect
- We will encourage and support the volunteers in our community.

Key Points of the Plan

This ~~SCP~~plan outlines the objectives and strategies that will be followed over the coming years, including a number of major projects. In particular, the plan will deliver the following strategic priorities.

Community

The Shire of Quairading will continue to invest resources to deliver and provide support for both Core Services to the Community (including community welfare, health services, inclusivity, volunteering and emergency services), and the renewal and upgrading of Shire’s community Facilities and Infrastructure.

The ~~plan-SCP~~ commits to progress on cultural development and initiatives in partnership with local Noongar elders and family representatives through the Reconciliation Action Plan Committee.

The ~~plan-SCP~~ provides for the realisation of a number of significant projects and further enhancements as follows:

- Development of Kwirradging Koort Park-
- Being “investment ready” for Independent Living Units and the redevelopment of Arthur Kelly Village Independent Aged Accommodation, and further light industrial lots-
- Saving up for the future redevelopment of a number of sport and recreation facilities at the Greater Sports Oval-

The Council will undertake due diligence on all major capital and operational projects prior to any final decision to proceed. This will be done in order to ensure they are sustainable, viable and affordable (including whole of life costs) for Council and the community.



Economic and Tourism Development

Economic and tourism development is a very high priority for the community. The Council recognises the importance of thriving local businesses to provide jobs and investment opportunities for existing and potential new residents. Equally, a thriving community is needed to provide the workforce and local capital needed for business growth. Quairading has significant advantages (including location, liveability, available workforce), but also a number of challenges.

Economic infrastructure

Economic infrastructure is a challenging area. Lack of land for light industry is a known constraint. The focus ~~was~~ is on the development of light industrial lots at the site of the old sales yard with Stage 1 of the program (roads, services and utilities) and two lots to be delivered in 2021/22. [These have now been developed and sold in 2022.](#)

The timing of Phase 2 will be following occupancy of initial sites, ~~and securing of funding.~~

Business-friendly

Alongside provision of infrastructure to support business growth, the Council also has a role in ensuring it conducts itself in a business-friendly manner. The Council is committed to the “Small Business Friendly Local Governments” program and will continue to update the Shire’s program and deliver on its outcomes.

A recent initiative of the Council has been introduction of a Small Business Grants Program which ~~will~~ commenced in the 2021/22 Financial Year.

Leveraging Federal and State Government priorities and programs

The Federal and State Governments are supporting a number of economic development priorities and programs. Development Commissions now have a focus on supporting regional businesses to be able to compete for State Government contracts.

The Shire will work with relevant agencies on opportunities to leverage priorities and programs to benefit local and regional businesses.

Facilitation of business and jobs growth

The Council will explore a facilitation approach to business and jobs growth through its [Economic Development Strategy 2023 - 2025](#) ~~Business Attraction Plan~~. The real engine of growth in the local economy is business itself. Only through the growth of existing or new businesses, especially those that bring wealth in (e.g. tourism, agriculture, logistics and manufacturing for wider markets etc), can employment and incomes rise. Local purchasing helps to keep those dollars from “leaking”.



It can be assumed that individual businesses are already focused on their commercial success, and opportunities to further grow and prosper. If it is considered that growth in the local economy is possible, then it generally has to be in areas that exceed the capacity of businesses acting alone.

Tourism

The Shire will continue to support the growth of tourism through both Quairading and the region through:

- Engagement and support for the Quairading Tourism Steering Group;
- Membership and active participation in Roe Tourism Association;
- The introduction of the Small Business Grant program;
- The branding “Take a Closer Look” and promotion of Quairading in both social media and traditional media; ~~and~~
- Support for events and activities.

Built Infrastructure

Asset renewals

The Shire needs to address an underlying gap in asset renewals, particularly for roads. It is vital to endeavour to close this gap and to preserve the serviceability of our local road network for our economy and community. The plan sees a rates increase above inflation rate to enable this gap to be narrowed.

Rural Roads Maintenance

The Shire has drawn up a ~~ten-10-y~~ year capital works program for roads, pathways, drainage and bridges.

This program will assist in determining the renewal and maintenance programs on the Shire’s road and footpath network.

Buildings Maintenance

Future building maintenance and renewal strategy to be determined during the life of the plan.

This will drive the renewal and maintenance program for Shire’s building assets.

Natural Environment

The Shire seeks to ensure the sustainability of our local environment through: -

- Compliance with environmental health legislation;
- Conservation of our natural environment through management of invasive species, and management of our nature reserves;
- Reduction of the Shire’s carbon footprint through water-wise programs, renewable energy and waste recycling.



Efficiency and Effectiveness

We will strive for continual improvement in efficiency and effectiveness, with an emphasis on:

- Maintaining and developing partnerships to achieve the best outcomes for the community:
 - Working together locally (e.g. with Quairading CRC, Education, Business, Sport and Recreation Council)-
 - Regional and sub-regional collaboration-
- Improving customer service, communications and community engagement-
- Reviewing efficiency to make sure every dollar counts.

Financial Profile

Historically, the Shire has had an underlying gap in asset renewals, particularly for roads. Like many rural Shires, asset renewals have been subject to historic underfunding. While this suppresses rates, it leads to a decline in the serviceability of the assets. It is therefore vital to close this gap, particularly to preserve the serviceability of our local road network for our economy and community.

The cost of this has been reflected in rates increases above inflation. Long term financial projection assumes inflation at the rate of 2%. Unfortunately we have seen a much higher inflation rate over the past 2 years which has resulted in higher operating costs and therefore higher rates increases around 4%.

Prudent borrowing is used to spread the cost of major new assets over their life.

The Shire will actively pursue grants both competitive and non-competitive for priority projects and will maximise revenue generation from activities such as private works.

Due diligence will be applied to all proposed major capital and operational projects to ensure they are sustainable, viable and affordable.

There are significant moderate increases in operational costs to fund economic development initiatives, which was a high priority to emerge from the community engagement. There are also some non-discretionary items in areas such as town planning and workforce planning, environmental health and building control.

Review of the ~~Long-Term~~Long-Term Financial Plan is being undertaken in 2023/~~241~~ to determine the funding required to achieve this plan.



Achievements since the 2017 - 2027 Strategic Plan

Our Shire has achieved the following since our last major Strategic Community Plan review.

OUTCOMES - ECONOMY

- Adoption of Small Business Friendly Government program-
- Good quality, affordable visitor accommodation at the Quairading Caravan Park-
- Assessment of existing facilities to drive improved economic outcomes – [Economic Development Strategy 2023 - 2025 Business Attraction Plan](#) adopted-
- Sale of factory units to new business in town-
- [Development of a Business Small Grant Program-](#)
- [Selling of 2x light industrial lots-](#)
- [The establishment of a working group to develop a virtual power plant within the district.](#)

OUTCOMES – COMMUNITY

- Development, refinement and delivery of the Shire’s Community Grant program-
- Provision of sport and recreation facilities and forward planning for local sports clubs, including the continuation of reserve funds for future infrastructure development-
- Collaborative emergency planning and preparedness-
- Reconciliation Action Plan Committee established with regular meetings-
- Dual naming initiatives commenced-
- Youth Officer integrated into Shire structure and services-
- Continued support of childcare services being delivered locally-
- [Development of Concept Design for Independent Living Units Precinct on Suburban Road.](#)
- Development of [final design for](#) Kwirradig Koort Nature Playground-
- [Establishment of a MOU with the Quairading CRC Committee-](#)
- [Entered the planning stage to run an auction at the Edwards Way/Reid Street subdivision to attempt to sell some of the vacant lots-](#)
- [Recruited a new doctor to establish better health services in the Community-](#)
- [Entered into conversations with the Minister for Land in an attempt to secure land for the aging in pace lots-](#)
- [Commemorating the Old School Site and the John Kickett family-](#)
- [The sourcing of grant funding to complete the Groves project.](#)
- [Improvements to the Toapin Weir facility to bring it up to WHS standard. This includes entering conversations with Water Corp to take over the reserve-](#)
- [Investigation into the development of an off leash dog park “Bark Park”-](#)



- [Update to signage around town including:](#)

- [The Nookaminnie Rock Nature Reserve](#)
- [Quairading Railway Museum.](#)

OUTCOMES - BUILT ENVIRONMENT

- Buildings

- Completion of Works Depot redevelopment-
- [Installation of caravan park cottages, backpacker units and caretaker cottage-](#)
- [Commencement of a partnership with the Quairading Farmers Co-Op to develop workers accommodation in town-](#)
- [Commencement of research into a new Shire build at Edwards Way.](#)

- Roads

- Major roadworks completed on the Cunderdin-/Quairading Road under the Grain Freight Funding-
- Completion of repairs to flood damaged roads and infrastructure (WANDRRA)-
- Pilot Wheatbelt South Freight Network Program – Quairading-/Cunderdin Rd (5 kms)-
- Resheeting of priority gravel roads through the Shire-
- Expansion of airstrip apron.

- Other infrastructure

- Upgrades to Shire Hall including audio-visual system, stage lighting, renovations to main hall, lesser hall and stage and change room facilities [and the replacement of the title access stairs and disabled access ramp.](#)-
- Renewal of Bowling Club synthetic surface-
- Renewal of oval floodlighting-

- Land Planning

- Design and sub-divisional approval of Phase 1 of Light Industrial Lots Precinct, [now developed and sold.](#)



OUTCOMES – NATURAL ENVIRONMENT

- Water and Energy
 - Waterwise accreditation of the memorial swimming pool-
 - Installation of Solar Voltaic Systems at Medical Centre (10KW System) and swimming pool/oval/caravan park precinct (36.5KW System)-
- Waste Management
 - [Containers for Change program implemented-](#)
 - [Implementation of cat disposal program to manage feral cats at the waste facility.](#)
- Natural Reserves
 - Coordination and delivery of the State NRM funded project Combating Vegetation Decline Program-
 - Compliance with native vegetation regulations and Environmental Protection Act.

OUTCOMES – GOVERNANCE

- [Local laws reviewed-](#)
- [Repealing of outdated local laws-](#)
- [Policy Review Project completed in 2019/20The review of Council Policies and strategies that were severely out of date-](#)
- SCP desktop review completed in 202319-
- Revision of the Workforce Masterplan adopted in 2021-
- Increased Elected Member Governance Training-
- Advocacy - Political lobbying of local members at both State and Federal Government level-
- Partnerships - Strong regional representation at WALGA/Central Country Zone, Wheatbelt South Regional Road Group, Wheatbelt Business Network and Roe Tourism Association-
- Enhanced community engagement to provide opportunities for collaboration and participation in decision making.
- Customer Service
 - [Development and implementation of a customer request system-](#)
 - [Implementation of the “Snap, Send, Solve” app-](#)
 - Enabling better tracking, reporting and documentation of customer issues and outcomes.
- [Finances – strong financial management achieving unqualified “clear” audits-](#)
- [Significant upgrades to IT management and equipment through a new contract with Wallis IT Solutions.](#)



- [Implementation of:](#)
 - [InfoCouncil](#)
 - [Altus Payroll \(in progress\)](#)
 - [Altus Content \(in progress\)](#)
 - [A new website \(in progress\).](#)

Shire of Quairading Key Statistics

The Shire of Quairading is located 167km east of Perth on the York-Quairading Road. Its main localities are Quairading, Pantapin, Yoting, Badjaling, Dangin, South Caroling, Balkuling, Doodenanning, and Wamenusking. Occupying a land area of approximately 2017 km², the Shire borders eight other LGAs consisting of the Shires of York, Cunderdin, Beverley, Bruce Rock, Kellerberrin, Brookton, Corrigin, and Tammin.

- The ~~2021~~2016 Census recorded the Shire’s usually resident population at ~~9611~~~~,019~~. ~~Slightly down from 1,019~~. There has been ~~minimal~~~~little~~ change over the past 10 years.
- The median age in the Shire of Quairading is ~~54~~2 years, up ~~24~~ years from ~~2016~~~~,2011~~. This is considerably older than the median age for Western Australia as a whole which was ~~38~~36 in the 2016 census. ~~(no change from 2011)~~.
- The ~~2021~~ 2016 Census records ~~748~~2 people who are Aboriginal or Torres Strait Islander living in the Shire of Quairading, representing ~~7.7~~8% of the population.
- The ~~2021~~~~016~~ Census shows that there has been a slight increase in the proportion of residents that were born outside of Australia (from ~~13~~8% to ~~7.7~~13%).
- In ~~2021~~~~16~~, there were ~~318~~-~~393~~ households in the Shire of Quairading, a ~~reduction from 393~~~~reduction from 420 in in 2016-2011~~. There are ~~211~~49 family households and ~~107~~49 non-family households. The largest family type is couple with no children (~~119~~137).
- The percentage of the population with higher qualifications is slightly below the Western Australian State average. Note that there has been a slight increase in the percentage of the population that holds a higher qualification since ~~2011~~~~2016~~.
- The SEIFA score for the Shire of Quairading was 930 a ranking of 19 among LGAs in Western Australia (the lower the ranking number, the more disadvantaged the LGA).
- According to the ~~2021~~~~2016~~ Census, the District has a workforce of ~~311~~396 or ~~38.3~~44% of the total resident population.
- According to ABS 2015 estimates, the latest available, there were 146 businesses operating in the Shire of Quairading, a slight drop from 2014. The majority of these businesses were non-employing businesses (88), while 47 had 1-4 employees, 8 had 5-19, and 3 employed 20 or more persons. Family farms are a significant form of business in the Shire.



How We Developed this Document

Our *Strategic Community Plan 2021-2031* reinforces our commitment to the people who live, work and visit Quairading. The purpose of this document is to provide a clear purpose and strategic direction for our Shire, and to source the funding and support required to address the community priorities detailed later in this document.

It was developed based on

- The State Government's Blueprint for the region and other relevant policies, plans and strategies from both the State and Federal Governments.
- Extensive community engagement on what is important to the people that live within our Shire.
- Input from Elected Members and staff based on feedback they have received and their strong desire to deliver positive outcomes for their community.
- Current partnerships and projects already being delivered.

Progress Reporting

The Shire of Quairading has adopted a traffic light based quarterly update to report progress against the priorities as detailed in the Corporate Business Plan which will be shared via a Council Item and on the Shire website. In addition, results are formally communicated to the community annually via the legislated Annual Report.

IPR Reviews

This ~~StratSCP 2021-2031~~ ~~egic Community Plan~~ ~~is~~ will be subjected to a minor review in 2023 and a major review requiring extensive community engagement in 2025 as legislated. In addition, the Corporate Business Plan will be reviewed and updated annually to reflect any changes to priorities, service levels and the budget.



Summary of Community Engagement

ACTIVITY	VENUE & FORMAT		RESPONSES
Business Survey Drop	Dropped surveys into businesses in the Main Street and briefly discussed		
Community Drop-in	Handed out surveys to people attending the local supermarket		
Tourism Group	Discussion with the local tourism development committee at the CRC		7
Business Session - Corporate Bowls	Discussions with local business at the Bowling Club		40
Shire of Quairading Staff Meeting	Session with staff to get their input at the Shire Offices		7
Seniors Coffee and Chat	Round table discussion with a group of seniors at the local cafe		21
Councillors Information Session	Discussion on macro issues (external and internal) affecting the Shire		10
Noongar engagement session	Round table discussion with elders at the CRC		5 Elders
Phone calls to identified individuals			15
Community Surveys – school students	Hard copies		49
Community Surveys	Hard Copies	On-line	85
<p>TOTAL 243</p> <p>23% OF RESIDENT POPULATION</p>			



Strategic Priorities

Community members were asked to rank the following strategic priorities in order of importance to them with the resulting order being.

STRATEGY	HIGH PRIORITY	MEDIUM PRIORITY
Access to health services		
Access to services and facilities for Noongars		
Access to services and facilities for people with disabilities		
Bush fire prevention and control		
Conservation and environmental management		
Development of the Town Centre		
Economic Development		
Facilities, services and care available for seniors		
Events, arts and cultural activities		
Sport and recreation activities		
Promotion of our community		
Tourism development		
Safety and security		
Services and facilities for youth		



Emerging issues raised by community members at the various engagement forums:

- The **pride that local people** and in particular long-term residents have in their Shire and their desire to support and care for each other.
- The **importance of agriculture and rural services** and the need to think big to attract rural business opportunities.
- A desire for the Shire to **employ local residents** wherever this is practical.
- The **shrinking population and the potential impact** this could have on community facilities and services.
- The **importance of volunteering** and the potential for volunteer burnout with the pool of volunteers shrinking.
- The **importance of and potential for local tourism** with COVID-19 resulting in a significant increase in visitors to the town.
- The **lack of suitable rental accommodation** to attract workers to the town.
- The **importance of attracting community minded people, targeted skills and boutique business** to the town and the region.



Strategic Direction

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
1. COMMUNITY	
1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.	The Shire facilitates inclusive access to all facilities and services Work towards Reconciliation Action Plan Committee aspirations Preservation of assets and education of our local culture and heritage Actively support youth development
1.2 Provide social and cultural activities for all members of the community	Sporting and recreational facilities Increased participation
1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire	Retention of local health facilities and visiting services Ageing in place can occur within the district Facilitate support for mental health to vulnerable persons
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	Volunteers feel supported by the Shire Delivery of the Shire’s Community Grants Program
1.5 Support emergency services planning, risk mitigation, response and recovery	We collaboratively plan and respond to emergency situations identified in Local Emergency Management Arrangement (LEMA)





2. ECONOMY	
2.1 Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)	Work towards initiatives in our Economic and Business Growth plans
	Support and advocacy for agriculture
	Local economic diversification
	Delivery of the Shire’s Business Grant Program
2.2 Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population	Local businesses capture opportunity through the caravan park and tourism assets and experiences
	Improved online presence and awareness
	Visitors receive timely and accurate information about our Shire attractions and services
	Well attended local events and celebrations
2.3 Shire engages stakeholders and partners to help capture local economic development initiatives	Demonstrated progress with stakeholders to facilitate land development, industry and jobs growth
2.4 Encourage local workforce participation	Residents can access local, inclusive and modern childcare facilities and services
	Traineeships / apprenticeships / flexible employment models

3. BUILT ENVIRONMENT	
3.1 Safe, efficient and well maintained road and footpath infrastructure	Achievement of the 10yr road plan goals and strategies
	Less impact on our roads due to extreme weather events and increased vehicle tonnage (road engineering, stormwater management)
3.2 Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles	Completion of the Community Park in the Quairading town site
	Access and aesthetic improvements at the cemetery are undertaken
3.3 Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans	Updating of Shire’s Asset Management Plan to ensure viability and sustainability of the Shire’s Building Assets
	Planning and development for sport and recreation facilities is coordinated and cohesive (Masterplan Sport and Rec)
	Agreed concept and project plan for Multi-Purpose Precinct
	Heating of the leisure pool at the swimming pool enables greater patronage
4. NATURAL ENVIRONMENT	
4.1 Maintain a high standard of environmental health services	Compliance with environmental health legislation
4.2 Conservation of our natural environment	Community engagement in the management of invasive species,
	Management of nature reserves
4.3 Demonstrate sustainable practices of water, energy and waste management	Preservation and improved efficiency and use of natural assets (water, sun, wind)





5. GOVERNANCE AND LEADERSHIP	
5.1 Shire communication is consistent, engaging and responsive	Residents and community groups believe they are being listened to and fairly treated
5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels	Collaborative planning amongst key stakeholders
	Local community engagement level
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	Performance against targets – Strategic Community Plan and Corporate Business Plans goals
5.4 Implement systems and processes that meet legislative and audit obligations	External Audits and Reviews confirm compliance with relevant legislation.

Strategic Risks for the Shire of Quairading

The following risks were identified by Council and mitigation of these risks are included in the Strategic Community Plan, Corporate Business Plan, Workforce Plan and Long-term Financial Plan.

<p>COMMUNITY</p> <ul style="list-style-type: none"> ▪ Employment opportunities and diversity ▪ Quality public and private accommodation ▪ Attraction and retention of resident population ▪ Volunteer fatigue 	<p>ECONOMY</p> <ul style="list-style-type: none"> ▪ Low cost, reliable power sources ▪ Telecommunication reliability and coverage ▪ Proximity to regional centres ▪ Ageing water infrastructure ▪ Education opportunities
<p>ENVIRONMENT</p> <ul style="list-style-type: none"> ▪ Changing of the climate ▪ Waste and recycling management 	<p>LEADERSHIP</p> <ul style="list-style-type: none"> ▪ Managing community expectations of Council ▪ Councillor and staff succession and renewal ▪ Staff attraction and retention ▪ Compliance ▪ Access to funding to achieve community aspirations ▪ Aging workforce



12.13 Power Outages: Frequency & Duration - June 2023 update**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Nicole Gibbs, Chief Executive Officer**Attachments** 1. Shire of Quairading Western Power & Synergy Presentation [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council direct the CEO to accept Western Power and Synergy's offer to purchase and install a 2MW Flow Battery at the point connection.

IN BRIEF

Since April 2022, Council has been investigating opportunity to resolve the frequency and duration of power outages across the Shire of Quairading.

In March 2023 Western Power condensed a 15-year replacement and maintenance schedule for existing infrastructure into one week (value \$1.1M). Whilst most welcome, the renewed infrastructure does not address the issue of the frequency or longevity of power outages.

On the 16 June 2023, Synergy and Western Power representatives offered Council the choice of:

- Install a diesel generator at the point of connection, together with transformer and associated switchgear to connect to the local HV network; or
- Install a 2MW Flow Battery at the point connection.

MATTER FOR CONSIDERATION

That Council consider directing the CEO to accept Western Power and Synergy's offer to purchase and install a 2MW Flow Battery at the point connection.

BACKGROUND

Since April 2022, Council has been investigating opportunity to resolve the frequency and duration of power outages across the Shire of Quairading.

On the 26 May 2022 Council established a Microgrid Working Group to investigate the possibility of establishing a microgrid in Quairading as a solution to the outage issue.

On the 15 July 2022, the Microgrid Working Group met with Hon Mia Davies who was well-versed in microgrid technology and provided support in terms of raising a Parliamentary Grievance on the power outage issue with Parliament.

On Friday 16 September 2022 Hon Bill Johnston, Minister for Energy met with various members of Wheatbelt Shires, including Quairading.

At this meeting, Minister Johnston committed to working with the Shire of Quairading and Western Power to facilitate the installation of a VPP. Minister Johnston has since asked Synergy to lead this project.

On the 29 September 2022 the Shire President sent a letter to Minister Johnston requesting the specific details of the commitment. The Minister responded to the letter in December 2022, reaffirming his commitment to the installation of the VPP.

On the 19 October 2022, Michael Southwell and Nicole Gibbs met with Toby Wright (Head of Business Development, CBH) and Kellie Todman (Head of External Affairs, CBH) to enthruse CBH into becoming an active project partner. The meeting was positive with an overall disappointing outcome, being that CBH had no intention of becoming an active partner in the power outage project.

On the 13 February 2023 the Shire President and CEO met with Western Power and were advised that the State Government had agreed to bring forward and condense the Western Power replacement and maintenance schedule for existing infrastructure (poles and wires). This work was performed in March 2023.

In April 2023, Cr Peter Smith and Nicole Gibbs (CEO) met with the Synergy representatives to discuss a VPP solution for:

1. Low reliability of electricity supply which can result in loss of grid electricity for several days.
2. Lack of network capacity to increase the local load to attract more industries and other commercial activities.

The solutions offered by Synergy did not address the two points above. Synergy proposed batteries for community buildings, which would only provide refuge from power outages for people able to locate to these buildings. The Shire had proposed a scheme by which the town will be kept connected to the Western Power grid but would have the ability to isolate in case of grid failure. The isolated (islanded) part could then be supplied from local generation till the grid connection was restored.

Western Power has already installed a pole top recloser (value upwards of \$1M) to isolate the town from the incoming feeder and connect a local power source.

On the 16 June 2023, Synergy and Western Power representatives again met with the members of the Microgrid Working Group. Synergy and Western Power have offered Council one of the following two options. Both options can address the reliability concerns. Both are feasible.

Western Power Proposal

Install a diesel generator at the point of connection, together with transformer and associated switchgear to connect to the local HV network. In case of a grid failure, the network downstream from this point will be disconnected from the main grid and this will be supplied by the output from the diesel generator. The whole process of changeover will be automated.

This is a tested system and Western Power is confident about implementing it with their standard equipment.

Synergy Proposal

Install a 2MW Flow Battery at the point connection. The proposed battery capacity is four hours. The battery capacity will be permanently connected to the network and will be able perform grid support functions. In case of grid failure, the downstream network will be disconnected from the main grid and supplied from the battery. The battery will only supply the full load for up to four hours. If sufficient local generation is available from solar, the operating time could be extended.

The proposed Flow Batteries will be supplied by a local manufacturer. This will be the first time a project of this size or nature would be executed.

Advantages/Disadvantages*Western Power Proposal*

- Lower initial cost.
- As the generators are expected to be used only a few days in a year, the operational cost will not be high.
- Lower risk, known technology.
- Does not contribute to additional capacity for solar.
- Not green. Does not contribute to reduction in Greenhouse gas emissions.
- Moderate delay in execution.
- Low risk

Synergy Proposal

- Flow batteries are suitable for long duration storage (> 4 hours).
- High capital cost, not known how much. Operational cost not known, should be low.
- The technology is still evolving.
- The WA based manufacturer does not have any significant track record.
- Execution time can be high. The lead time for batteries can be high, two to four years.
- Installing the battery will open up more capacity for installing solar.
- The battery could also be used for supporting the grid.
- It is 100% emissions free.
- High risk for performance and time of execution.

Tirthankar Banjeree, Energy Consultant, has suggested that Quairading also explore the option of a Lithium battery, for the following reasons:

- For battery storage of up to four hours Lithium Ferrous is now the technology of choice.
- It is proven technology.
- Capital cost is lower than Flow Battery.
- The lead time for batteries is around 10 to 12 months for the leading brands, but it can be lower for other less known but equally established brands.
- Installing the battery will open up more capacity for installing solar.
- The battery could also be used for supporting the grid.
- It is 100% emissions free.
- Low risk.

STATUTORY ENVIRONMENT

Local Government Act 1995

Economic Regulation Authority (<https://www.erawa.com.au/>)

POLICY ENVIRONMENT

Shire of Quairading Strategic Community Plan 2021-2031

[Australian Renewable Energy Agency \(ARENA\) Investment Plan 2021](#)

[Regional Australia Microgrid Pilots Program](#) (Guidelines)

[Department of Industry, science, Energy and Resources](#)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The cost per hour of the Chief Executive Officer's time and the time donated by respective Council Members.

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
- 4.3 Natural Environment:** Demonstrate sustainable practices of water, energy and waste management
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

- Regional Development Australia
- Regional Development WA
- Regional Development Wheatbelt
- CBH Group
- Australian Micro-grid Centre of Excellence (AMCOE)
- Hon Mia Davies, Leader of the Opposition (now resigned)
- Dr David Honey MLA
- Hon Bill Johnston, Minister for Energy
- Western Power representatives
- Synergy representatives.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Loss of emergency communications due to mains power supply.

Longevity and frequency of power outages significantly impacts business.

RISK ASSESSMENT

	Option 1
Financial	Low <i>As Council is only in the investigative stages of this project, there is minimal financial risk.</i>
Health	N/A
Reputation	Low <i>As Council is only in the investigative stages of this project, there is minimal reputational risk. The replacement of refurbishment of the poles and wires (brought forward 10 years) will be of benefit to Council reputation.</i>
Operations	Low <i>The impact will be in the form of the CEO's time.</i>
Natural Environment	Low <i>A VPP is a self-sustaining energy source that is beneficial to the Shire.</i>

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

Nil.



Shire of Quairading

Western Power & Synergy

16 June 2023

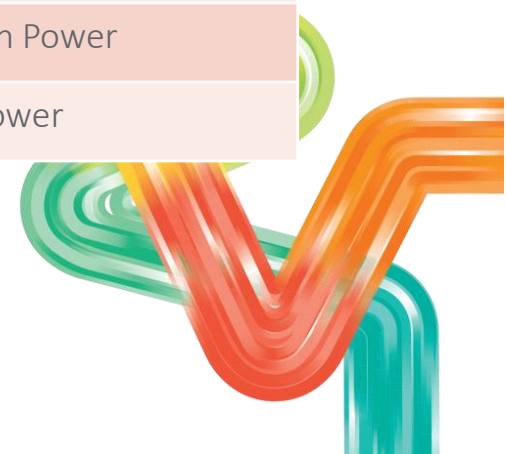




Western Power acknowledges the Traditional Owners of the land on which we meet,
and we recognise their continuing connection to lands, waters, and communities.
We also pay our respects to Elders past, present and emerging.

Today's meeting

Topic	Speaker
Welcome and introductions	Gus Riggs – Western Power
Recap of journey to-date and network upgrades	Gus Riggs – Western Power
Discussion on potential reliability solutions:	
<div style="text-align: right;">Grid connected battery</div>	Andre Pratama - Synergy
<div style="text-align: right;">Static HVIU</div>	Wilbur Wong – Western Power
Next steps	Gus Riggs – Western Power



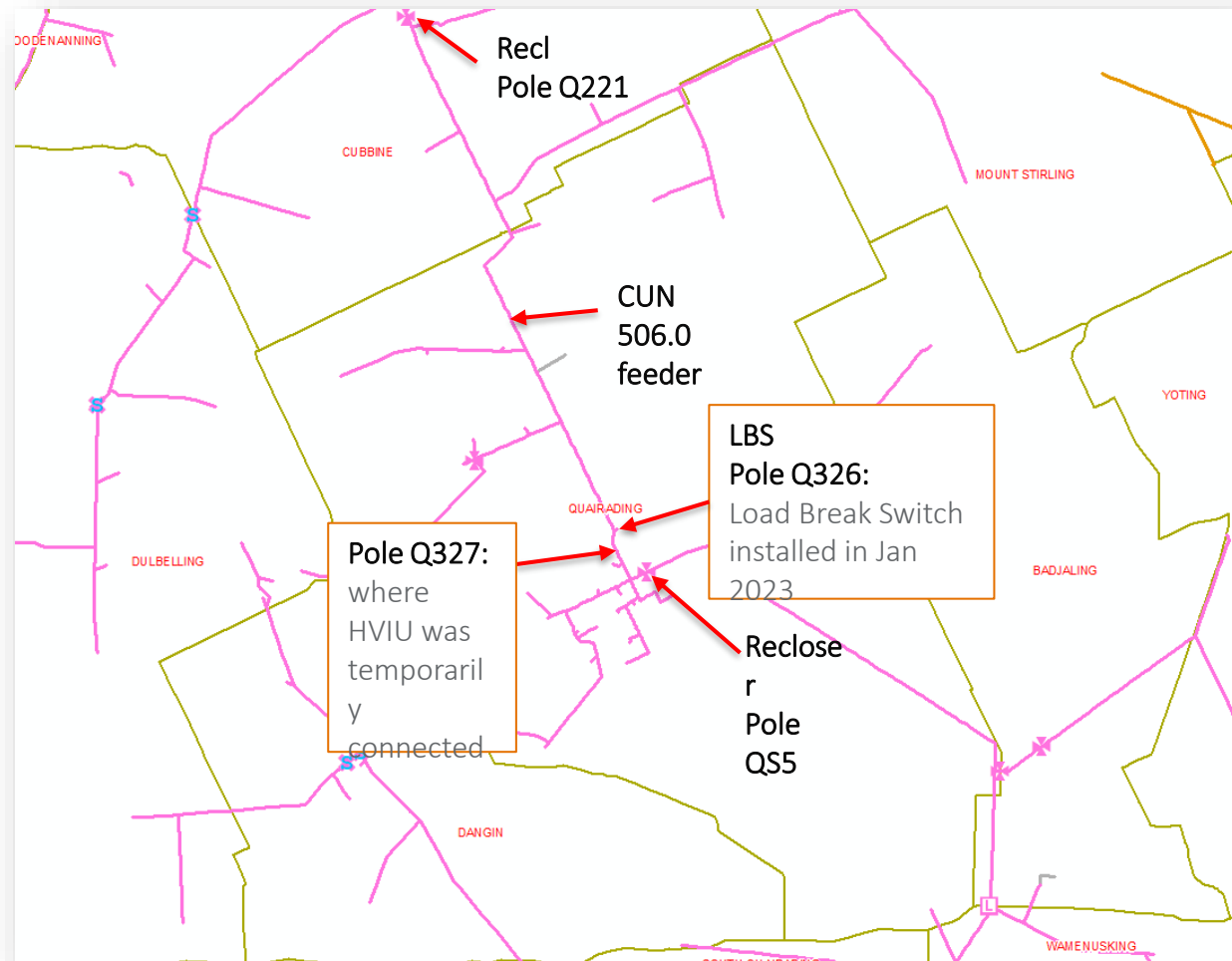
Quairading

The existing supply arrangement to the town of Quairading is by the CUN 506 feeder which is an overhead constructed radial network with no interconnections with other feeders.

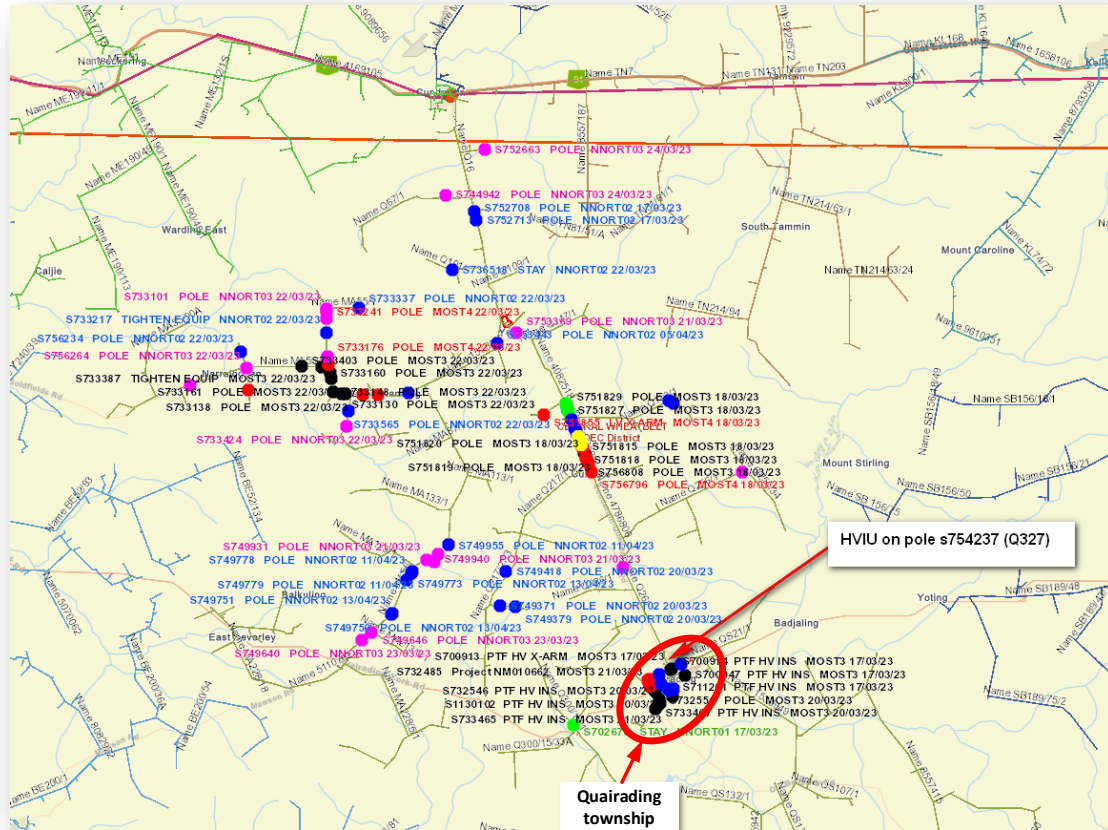
As such, it is susceptible to longer outages as there is a lack of back-feeding options in the event of a supply interruption.

The Quairading town area is bounded by Q326 and QS5.

The remainder of the CUN 506 feeder continues after the recloser on QS5.



March 2023 – Map of Planned Works Schedule



NB: Dot colours on map indicative of different scheduled crews only



Quairading Battery Energy Storage System

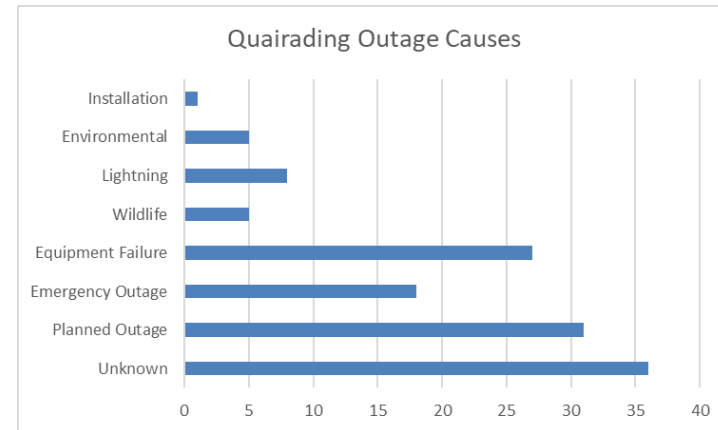
Prepared by John Mackenzie

22 June 2023

Quairading Outages & Reliability synergy

- Reliability Statistics from Jan-20 to Sep-22.
 - 24 outages where a significant number of customers have been affected.
- Wide range of causes where it is difficult to cover the reliability for every event.
- A standalone system that can fully support the town during these outages is an ideal solution.
- Battery Energy Storage System (BESS).

# Customers Affected	# Outages
2-50	94
50-100	13
100-300	1
300-500	1
>500	22
Total	131



Battery Solution



- The load required to support the town is achievable with a Battery. We don't need an overly large battery to support the town load.
- Synergy can dispatch the battery into the network to help play a role in supporting the system as well as being available to provide power to the town of Quairading during unplanned events.
- This helps to recover the costs of building, maintaining and operating the battery.



High Voltage Power Lines

Potential Location at the Waste Recovery Facility



Flow Battery



A utility-scale, grid-connected flow battery in Quairading would be the **first of its kind in Australia**.

Flow batteries are an innovative solution that provides a number of benefits:

- Improved safety – reduced risk of thermal runaway due to having non-flammable electrolytes, absence of flammable material and a slow heat build up;
- Reduced environmental impact – battery material typically has a non-toxic composition which supports lower risk for production, use and disposal processes; and
- Longer lifespan – batteries can withstand a high number of charge and discharge cycles. This includes capability to ‘deeply discharge’ without causing damage to the asset.

A flow battery would also allow the opportunity to:

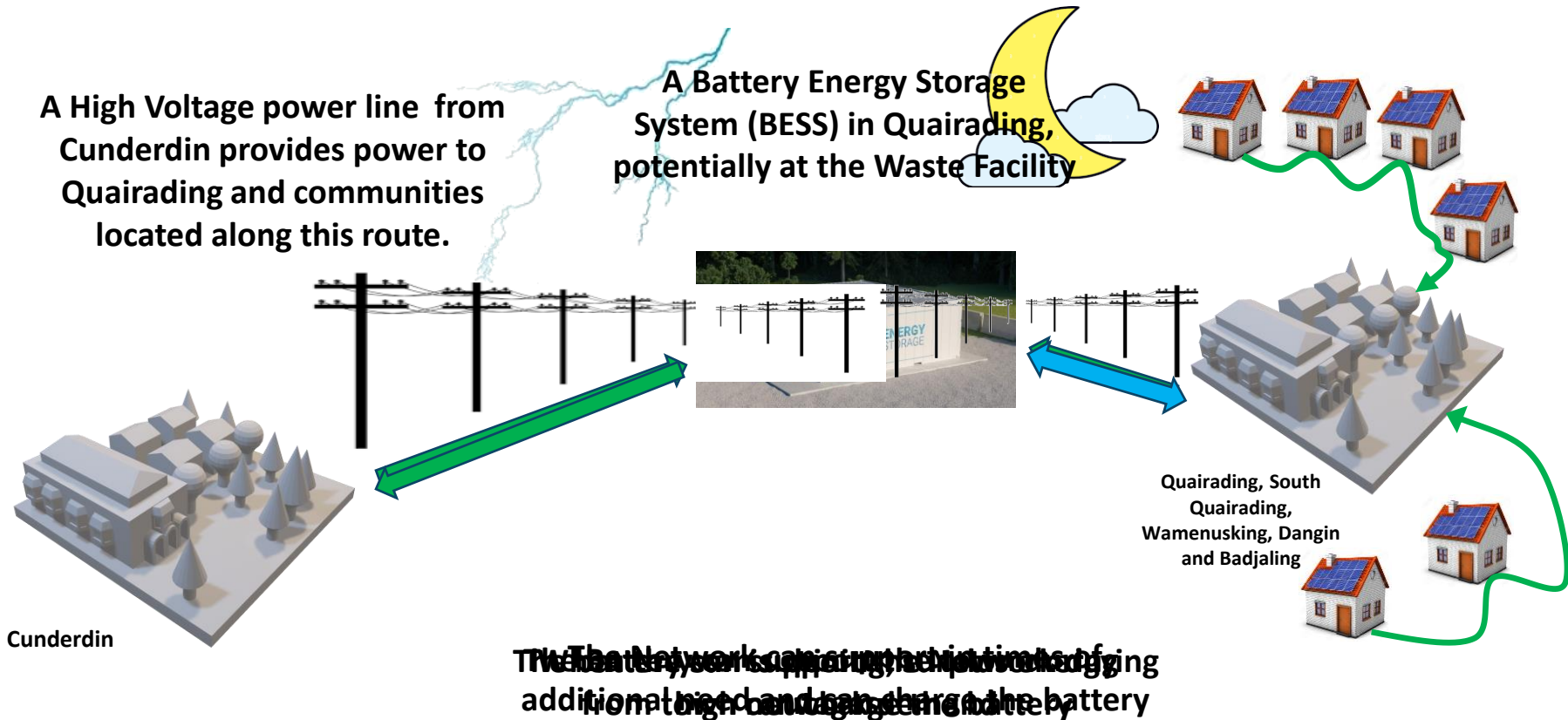
- Support WA business; and
- Positively impact options for financial support due to the advanced technology being trialled.

How will it work?



A High Voltage power line from Cunderdin provides power to Quairading and communities located along this route.

A Battery Energy Storage System (BESS) in Quairading, potentially at the Waste Facility



Battery Size – Maximum Output



- Using the historical peak demand data, the resultant peak load demand for Quairading town is 1,046kVA.
- Applying a 1.5 multiplier to cover the upstream and downstream localities, the resultant number of customers to support is calculated at 665 with a peak demand of 1,569kVA.
- Applying a 0.8 x Power Factor, A Peak Design Load 1,961kW is proposed.

- **Propose a minimum 2MW Battery.**

Note:

- Actual sizing is dependent on what is commercially available.
- Size optimisation needs to be discussed with potential suppliers.
 - *It's not sensible to put in another battery bank if we only need an extra 1%, or*
 - *It may make more sense to go a little bigger to fit in a standard package.*

Battery Size – Duration



- Designing the battery to have enough duration to support outages is essential.
- A battery that can last for 10 hours at full load is not practical or sensible.
- Reviewing the outage history, a battery with a 4.5 - 5 hour duration would be ideal.
 - This would have addressed over 65% of the outages assuming there was zero Solar support at 100% demand.
- Long duration planned outages to be supported with temporary backup generation.
- **Propose a 4.5 – 5.0 hour duration battery.**

Note:

- Actual sizing is dependent on what is commercially available.
- Size optimisation needs to be discussed with potential suppliers.
 - *It's not sensible to put in another battery bank if we only need an extra 1%, or*
 - *It may make more sense to go a little bigger to fit in a standard package.*

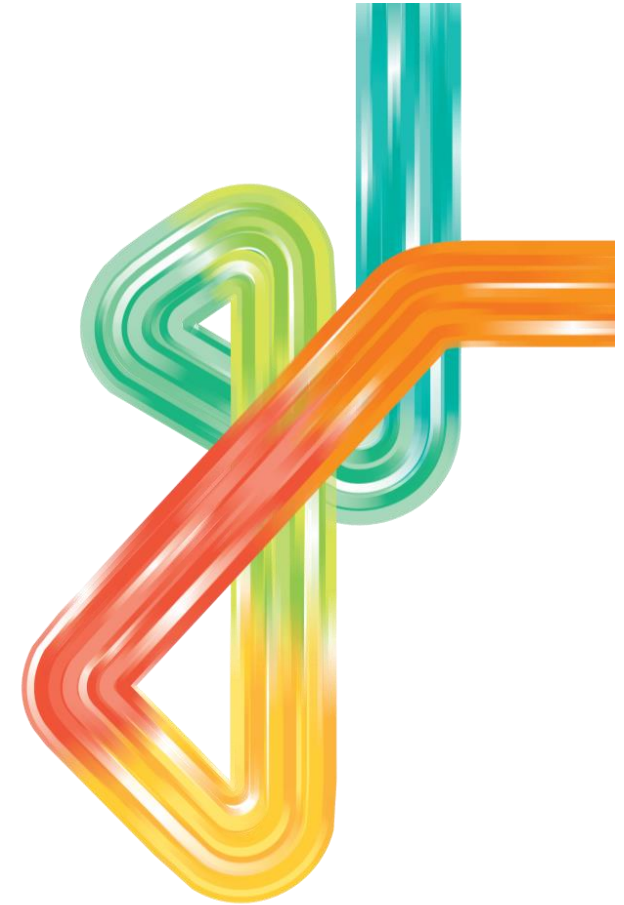
Considerations



There are a lot of considerations that we have to work through.

- Battery Storage facility to facilitate simple connection of backup diesel generators.
- Ideal location to install.
- Vandalism prevention.
- Upgradeability.
- Noise impact.
- Bushfire risk.
- Network support services.
- Ensuring that it does everything we want it to do.

Static HVIU (High Voltage Injection Unit)

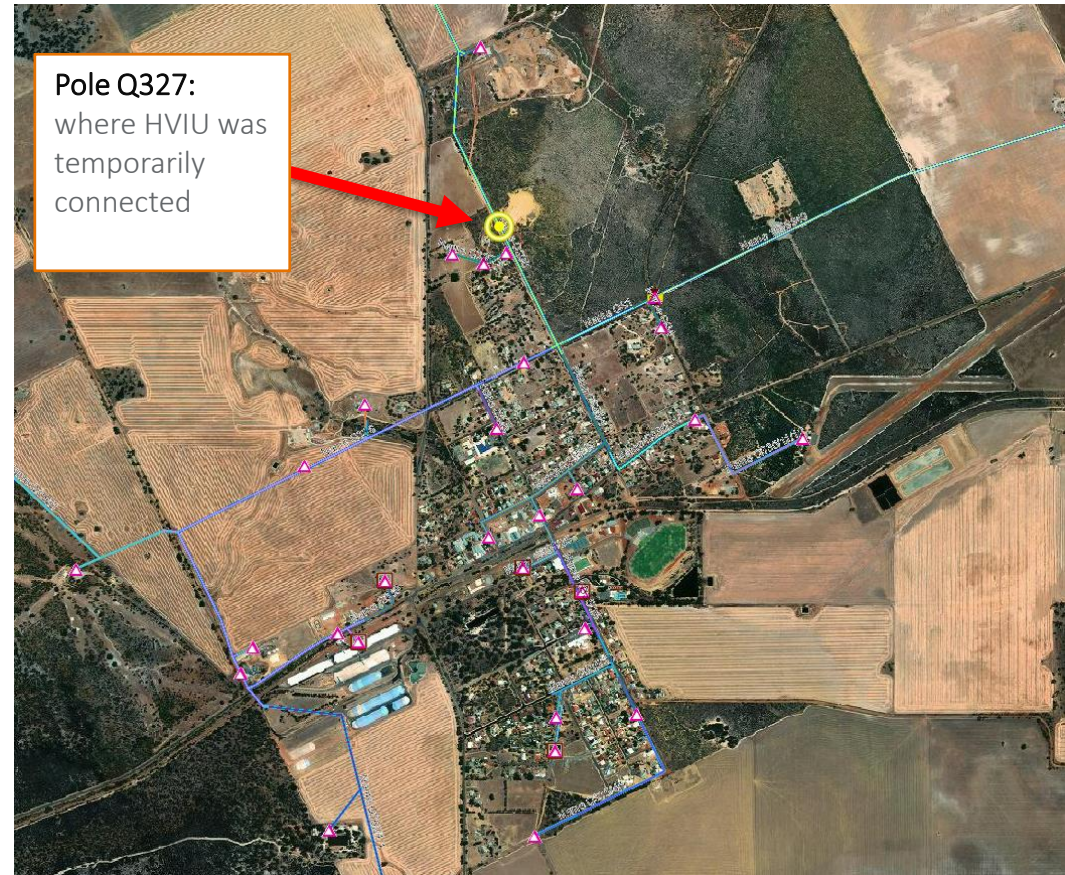


Mobile HVIU

A Mobile HVIU with Emergency Response Generators (ERGs) were previously deployed to Quairading in September 2022 following last year’s long duration power outages.

The Mobile HVIU was able to prevent a further long power outage being experienced by Quairading customers on 4th September 2022.

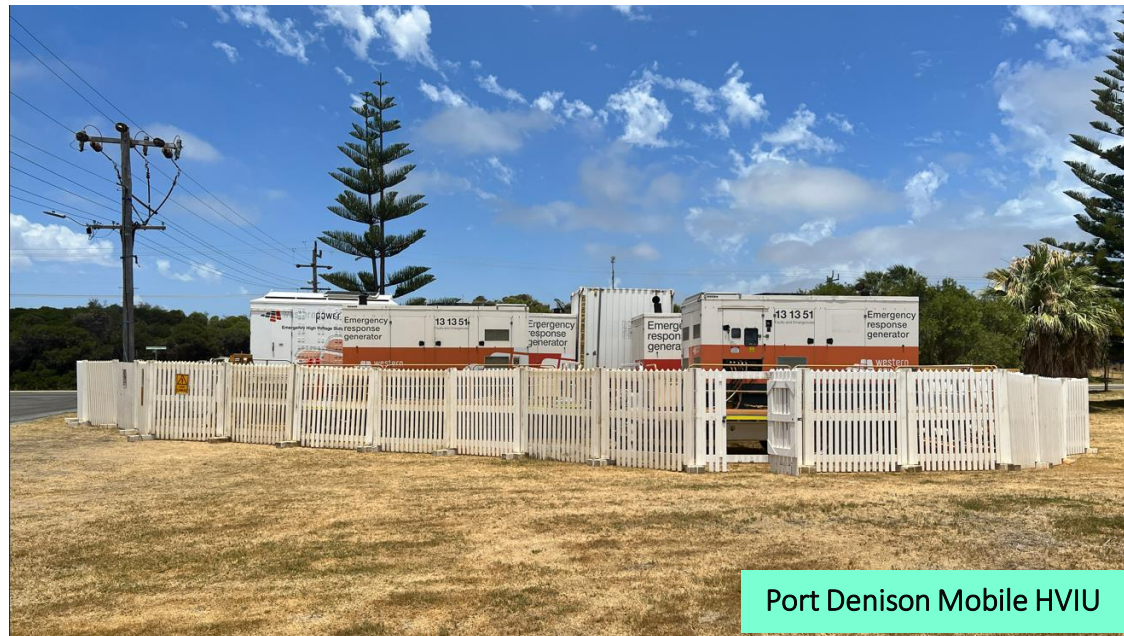
They were redeployed in January 2023 due to extensive power outages elsewhere.



Mobile HVIU

The HVIU enables the connection of ERGs to Western Power’s HV network, allowing the resupply of the town area, rather than multiple ERGs separately supplying individual customers or smaller network segments.

The Mobile HVIU is trailer mounted, can be transported around the State and easily connected to the grid.



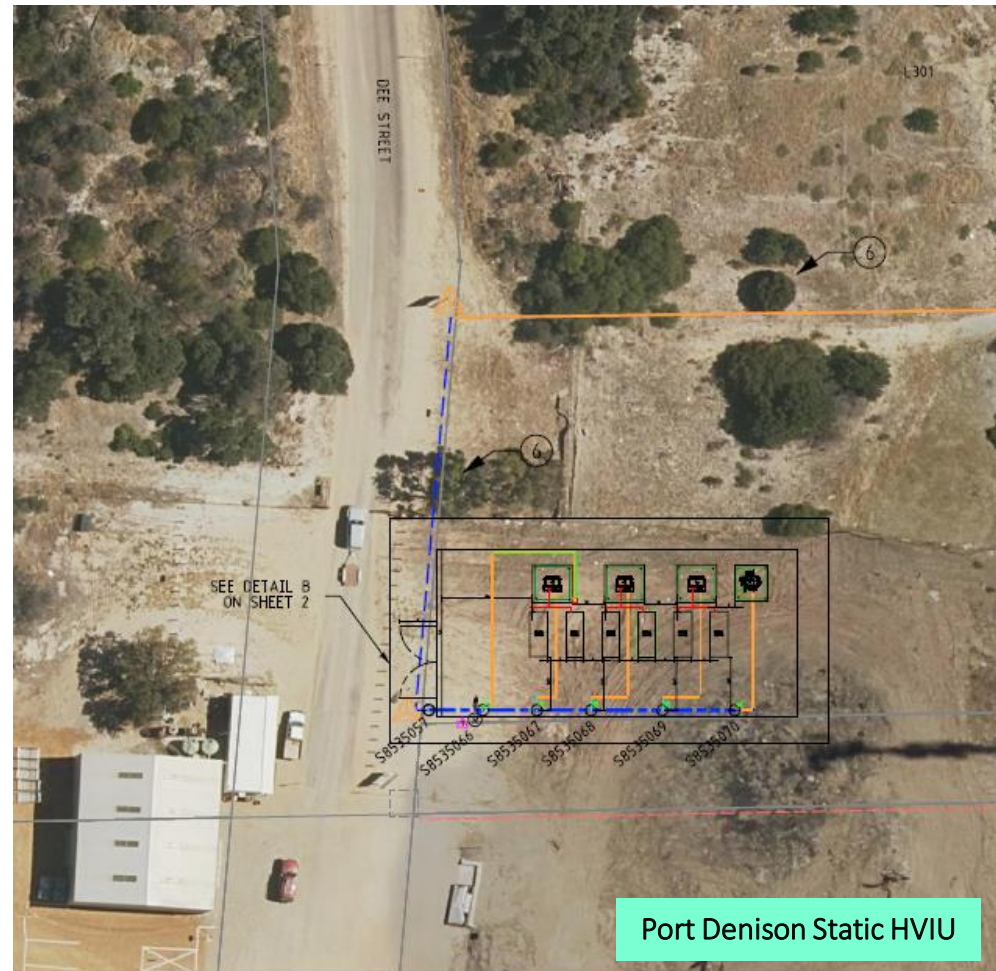
Port Denison Mobile HVIU

Static HVIU Option

Establishment of a permanent (Static) HVIU site near Quairading town, with diesel generators.

Site works are required to facilitate equipment being installed on the ground with some boundary fencing and access track.

The HVIU can have an extremely long runtime, with sufficient diesel fuel.



HVIU Operation

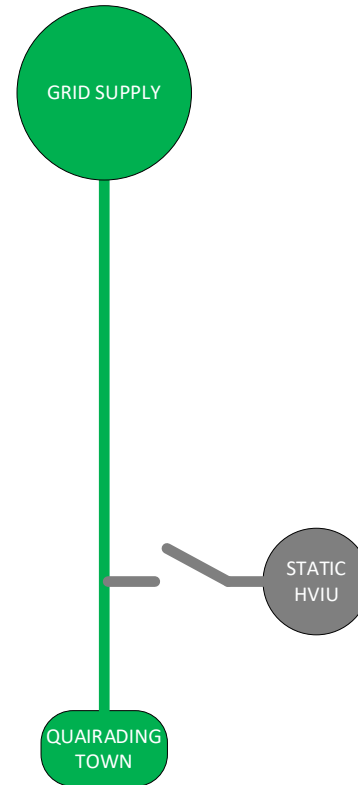
In the event of a network power outage there will be an initial delay (estimated up to 30 minutes*) while Western Power determines if supply can be restored within a short timeframe.

If the restoration time is expected to last longer*, the HVIU and generators are remotely started.

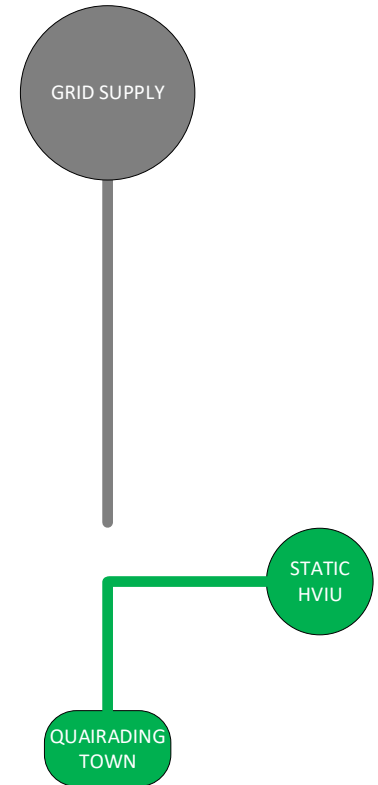
The HVIU will continue to supply power to Quairading until the network is safely restored, and there is a very short outage (a few minutes) to facilitate the changeover back to supply from the grid.

* Western Power is currently reviewing this procedure to further minimise the delay time before the HVIU is started.

NORMAL SUPPLY FROM THE GRID



BACKUP SUPPLY FROM THE STATIC HVIU



Static HVIU



Port Denison Static HVIU

Static HVIU



westernpower | 20

Port Denison Static HVIU

Static HVIU Option – Key Points

Supply duration: As long as needed, with sufficient diesel fuel availability. Very effective against long duration network supply outages.

Static HVIU location: Near to Quairading town, subject to noise sensitivity, fire risk and other environmental & heritage assessments and land access. Estimated site footprint 20m x 40m.

Complexity: Low - recently built in Port Denison, largely standard equipment and design, and remotely operated. The HVIU solution has been used for over 10 years.

Cost: Estimated \$2.5M (including emergency response generators).

Life of Asset: Diesel generators ~20 years, other equipment ~40 years.

Delivery Time: Estimated 1-2 years, noting there is currently a 9 month lead time on one key item.

Next steps

Actions

Set next meeting date

Incorporate feedback from community into updated advice to Government

Work through funding arrangements

Progress engineering and technical studies to refine project requirements

Procurement of long lead items

Execute on project delivery





Perth Office
363 Wellington Street
Perth WA 6000
westernpower.com.au



12.14 Strengthening Medicare – General Practice Grants Program

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Britt Hadlow, Executive Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council note the successful grant obtained by the Medical Practice application of the Strengthening Medicare – General Practice Grants Program through the WA Primary Health Alliance.

IN BRIEF

Staff at the Shire of Quairading Medical Practice applied for the grant “Strengthening Medicare – General Practice Grants Program” through the WA Primary Health Alliance for the 2023/24 financial year.

The CEO is pleased to announce to Council that the grant was awarded to the value of \$25,000.

MATTER FOR CONSIDERATION

That Council consider noting the successful grant application of the Strengthening Medicare – General Practice Grants Program through the WA Primary Health Alliance.

BACKGROUND

The staff at the Shire of Quairading Medical Practice put an application forward for the “Strengthening Medicare – General Practice Grants Program” through the WA Primary Health Alliance for the 2023/24 financial year.

This is a one-off grant which allowed the potential for Medical Practice’s to receive grant funding to the value of \$25,000, \$35,000 or \$50,000 (based on practice size and accreditation status) to invest in innovation, training, equipment, and minor capital works, in one or more of the three investment streams below:

1. Enhance digital health capability.
2. Upgrade infection prevention and control arrangements and/or;
3. Maintain and/or achieve accreditation.

The CEO is pleased to report that the grant was awarded to the Shire Medical Practice to the value of \$25,000.

The Doctor and staff have compiled a list of potential spending, items identified for the potential use of the money include:

- Upgrades to IT and software to improve efficiency and confidentiality, and telehealth services.
- The purchase of new medical equipment to better assist patients, namely with diabetes care, and attract potential specialist healthcare providers.
- The purchase of a new examination bed and medical trollies/drip stands.
- Staff training and professional development.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Asset Management Policy

FINANCIAL IMPLICATIONS

The grant funding will be budgeted and use in the 2023/24 financial year.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.3 Community:** Advocate for the provision of quality health services, health facilities and programs in the Shire
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

The sustainability and viability of the Shire of Quairading Medical Practice.

The increasing cost of running Quairading Medical Practice results in no service or a reduced level of service.

RISK ASSESSMENT

	Option 1
Financial	Low <i>The funding will be included in the 2023/24 financial year.</i>
Health	Low <i>The funding will assist the Medical Practice continue to provide an excellent service to the community.</i>
Reputation	Low <i>Any enhancements to the Medical Practice will only improve the growing reputation of the practice.</i>
Operations	Low <i>There will be minimal 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
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

Nil.

12.15 Project Update: Electric Vehicle Charging Station

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Jen Green, Grants & Projects Officer

Attachments Nil

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil
Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council note the successful funding application outcome of \$6,925.53 towards the purchase and installation of a dual electric vehicle charging station.

IN BRIEF

At the April 2023 Ordinary Council Meeting, Council endorsed officers to apply for the WA Government's Charge Up Workplace Grants Program. The grant program covers a maximum of 50% of the purchase, installation and software costs of an electric vehicle (EV) charging station.

An application was submitted for the purchase and installation of a 22kW dual EV Charger to be located at the Quairading CRC car park. The application was successful and a grant agreement has been received offering \$6925.53 to cover 50% of the project costs.

MATTER FOR CONSIDERATION

Noting the successful funding application from the WA Government's Charge Up Workplace Grants Program.

BACKGROUND

The Grants Team were asked by Council to investigate the purchase and installation of EV charging infrastructure within the town site.

In February 2023, the WA Government launched the Charge Up Workplace Grants Program. The program encouraged the spread of EV chargers by co-funding about 50% of their cost with \$15 million of grants. The program seeks to make it easier and cost effective for small to medium enterprises, not-for-profit organisations, and local government authorities to install EV charging equipment at the workplace. Across the series of funding rounds, organisations could apply for co-funding of EV chargers with a capacity of 7 kilowatts (kW) or greater. The funding scope includes contributions toward the purchase cost of the chargers, as well as installation and software costs.

After applying through the application process, the Shire was successful and will receive \$6925.53 to cover 50% of the project cost of purchase and installation of the EV charger.

A funding breakdown for co-funding has been provided below:

- \$4,433.80 for hardware. This includes 1 x Ocular IQ Dual Port Tower, 2 x 22 kW, Three Phase and 1 x TNT shipping.
- \$1,606.73 for installation.
- \$885 for software. This includes 4 x Exploren Public OCPP Software Subscription and 1 x Telstra M2M 4G Sim Card. If you have agreed to any variable fees beyond this, these must be met at your own expense.

Chargers must be installed by 12th of December 2023. Reimbursement will be made after this date once an acquittal is provided to the Department of Mines Industry Regulation and Safety.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The other 50% of the project required to be funded by Council has been included in 2023/24 budget considerations.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 4.3 Natural Environment:** Demonstrate sustainable practices of water, energy and waste management
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels

CONSULTATION

Nil.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low Grant funding is available to cover 50% of the cost of the charging station and installation.
Health	N/A
Reputation	High If Council doesn't move forward with the project and doesn't install an EV charger, Council risk missing out on potential visitors and tourists, or people choosing to move to town, if there is no charging station. Having an EV charger also shows the community the Shire's commitment to reducing its carbon footprint and addressing climate change.
Operations	Low The infrastructure will be included in the Asset Management Plan to ensure it is appropriately maintained, but the grant application and maintaining of the infrastructure is not outside of employee's scope of work.
Natural Environment	Low A reduction in carbon footprint is beneficial to the natural environment.

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

Nil.

12.16 Edwards Way Vacant Block Strategy

Responsible Officer Nicole Gibbs, Chief Executive Officer

Reporting Officer Nicole Gibbs, Chief Executive Officer

Attachments 1. Edwards Way Subdivision Map [↓](#) 

Voting Requirements Simple Majority

Disclosure of Interest Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council endorse a land auction of five lots on Edwards Way, with a reserve of \$1 per lot. The specific lots are:

1. 1 Edwards Way
2. 3 Edwards Way
3. 5 Edwards Way
4. 19 Reid Street
5. 21 Reid Street

IN BRIEF

Council has had 12 residential blocks for sale on Edwards Way/Reid Street for over 20 years. There has been Council discussion on innovative ways to generate interest in the blocks.

The lots have been on sale from between \$30,000 to \$45,000 for over 10 years. There has been no interest in the lots from buyers. Local real estate agents have advised with certainty that the lots will not sell for the current price because construction is cost-prohibitive in Quairading.

Council officers have developed a new advertising prospectus and strategy for the Edwards Way Residential Lots.

Dovetailing off the enormous success of the “search for a doctor” media campaign, officers propose a similar media campaign, the interest being generated by selling the lots with a reserve of \$1 by hosting a land auction. Land cannot be sold for no money at all as this is illegal.

MATTER FOR CONSIDERATION

That Council considers noting the progress of the development of the strategy to populate the Edwards Way development.

BACKGROUND

Council has 12 residential blocks for sale on Edwards Way/Reid Street for over 20 years, with minimal to no interest from the community or otherwise in purchasing a block. The lot locations are:

LOT	STREET NO.	AREA	SALE PRICE (EXC GST)
304	2 Edwards Way	1065	\$30,000
303	4 Edwards Way	1061	\$30,000
302	6 Edwards Way	1091	\$30,000
301	8 Edwards Way	1088	\$30,000
325	1 Edwards Way	1082	\$45,120
324	3 Edwards Way	1070	\$45,120
323	5 Edwards Way	1069	\$45,120
321	9 Edwards Way	1069	\$45,120
328	11 Edwards Way	1048	\$47,040
305	15 Reid Street	1084	\$46,080
326	19 Reid Street	1202	\$45,120
327	21 Reid Street	1127	\$43,200

It is a priority for Council officers to find new and innovative ways to generate interest in the blocks in a bid to finally sell them. The first step was to remove the local law restrictions that applied to the lots in terms of the type of build that could be constructed. Adherence to the pre-existing local law resulted in the cost of construction exceeding the total value of the property after construction was complete. This made purchase of one of the blocks unappealing to potential buyers. The local law has now been replaced by the provisions in Local Planning Scheme No. 03.

A search on www.realestate.com shows that Quairading houses in town sell from anywhere between \$195,000 - \$350,000 for a 3x1 or 3x2.

Recent research into building a house on one of the lots indicates that building a decent 3x2 or 4x2, even using modular housing, would cost \$400,000 - \$450,000. Adding the cost of the land onto this price makes selling the lots even more difficult.

There are vacant lots in surrounding towns which are of a similar value so Council needs to find a way to be competitive with these towns.

Council has committed to bringing new residents and businesses to town, and so selling these blocks should be a high priority. If the land can be sold and houses built, new people will come to town. This will help boost the economy for local businesses, increase rates income, improve health services, populate the school and childcare centre, increase new potential volunteers (to avoid volunteer burnout) and increase the number of employable people.

If nothing is done, these blocks will continue to remain unsold and on the market.

The Proposed Strategy

Officers propose attempting to sell the lots through a highly publicised auction with a \$1 reserve. A caveat would be included to ensure builds would need to be complete within three years to avoid 'land banking.' Advice from Michael Southwell, Media and Political consultant, indicates that the auction strategy would be the one most likely to gain media support.

The work attached to the project is significant and includes:

- Community consultation;
- Instructing a legal firm in the development of property contracts with caveats;
- Facilitating a 'Quairading Day' on the day of the auction; and
- Facilitating auction day.

The risk is obvious, in that there is the danger that no lots will sell.

Contractual Design Guide

Officers propose including a Contractual Design Guide which specifies that houses must be complete within three years, contain at least three bedrooms and one bathroom, include a car port or garage, include a back or front veranda and include residential fencing around at least the back yard.

Estimated Cost

The estimated cost to sell a lot is between \$500 to \$1500 per lot. Officers may be able to source a cheaper provider.

Officers are now at the juncture where there is no point in investing additional resource in the project if it is not a project Council supports.

STATUTORY ENVIRONMENT

Local Government Act 1995

Building Act 2011

Planning and Development Act 2005

POLICY IMPLICATIONS

Asset Management Policy

Community Engagement Policy

FINANCIAL IMPLICATIONS

There is significant financial risk of investing money into this strategy with the chance of it not working, and no blocks selling.

ALIGNMENT WITH STRATEGIC PRIORITIES

2.2 Economy: Build upon our "Take a Closer Look" brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population

2.3 Economy: Shire engages stakeholders and partners to help capture local economic development initiatives

5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive

5.2 Governance & Leadership: Forward planning and implementation of plans to determine Strategic Plan and service levels

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

CONSULTATION

The CEO has been in consultation with Michael Southwell to appropriately and will also sought legal advice with reference to contracts.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

The resale value/return on investment for local properties remains low.

Low employee retention increases recruitment costs, decreases employee morale and decreases Shire reputation.

Uncertainty of Quairading’s long-term future results in the further attenuation and closure of local businesses.

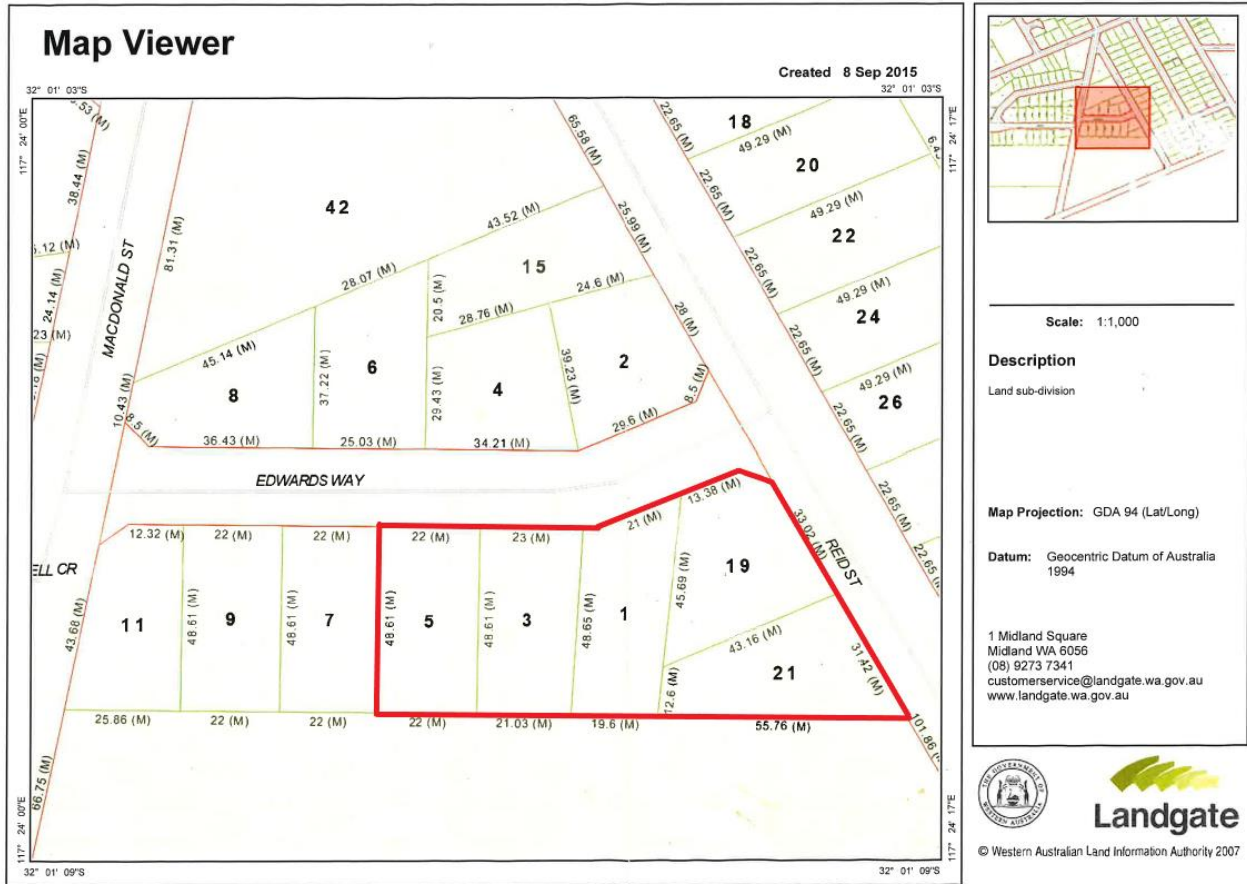
RISK ASSESSMENT


	Option 1
Financial	Low <i>The lots have been on sale for years without interest. While the financial risk may be considered significant, the potential outcome could bring new house builds and in turn, people to the community which is only positive for local employment, business, schools and health services.</i>
Health	N/A
Reputation	High <i>The residential blocks have been sitting vacant for many years which does not look good for Council. It is important for the community to see growth in the area.</i>
Operations	Medium <i>While much of the media work will be outsourced, this project has potential of tying up key staff members.</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
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

Nil.



12.17 Shire of Quairading FY22/23 Disability Access and Inclusion Plan Progress Report**Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Natalie Ness, Executive Manager Economic Development**Attachments** 1. Disability Access and Inclusion Plan (DAIP) Progress Report 2022/2023 [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council notes the Shire of Quairading FY22/23 Disability Access and Inclusion Plan Progress Report.

IN BRIEF

The Shire of Quairading FY2022/23 Disability Access and Inclusion Plan Progress Report details progress made by the Shire regarding initiatives outlined in the Shire of Quairading's *Disability Access and Inclusion Plan 2022-2026*. The annual report is required by the Government of Western Australia and registered with the Department of Communities, Disability Services.

MATTER FOR CONSIDERATION

This item seeks Council to receive and note the Shire of Quairading's FY22/23 Disability Access and Inclusion Plan Progress Report.

BACKGROUND

All public authorities in Western Australia are required under the *Disability Services Act (1993)* to develop, implement, review and report on a Disability Access and Inclusion Plan.

The requirements of a Disability Access and Inclusion Plan are to ensure that people with a disability can access services, facilities, buildings, employment, complaints processes, services and information provided by public authorities in Western Australia in a way that facilitates increased independence, opportunities and inclusion within the community.

The Shire knows that accessibility and inclusion is important to and affects the whole population and our visitors. Therefore, all areas of our community should be considered. Some of the highlights of the Shire's progress in FY22/23 include:

- Increased consultation with the WA Country Health Services (WACHS) Disability Access and inclusion Plan Wheatbelt Sub-Committee.
- Increased financial support from the Shire of Quairading Community Grants Program to the Quairading community with a high focus on access and inclusion.
- Engagement with and exploration of the Sensorium Theatre regional production.

- Completion of the Quairading Town Hall pram/accessible ramp.
- Completion of Kwirradig Kort Community Park project increasing external accessibility.
- Public BBQ and Picnic Table program in the Kwirradig Kort public park venue.
- Completion of universal accessible toilets in the Kwirradig Kort public park venue.
- Commencement of planning for Stage 1 of the Quairading Sports Precinct infrastructure project.
- Improvement in the Shire's promotion of access and inclusion initiatives and projects throughout the community.
- Commencement on the development of the Shire's Youth Development Plan 2024-2027.
- Development of the Shire of Quairading's Reconciliation Action Plan 2024-2027.
- Renewal of the Shire of Quairading's Customer Service Charter.
- Introduction of All Staff Training for Disability Access and Inclusion every two-years.
- All Staff Training for Bullying & Harassment in the workplace and Depot.
- New policy development to reflect current legislative requirements and best practice commitment of the Shire of Quairading.

The formulation of the Shire of Quairading's *Disability Access and Inclusion Plan 2022-2026* (DAIP) was initiated by the Shire of Quairading (the Shire) as an expression of commitment to the development of a vibrant, caring, connected and inclusive community. The Shire is committed to building an inclusive community where people of all ages, abilities and backgrounds can participate in and contribute to our diverse community.

The review of the progress of initiatives in the Shire's *DAIP 2022-2026* included community engagement, connecting with people with disability, families and carers, peak bodies, service providers, businesses, and the broader community.

The feedback received by the Shire identified current barriers to the participation and inclusion of people in our community. This information is valuable in assisting with the reporting on Quairading including:

- Accessible and socially inclusive events.
- New and redevelopment works providing access to people of all abilities.
- Provision of accessible streetscapes.
- Increased care facilities.
- The Shire's website, social media channels and publications are all accessible to people of all abilities.
- Improve community awareness of social and cultural inclusion.
- Investigate and implement ways of encouraging and supporting access and inclusion in the community.

The Shire of Quairading's FY22/23 Disability Access and Inclusion Plan Progress Report details progress made by the Shire regarding initiatives outlined in the Shire's *DAIP 2022-2026*. The annual report is required by the Government of Western Australia and will be registered with the Department of Communities, Disability Services in July 2023.

STATUTORY ENVIRONMENT*Disability Discrimination Act 1992*

All public authorities in Western Australia are required under Part 5, sections 27-29C of the Disability Services Act (1993) to develop, implement, review and report on a Disability Access and Inclusion Plan. The Disability Discrimination Act 1992 has also been reviewed for this item.

POLICY IMPLICATIONS

Bullying, Harassment & Diversity Policy

Code of Conduct Behaviour Complaints Management Policy

Community Grants Policy

Community Engagement Policy

Business Support Grants Policy

Communication Policy

Employee Code of Conduct

Equal Opportunity Policy

Shire of Quairading Strategic Community Plan 2021 - 2031

Work Health & Safety Policy

FINANCIAL IMPLICATIONS

All public authorities in Western Australia are required under Part 5, sections 27-29C of the *Disability Services Act (1993)* to develop, implement, review and report on a Disability Access and Inclusion Plan.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.1 Community:** Work collaboratively with local and regional service providers to engage the community as active citizens.
- 1.2 Community:** Provide social and cultural activities for all members of the community
- 1.3 Community:** Advocate for the provision of quality health services, health facilities and programs in the Shire
- 3.1 Built Environment:** Safe, efficient and well maintained road and footpath infrastructure
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

The community consultation and engagement stage of the Disability Access and Inclusion Progress Report utilised a wide range of integrated activities (formal and informal) in which community members and stakeholders exchanged ideas, opinions, information and knowledge through meaningful interactive conversations.

Internal

- Executive Management Team
- All business units at the Shire of Quairading

External Agencies

- Department of Communities Disability Services
- Allied Health Services servicing Quairading

Community

- Community Meetings
- RAP Committee
- Quairading Community Resource Centre
- Quairading Medical Practice
- Quairading Health Service

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

The Shire of Quairading plays an important role in relation to access and inclusion as it undertakes an array of responsibilities which impact on the quality of life of people with disability, their families and carers. These include infrastructure provision, facilities management and the delivery of a wide range of services and programs. People with disability have the same rights as other community members to access the Shire's services and participate fully in community life and the Shire is committed to enabling this.

SOCIAL IMPLICATIONS

Nil.

Ongoing compliance with the *DAIP 2022-2026* will provide a more accessible and inclusive community for people with disability and their families. There are no significant identifiable environmental or economic impacts relating to this item.

RISK ASSESSMENT

	Option 1
Financial	<p>Moderate</p> <p>All public authorities in Western Australia are required under Part 5, sections 27-29C of the Disability Services Act (1993) to develop, implement, review and report on a Disability Access and Inclusion Plan.</p>
Health	<p>Moderate</p> <p>The Shire of Quairading plays an important role in relation to access and inclusion as it undertakes an array of responsibilities which impact on the quality of life of people with disability, their families and carers.</p>
Reputation	<p>Moderate</p> <p>People with disability have the same rights as other community members to access the Shire’s services and participate fully in community life and the Shire is committed to enabling this.</p>
Operations	<p>Moderate</p> <p>These include infrastructure provision, facilities management and the delivery of a wide range of services and programs by the Shire of Quairading.</p>
Natural Environment	<p>Low</p> <p>Ongoing compliance with The Plan will provide a more accessible and inclusive community for people with disability and their families. There are no significant identifiable environmental or economic impacts relating to this item.</p>

	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
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

All public authorities in Western Australia are required under the Disability Services Act (1993) to develop, implement, review and report on a Disability Access and Inclusion Plan. The annual report is required by the Government of Western Australia and will be registered with the Department of Communities, Disability Services in July 2023.



Government of **Western Australia**
Department of **Communities**



Disability Access and Inclusion Plan (DAIP) Progress Report 2022/2023

DAIP Progress Reporting Template 2022/2023

[A Western Australia for Everyone: State Disability Strategy 2020-2030](#) (the Strategy) sets the foundation for building a more inclusive Western Australia. The Strategy intends to protect, uphold and advance the rights of people with disability living in Western Australia. The vision of the Strategy is that people with disability, and those who share their lives, are engaged and feel empowered to live as they choose in a community where everyone belongs.

The Strategy references the role of Disability Access and Inclusion Plans (DAIPs) as an important way of ensuring that public authorities continue to improve access and inclusion outcomes for people with disability.

Collecting information about the effectiveness of DAIPs through a Progress Report is a requirement of the [Disability Services Act 1993](#). The information will be used by the Minister for Disability Services to report to the Western Australian Parliament in December 2023.

DAIP progress report due date is **Friday 28 July 2023**.

To send completed Progress Reports, or for enquiries, email:
statedisabilitystrategy@communities.wa.gov.au

Reporting guidelines

- You need to answer all questions.
- Submit a Word version of your report to statedisabilitystrategy@communities.wa.gov.au
- An activity is an action or initiative which advanced your DAIP strategies over the reporting period. In most cases, activities will have been completed within the reporting period. Where ongoing key actions or established practices have significantly progressed, you may consider these relevant to your report.
- Detail as many activities as you consider appropriate. The description of an activity should include:
 - Why the activity was implemented.
 - What was done.
 - The outcome or impact of the activity, and any learnings associated with the activity.
 - Where possible, include evidence such as direct quotes or feedback, quantitative/qualitative data and photos or other imagery. Permission from individuals featured in photos should be sought and made available upon request.
- Key areas of interest for the 2022//2023 Reporting period include:
 - Disability employment - In particular, any available data about the number of people with disability employed in your organisation, and where activities have increased the rate of employment under DAIP Outcome 7.
 - How the influence of your DAIP extends outside your organisation- For example activities led by agents or contractors of your organisation, or by other external parties. Please include such activities in the most appropriate outcome area.
 - Examples of innovation - Where you have adopted new approaches or techniques to enhance or safeguard access and inclusion or improved the capacity to implement and evaluate DAIP activities.

DAIP Progress Reporting Template 2022/2023

Progress Report 2022/2023

Your details

Name of public authority: Shire of Quairading

Name of contact person: Natalie Ness

Phone number: 08 9645 2405

Email: natalie.ness@quairading.wa.gov.au

1. General services and events

DAIP Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

This outcome area is about enhancing or ensuring that all people can access your organisations public events and general services.

a. Describe your activities below:

Over the past year the Shire of Quairading held numerous local town events; NAIDOC Week, Town Christmas Party, Australia Day event, Children's Week events, Outdoor music and movie events and Youth Centre Events The purpose of these initiatives is to engage the Shire's diverse community and promote access and inclusion through activities that all ages and abilities can enjoy. The events were held in locations where disabled access was possible to enable people with a disability to have the opportunity to access the same events as other people.

b. If you have no activities to report, please briefly detail why:

n/a

2. Buildings and facilities

DAIP Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

This outcome area is about enhancing or ensuring accessibility in the planning, design, and improvement of built infrastructure.

a. Describe your activities below:

The development of the Quairading Kwirradling Kort Community Park is currently underway and is scheduled to be completed in July 2023. The concept and planning drawings for the new community park incorporate disability access and use wherever

Page 4 of 8

DAIP Progress Reporting Template 2022/2023

practicable, including by ensuring children in wheelchairs can play on nominated equipment (including trampolines). The development includes the installation of accessible doorways on the ablutions and accessible pathways to enable access for people with a range of disabilities.

The redevelopment of 650 metres of footpaths on one of the Town's main network roads McLennan St was completed with LRCI funding. The path has been widened to 1.8m instead of its original size of 1m in width leaving adequate room for people to pass one another and new pram ramps that have been put in at 3m for easier access for scooters and prams. The new footpath allows for a continuous accessible path of travel so that people with a range of disabilities can use it without encountering barriers or hazards.

The Pram Ramp at the Shire of Quairading Town Hall was completed in March 2023. The Pram Ramp allows for a continuous accessible path of travel so that people with a range of disabilities and mothers with prams can access the Town Hall without encountering barriers or hazards.

- b. If you have no activities to report, please briefly detail why:

n/a

3. Information and Communication

DAIP Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

This outcome area is about enhancing and ensuring that information and communications are inclusive and accessible.

- a. Describe your activities below:

All surveys and advertising material is supplied in print and online, plus alternative format is available for all promotional material if requested. The Shire is committed to ensuring that the community has access to Shire forms, surveys and newsletters for people of all ages and abilities, including people with disability, their families and/or their carers. All Shire advertising is included in several media forms.

The development of the new website to be completed in June 2023 will ensure that the size, type and colour of font and imagery align with requirements for visually impaired people. Effective March 2023, all Council Meetings are now in audio form for the visually impaired people.

- b. If you have no activities to report, please briefly detail why:

n/a

Page 5 of 8

DAIP Progress Reporting Template 2022/2023

4. Quality of service

DAIP Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

This outcome area is about enhancing and ensuring that the quality and range of your services and processes are consistent, inclusive, or readily adjust to people's needs.

a. Describe your activities below:

There is no difference in the level and quality of service provided between people with a disability and people without a disability and the Shire is continually adapting to ensure that this remains the case.

Most recently, the Shire of Quairading has been monitoring complaints and feedback received to identify areas for improving accessibility for people with disability. The Feedback Policy was reviewed this year and provides for people to provide feedback verbally, in writing, by phone, email and feedback form.

In addition, the Shire will implement a Community Perception Survey in July 2023 to ascertain public priorities with regard to infrastructure, pathways, facilities and public open spaces, including disability aspects.

b. If you have no activities to report, please briefly detail why:

n/a

5. Complaints and safeguarding

DAIP Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

This outcome area is about enhancing and ensuring that complaints mechanisms effectively receive and address complaints from any members of the community, staff or customers.

a. Describe your activities below:

There is no difference in the level and quality of service provided between people with a disability and people without a disability and the Shire is continually adapting to ensure that this remains the case.

Most recently, the Shire of Quairading has been monitoring complaints and feedback received to identify areas for improving accessibility for people with disability. The Feedback Policy was reviewed this year and provides for people to provide feedback verbally, in writing, by phone, email and feedback form.

Page 6 of 8

DAIP Progress Reporting Template 2022/2023

- b. If you have no activities to report, please briefly detail why:

n/a

6. Consultation and engagement

DAIP Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

This outcome is about enhancing and ensuring consultation and engagement strategies consider the ways in which all people can participate to inform information, strategies, or decision-making processes of an organisation.

- a. Describe your activities below:

The Shire of Quairading's engagement strategies consider the ways in which all people are encouraged and supported to engage or participate with information and decision-making processes of the Shire. In July 2023, the Shire will release a Community Perception Survey including infrastructure, facilities, public open spaces and maintenance questions, designed for the community to report back to Council on the priorities for Shire projects over the next few years. The survey will be available in multiple formats and from multiple outlets, enabling access for all Shire residents and ratepayers to have access to have their say.

The Shire website meets W3C Web Content and Accessibility Guidelines 2.0 Level AA.

- b. If you have no activities to report, please briefly detail why:

n/a

7. Employment, people, and culture

DAIP Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

This outcome is about your organisation's activity in directly employing people with disability; and enhancing the recruitment and maintenance of the employment of people with disability.

- a. Describe your activities below:

Dignified and equal access to employment includes physical access plus it is reflected in the attitudes of colleagues, staff and managers. The Shire has policies and protocols to develop, support and maintain a workplace culture that is accessible and inclusive. The Shire actively welcomes and values the unique contributions of all people in its workplace. The Shire offers an inclusive workplace and welcomes employment applications from all age groups, people with an impairment, and those from diverse ethnic and cultural

Page 7 of 8

DAIP Progress Reporting Template 2022/2023

backgrounds. This year the Equal Opportunity Policy, the Bullying & Harassment Policy and the Grievance Resolution Policy were reviewed and amended to reflect this position.

b. If you have no activities to report, please briefly detail why:

n/a

c. Does your organisation have any supplementary data to share about the rate of disability employment as a proportion of your workforce, including any targets?




No.

General feedback

If you have anything else you wish to share about your organisation's experiences, please include below:

Thank you for completing the 2022/2023 DAIP Progress Report.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH & BUILDING**13.1 Quairading Sports Precinct****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Natalie Ness, Executive Manager Economic Development**Attachments**

1. Proposed Sports Precinct Layout [↓](#) 
2. New Pavilion Layout [↓](#) 
3. Community Building Concept [↓](#) 

Voting Requirements Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council note the progress in securing funding for the re-development of the Quairading Sports Precinct and the commitment from Officers to continue to research avenues for appropriate funding sources and research the architectural design for the new Community Building

IN BRIEF

To date, Council has spent \$67,000 on the development of concept plans and probable costings for the re-development of the Quairading Sports Precinct. These concept plans are no longer viable given the \$14,000,000 quote for the cost of the development, and Officers need to research a new architectural design for the new Community Building which meets the requirements of grant funding streams. A current funding source with the Department of Local Government, Sports and Cultural Industries (DLGSCI) has been identified to progress the project.

Between 2009 - 2018, the re-development of sports precincts in the regions was funded through a combination of Royalties for Regions (RFR), Building Better Regions Fund (BBRF) and a local government contribution (usually in the form of land or in-kind support). In a previous form, the BBRF was referred to as the Building Stronger Regions Fund.

A condition of securing this funding was that the sporting clubs had to agree to co-locate in the one new facility (a new multi-purpose facility). Allegedly the sporting clubs in Quairading chose not to do this at the time (according to the previous Executive) and so were not eligible for the State and Commonwealth funding.

Most of the RFR funding has now been re-directed into the State's core business. The small amount that is still available on a competitive basis is being reserved for 'innovation resulting in economic development' projects. The BBRF was discontinued in October 2022.

The Commonwealth has now introduced the Growing Regions Program (GRP), which has a total budget of \$1B over three years. The program will be incredibly competitive, and it is anticipated that most of it will be re-directed to organisations who spent development money on BBRF applications. According to the Infrastructure, Transport, Regional Development, Communications and the Arts, information on program guidelines, eligibility criteria and the application process will be provided in due course. It is anticipated that the Shire will need to have 50% of the funding available for the project in order to be eligible for the other 50% from GRP funding. This is problematic, given RFR is no longer available for this purpose.

The DLGSCI has been approached for funding assistance with their Community Sporting and Recreation Facilities Fund (CSRFF) and Regional Organisation Grants (ROG); Lotterywest have been approached for their Inclusive Thriving Communities Grant; and the Australian Football Commission have funding available for Regional Communities. The Commonwealth will be approached for their GRP funding once this funding stream opens.

MATTER FOR CONSIDERATION

That Council note the progress in securing funding for the re-development of the Quairading Sports Precinct and the commitment from Officers to continue to research avenues for appropriate funding sources and research architectural design for the new Community Building.

BACKGROUND

Over a 10-year period Council has funded the development of concept plans and probable costings for the re-development of the Quairading Recreation Precinct valued at \$67,000.

MCG Architects were contracted to work with the Multi-Purpose Precinct Working Group to develop a concept for the renewal and upgrade of existing facilities.

A series of concepts and designs were developed with a third iteration being presented for discussion and feedback at the reconvening of the Quairading District Sport & Recreation Council Meeting held on 27 July 2021.

Following on from the meeting a further draft of the Concept was drawn up.

This draft has addressed points raised by the Council at its Ordinary Council Meeting on 26 August 2021 resolved as follows: -

Precinct Concept Plan

RESOLUTION: 19-21/22

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

Recommendations from the Resolution including re-alignment of Entry Road were taken onboard and included in the Final Design Concept and the Probable Costings.

The vision for the Project is that we have well maintained sport, recreation and leisure facilities that are sustainable within the means of the local Shire and local not-for-profit clubs and groups.

On 8 May 2023, CEO, EMED, SPO met with Ms Samantha Cornthwaite, Regional Manager Wheatbelt, DLGSCI to discuss grant funding requirements for the DLGSCI CSRFF grant stream to a maximum of \$500,000. This funding will require a 50% funding contribution from the Shire.

To progress conversations for potential funding opportunities with the DLGSCI, Lotterywest and the Australian Football Commission, the Project will need to be delivered in a 3-stage approach. The 3-Stage Masterplan will incorporate:

- Stage 1 – 2 x new multi-purpose netball and basketball courts and electronic scoreboard
- Stage 2 – new community building
- Stage 3 – 4 x new tennis courts.

DLGSCI have outlined the process to apply for the CSRFF funding including:

- Application including business case, cost benefit analysis, community engagement & stakeholder plan
- Consultation with Western Australian Sporting Associations with Letters of Support
- Council endorsement for the Project
- Itemisation of additional funding streams
- Application submitted to CSRFF by 31 August 2023
- Once reviewed application is submitted to Minister for DLGSCI for approval.

Shire Officers are currently in the process of preparing the grant application and associated documents (as outlined above) for the Quairading Sports Precinct Project. The CSFRR Grant Funding opens 2 July 2023 and closes 31 August 2023. It is expected grant applications will take two months to process and a further two months to seek Minister approval.

The CSFRR Grant Funding will fund Stage 1 of the Project. On 29 June 2023, CEO, EO, EMED and SPO have a meeting with the Western Australian Football Commission to discuss potential funding streams for both the electronic scoreboard and contribution towards Stage 2 of the Project supporting the growth of women in football and pathways for children into the Australian Football League.

STATUTORY ENVIRONMENT

Building Act 2011

POLICY IMPLICATIONS

Community Engagement Policy

Local Planning Policy - Outbuildings

Purchasing Policy

Shire of Quairading Strategic Community Plan 2021 - 2031

FINANCIAL IMPLICATIONS

Significant, for the reasons discussed above.

ALIGNMENT WITH STRATEGIC PRIORITIES

1.2 Community: Provide social and cultural activities for all members of the community

- 2.3 Economy:** Shire engages stakeholders and partners to help capture local economic development initiatives
- 2.4 Economy:** Encourage local workforce participation
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 3.3 Built Environment:** Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance & Leadership:** Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Community groups were consulted during the initial stages of the project. On 15 June 2023, the CEO, EO and SPO met with the Quairading Sports Precinct Working Committee to discuss the progress with the staged approach to secure funding streams for the Project. There will be no further consultation until a potential funding source has been finalised.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Nil.

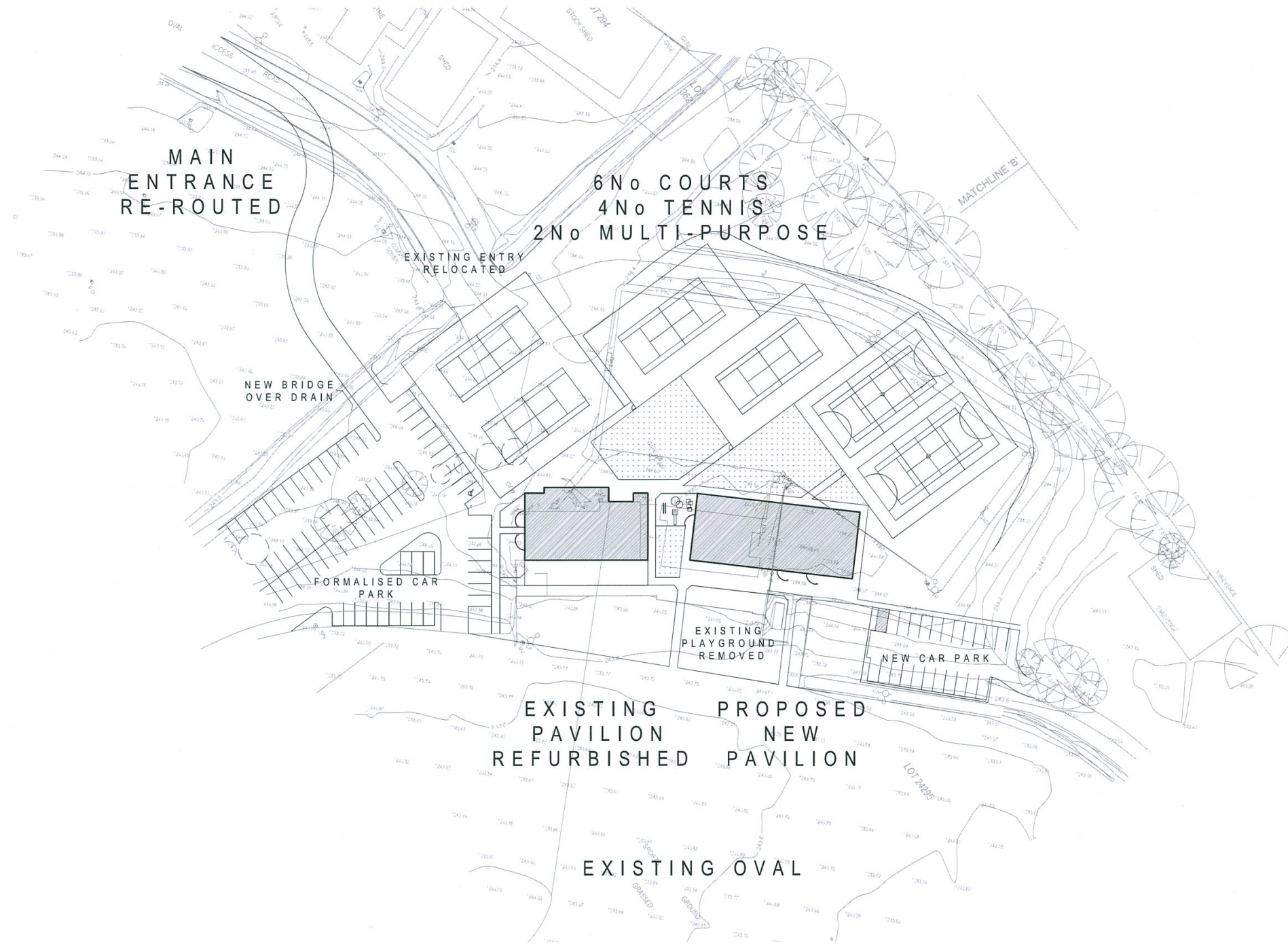
RISK ASSESSMENT

	Option 1
Financial	High <i>No funding source has been identified. All Commonwealth grants require a 50% contribution from another source.</i>
Health	Moderate <i>Improvements to building infrastructure including our sport and recreation facilities will improve the health of our community and encourage increased participation in local sports.</i>
Reputation	High <i>This has been an on-going project for 10 years without an obvious resolution available.</i>
Operations	High <i>Given that the once available funding sources are no longer available, it will take significant internal resource to attempt to identify and secure funding.</i>
Natural Environment	Moderate <i>Improvements in amenity and liveability in the town.</i>

	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
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

Nil



SITE PLAN
SCALE 1:1000 @ A3

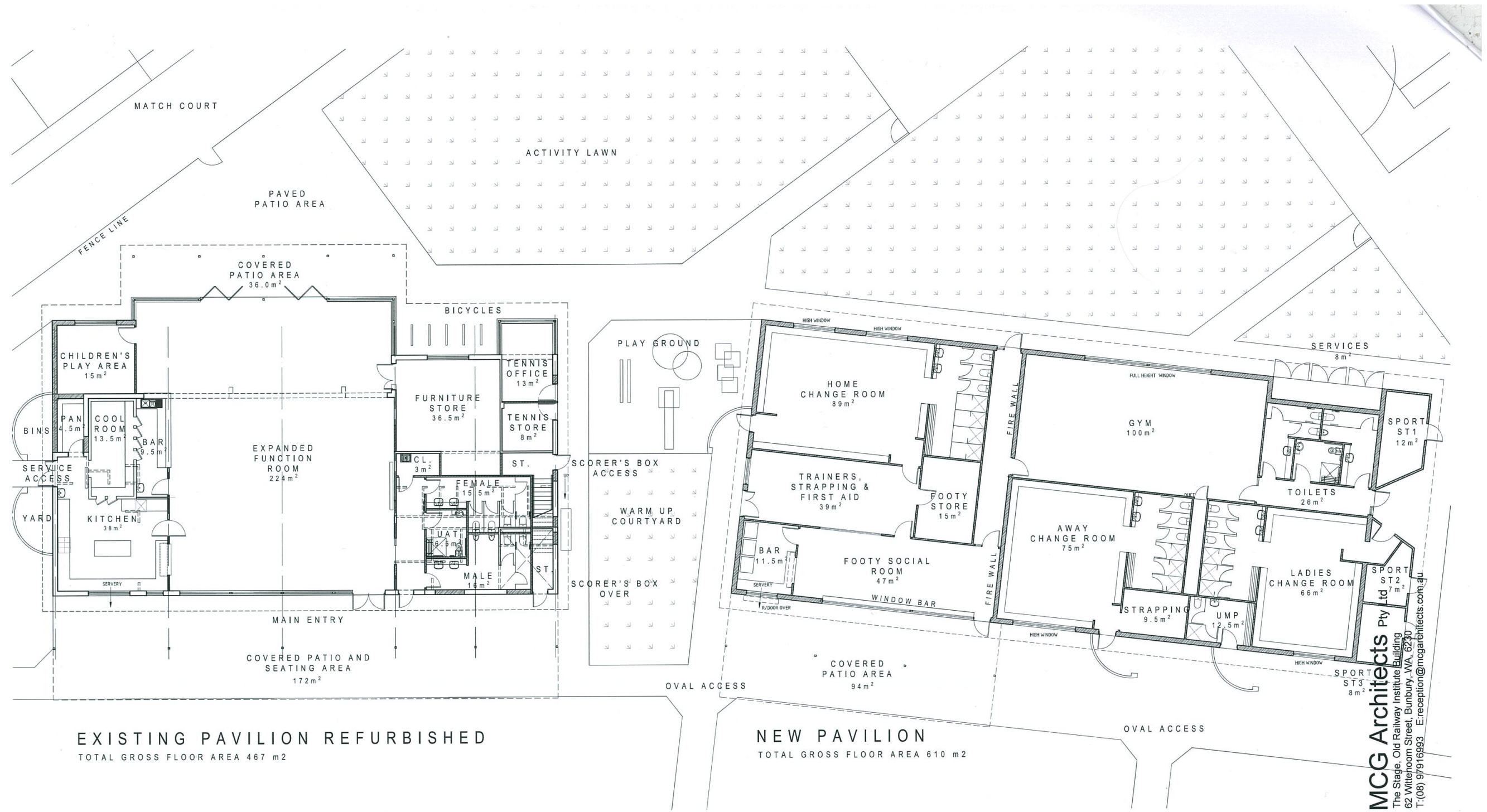
PROPOSED REDEVELOPMENT OF QUAIRADING RECREATION PAVILION
 LOT 24295, McLENNAN STREET, QUAIRADING
 1982 SK01 05 JULY 2021



COPYRIGHT
 THIS DRAWING IS AND SHALL REMAIN THE
 PROPERTY OF "MCG ARCHITECTS PTY LTD" AND
 MAY ONLY BE USED FOR THE PURPOSE
 FOR WHICH IT WAS COMMISSIONED AND
 MAY NOT BE REPRODUCED WITHOUT
 WRITTEN PERMISSION OF THE OWNER.

MCG Architects Pty Ltd
 The Stage, Old Railway Institute Building
 62 Witteroom Street, Bunbury, WA, 6230
 T: (08) 97916993 E: reception@mcgarchitects.com.au





EXISTING PAVILION REFURBISHED
TOTAL GROSS FLOOR AREA 467 m²

NEW PAVILION
TOTAL GROSS FLOOR AREA 610 m²

FLOOR PLAN
SCALE 1:200 @ A3

PROPOSED REDEVELOPMENT OF QUAIRADING RECREATION PAVILION

LOT 24295, McLENNAN STREET, QUAIRADING
1982 SK02 05 JULY 2021

COPYRIGHT
THIS DRAWING IS AND SHALL REMAIN THE
PROPERTY OF MCG ARCHITECTS PTY LTD AND
MAY ONLY BE USED FOR THE PURPOSE
FOR WHICH IT WAS COMMISSIONED AND
MAY NOT BE REPRODUCED WITHOUT
WRITTEN PERMISSION OF THE OWNER.


MCG Architects Pty Ltd
The Stage, Old Railway Institute Building
62 Witteroom Street, Bumbury, WA, 6230
T: (08) 97916993 E: reception@mcgarchitects.com.au









ITEM 14 MATTERS FOR CONSIDERATION – WORKS & SERVICES**14.1 Correspondence from the Bureau of Meteorology****Responsible Officer** Nicole Gibbs, Chief Executive Officer**Reporting Officer** Nicole Gibbs, Chief Executive Officer**Attachments** 1. Letter from the Bureau of Meteorology [↓](#) **Voting Requirements** Simple Majority**Disclosure of Interest** Reporting Officer: Nil

Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council receive the information from the Bureau of Meteorology.

IN BRIEF

A letter has been received from the Bureau of Meteorology with regards to funds that have been committed to mitigate against high priority flood warning assets.

Quairading has been identified as being a beneficiary of the initiative.

MATTER FOR CONSIDERATION

That Council consider receiving the information from the Bureau of Meteorology.

BACKGROUND

On the 26 May 2023 correspondence was received to Cr Smith from the Bureau of Meteorology informing Council that the Australian Government recently committed up to \$236 million over the next 10 years to address critical, long-standing risks in Australia's flood warning network in the nation's most flood-prone regions.

The letter states that some flood warning assets in the Quairading region have been identified as a high priority and as such, Council will be a beneficiary of the initiative.

The funding will enable the Bureau to acquire, upgrade and integrate key local government-owned, and some state government-owned, rain and water level gauges in high-priority areas into its existing flood warning network across Australia.

In these locations, the completion of works will relieve Council of the requirement to own and maintain high-priority rain and water level gauges as part of the national flood warning network. Once complete, the work will improve community access to rain and water level observations and enhance provision of flood forecasts and warnings.

The letter has been attached for Council and the community information, which outlines how the funding will assist our Council and what to expect in the coming months.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Asset Management Policy

FINANCIAL IMPLICATIONS

There are no financial implications at this time. The funding has been committed to assist the community.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive

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

CONSULTATION

There has been no consultation besides the initial contact from the Bureau at this time, though it is expected that the Bureau will be in contact with Council in the coming months. The CEO will keep Council informed of any updates.

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Natural disaster/s impact business continuity.

Poor or no construction of roads results in public safety dangers and high-level liability consequences for Elected Members, Executive and the Shire as a whole.

Asset Management Plan is non-compliant due to aging assets and increasing costs.

Non-compliance with work health and safety legislation increases the risk and potential liability to the public, staff and Councillors.

Lack of routine maintenance of Shire roads creates public safety risk and associated liability issues.

RISK ASSESSMENT

	Option 1
Financial	Low
Health	Low <i>This funding will assist with flood mitigation and in turn, a safer place for our community.</i>
Reputation	Low <i>This is a government funded initiative.</i>
Operations	Low <i>It is not anticipated that Council operations will be adversely affected.</i>
Natural Environment	Low

	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
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

Nil.



24 May 2023

Cr Peter Smith
Shire of Quairading President
PO Box 38
Quairading, WA 6383

Dear Cr Smith

The Australian Government recently committed up to \$236 million over the next 10 years to address critical, long-standing risks in Australia's flood warning network in the nation's most flood-prone regions.

As some flood warning assets in your region have been identified as high priority, your council is a direct beneficiary of this initiative.

The funding will simplify ownership and maintenance of high-priority flood warning assets by enabling the Bureau to acquire, upgrade and integrate key local government-owned, and some state government-owned, rain and water level gauges in high-priority areas into its existing flood warning network across Australia.

In these locations, the completion of works will relieve your council of the requirement to own and maintain high-priority rain and water level gauges as part of the national flood warning network. Once complete, the work will improve community access to rain and water level observations and enhance provision of flood forecasts and warnings.

Detailed planning for the initiative, that will include remediation and maintenance schedules for specific assets, has not been finalised. The Bureau looks forward to working with your council and state and territory governments in the coming months to confirm which gauges the Bureau will remediate and acquire and coordinate a schedule of works.

If you have any questions, the Bureau's contact officer is Greg Stuart, Manager Flood Warning Integration and can be reached at floodinfrastructure@bom.gov.au.

Best wishes,


A handwritten signature in black ink that reads "Peter Stone".

Peter Stone
Chief Customer Officer

Queensland State Office

GPO Box 413, Brisbane QLD 4001 Australia | T: 0419 285 192 | www.bom.gov.au | ABN 92 637 533 532

14.2 Update on 2022/23 Works Programme

Responsible Officer	Nicole Gibbs, Chief Executive Officer
Reporting Officer	Sarah Caporn, Executive Manager, Works & Services
Attachments	1. Update on Works Programme - June 2023 ↓ 
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council note the current status of the programme for Works & Services team for the month of June 2023.

IN BRIEF

Many of the 2022/23 projects are now either complete or nearing completion.

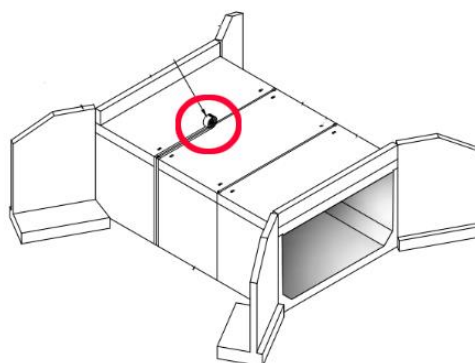
MATTER FOR CONSIDERATION

A comprehensive update of current Works & Services projects is provided below.

PROJECT UPDATE**Construction:**

Quairading – Corrigin Road: This project is now complete with the final section being sealed on 19th June. The team will be installing white posts and signage over the next few weeks.

Dangin Mears Culvert (SLK 21.9): As reported to last month's OCM, the EMWS has been undertaking regular inspections. A large hole was observed on 2nd June which was likely the neighbouring block of boxes becoming separated and roadbase gravel falling through (similar to the scenario circled in red in below diagram). The area has now been patched and regular inspections will continue to monitor any further failures. The EMWS is also attempting to source plastic culvert boxes that have structural strength of concrete but will hold up better to the saline water. However, it's not looking like a product readily available on the market. The first 40% of funding has also now been claimed for this project.



Maintenance Grading: Our team will be training two new grader operators this year in maintenance grading techniques. The EMWS acknowledges the patience our community has shown in regards to the unsealed roads while staff have been prioritising meeting our major sealed roadwork priorities. We have a rather long list of reported roads which we now need to prioritise for repair.

Our 2023/24 maintenance grading programme will commence when our Supervisor of Construction is back from leave in the first week of July. The team will be starting at Badjaling North Road and working east, then south east, south west and finally circling back to the north west. The programme typically starts in the north west corner of the Shire but the eastern half of our network has not been graded for several years and the EMWS is determined to see all unsealed roads winter graded this year. The team are setting the ambitious goal of having all these road graded by the end of September.

The EMWS has also planned a “Wheatbelt Roads Grader Bootcamp” for Thursday 22/06 which will cover key aspects of maintaining our category of gravel roads. The course will cover theory in the morning with some practical and field trips in the afternoon. The presenter cover aspects such as reading the road materials, assessing, constructing and maintaining the crown and shape, cross falls, drainage and troubleshooting more difficult situations. The Shire will have the three currently ticketed operators participating as well as a couple of other staff who will be trained and ticketed in future years.

The EMWS will also include some more information for the community on our maintenance grading programme into the next issue of the Banksia Bulletin; we have received some very positive feedback regarding our last inclusion on the Regional Roads Group programme and costs involved in road construction.

In response to a query on if another grader would be of assistance for additional resourcing – The Shire of Dalwallinu maintain over 1000km of unsealed roads with only 2 graders, Quairading have 654km. Another grader is not warranted at this time; what they do is just continue grading when the weather is favourable. This will likely mean some overtime hours for three staff members involved this year and this has been factored this within the 23/24 Budget forecasts.

Geyer St (Doodenanning) Floodway:

The following floodway and graffiti in the first photo was reported to the CEO & EMWS on Monday 29th May. Overnight someone then damaged the seal further with farm equipment and the second photos were taken by Shire staff on Tuesday 30th May.



As Council are aware, staff have been prioritising completing the funded road projects before we move into these maintenance projects.

Staff have now reported this matter to WA Police due to the malicious nature of the damage to Shire property and significant expense involved in the repairs.

In terms of repair costs, we estimate that it would take a four man crew approximately 2 full work days (or roughly 18 hours total) to undertake a repair. This would include use of a grader, roller, a 13T tip truck for carting some loads of gravel (which is also a materials cost) and the loader to load the gravel from our Top Yard stockpile based on Council’s 2022/23 Fees and Charges. The below costs are to take the floodway back to an unsealed section of road that can be graded and maintained at least annually.

Item	Unit Cost	No. of Units	Total (ex GST)
Labour	\$59.09/hr	72 hrs	\$4,254.48
Grader	\$142.73	12 hrs	\$ 1,712.76
Roller	\$109.09	15 hrs	\$ 1,636.35
Tip Truck	\$123.64	10 hrs	\$ 1,236.40
Gravel	\$25.45	18m3	\$ 458.10
Loader	\$142.73	4 hrs	\$570.92
TOTAL			\$9,869.01

We will provide a further update to Council as more information becomes available.

Grounds & Gardens:

Community Park:

This project is now entering it’s final stages. All softfall materials have arrived and been spread by our Grounds & Gardens team. Irrigation has now been installed and areas of turf are now down. Plants are also here and ready to go into the ground but we are waiting for the fencing to be installed so that their machinery doesn’t damage the new plants.

Staff have been working on finalising the “Big Q” installation (we hear it’s very close) and the support post design for the wind wheels. The metal work supplier who assisted the Shire to accomplish the skater bumps edging is assisting us with the wind wheels.

The Project Officer is beginning to prepare for the official opening and perhaps Council can provide some feedback to the EMWS on this.



Old School Site:

This project is also nearing completion with the arrival of the seating last weekend. Over 100 plants are now in the ground and will grow and establish over coming months. Signs and furniture will be installed very soon as we are just waiting on the concrete plinths which should be poured this week (at time of writing). Council will be advised of an Official Opening date shortly.

Council Properties:

Doctor's Residence: New flooring has now been installed in the main living rooms as well as Bed 1. Works staff assisted in removing the old carpet and underlay prior to the new floor being laid while the doctor was away in Perth.

Coraling St Residence: We temporarily used this residence for a set of road contractors during the Quairading-Corrigin Road project. The caravan park was very busy and we could not reliably get accommodation. It worked well having this residence in use as the road had so many hiccups and schedule changes that the dedicated space and it's flexibility was needed. Upgrades are planned for the kitchen flooring and bathroom ventilation before a long term lease is established.

Plant Updates:

Nothing further to report at this time.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There are no further financial considerations outside of existing budget scope. Some budget considerations are addressed elsewhere in this agenda.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 3.1 Built Environment:** Safe, efficient and well maintained road and footpath infrastructure
- 3.2 Built Environment:** Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

The Works team received a high level of customer requests which are immediately assessed by EMWS and responded to within a timely manner.

RISK ASSESSMENT

Financial	Moderate <i>The Works budget is a substantial investment into our town and the Shire’s assets. It needs to be properly allocated and have transparency for the community members and ratepayers.</i>
Health	N/A
Reputation	High <i>The Works team has strong visibility within the community and are committed to making sure the Shire is a safe and beautiful place to live and work.</i>
Operations	High <i>A well-functioning Works team ensures that Council’s priority tasks are completed in a timely and value for money method.</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
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

Please find an update on the 2022/23 Works Programme as Attachment [1].



WORKS PROGRAMME UPDATE

PROJECT	SCHEDULED COMPLETION DATE	CURRENT STATUS AND COMMENT
Infant Health Centre (plinth and plaques)	TBC	<u>Infant Health</u> : 3 x Brass plaques and the original Foundation Stone are at the Works Depot. We are awaiting Adam May to complete other outstanding projects before commencing on the plinth with bricks retained from the demolished building.
Seal repairs (half road) on corner of Mawson-Doodenanning Rd & Billacabella Rd		Remains outstanding – subject to regular inspections and will be completed now that major roadworks is done.
Toapin Weir: Improved BBQ and firepit facilities, remove wire fence and install bollards, improved safety signage		90% complete – The only remaining item from our scope is the handrails. EMED is working to find a suitable supplier as it will be custom manufactured.
The Groves: Access road and fencing	Moved to 2023/24 with successful external funding	Purchase orders are now in place with works to be scheduled in the coming months. Access track and Ablution Block costs are included within 2023/24 Budget. Schedule for Sept 2023.
Major Roadworks: Quairading-Corrigin Rd		100% complete
Gravel Resheeting: Old Beverley Road West; Badjaling North Rd	Moved to 2023/24	Paddock puddles have continuing to impact the OBRd. We are working with Allister on a surveyed design for implementation ASAP. Floodway indicator signs have arrived and more guideposts will be installed for better navigation through the floodway during events. Maintenance grading programme will commence on Badjaling North Road with resheeting work during the in summer.
Refurbishment of BMX / Bike Track	*** TBC	On Hold – Works staff have done an initial walk through to assess our capacity to assist with this project. Staff will be available to assist with delivery after major construction and Community Park.

14.3 Skilled Migration Programme Update - June 2023

Responsible Officer	Nicole Gibbs, Chief Executive Officer
Reporting Officer	Sarah Caporn, Executive Manager, Works & Services
Attachments	Nil
Voting Requirements	Simple Majority
Disclosure of Interest	Reporting Officer: Nil Responsible Officer: Nil

OFFICER RECOMMENDATION

That Council note that officers have now registered the Shire as an Accredited Sponsor. This means over the next five-year period, when and if the Shire needs additional skills or qualifications, we can use the AUD420 (Standard Business Sponsor) program to recruit staff.

IN BRIEF

There is a national shortage of labour in Australia and this is particularly prevalent in regional Australia. Across Australia, progressive local governments are shifting paradigm and have commenced recruiting employees through Australia's Skilled Migration Programme. Many local governments have reinvigorated their respective economies through migrant contribution.

At the direction of Council, officers have now registered the Shire as an Accredited Sponsor. This means over the next five-year period, when and if the Shire needs additional skills or qualifications, we can use the AUD420 (Standard Business Sponsor) program to recruit staff.

Currently, there is no requirement for additional staff in the Shire due to the significant change in work structure, change in qualification and skill mix in the Works & Services Team and culture building activities across the organisation – all of which have resulted in higher levels of retention amongst staff.

MATTER FOR CONSIDERATION

Council be aware that officers have now registered the Shire as an Accredited Sponsor. This means over the next five-year period, when and if the Shire needs additional skills or qualifications, we can use the AUD420 (Standard Business Sponsor) program to recruit staff.

BACKGROUND

There is a national shortage of labour in Australia, and this is particularly prevalent in regional Australia. The Shire of Quairading is subject to this employment environment with the direct results being:

1. An expectation of an increase in employee terms and conditions (including salary);
2. A reduction in the number of potential employees prepared to relocate to Quairading;
3. A significant increase in the cost of recruitment;

4. A reduction in people applying for jobs in Quairading, despite increases in terms and conditions; and
5. The calibre of applicant being low for many positions advertised.

Across Australia, progressive local governments are shifting paradigm and have commenced recruiting employees through Australia's Skilled Migration Programme. Many local governments have reinvigorated their respective economies through migrant contribution. The Shire once used this program to successfully secure an electrician for the Shire, who remains servicing the Shire today.

However, Council has already moved to utilise human resources capital in new ways by offering existing staff new roles. As such, we currently have a Manager of Works & Services, a full set of plant operators and a new Waste Site Manager. We potentially have a vacancy within our Grounds and Gardens team when the new Community Park is opened but we are confident that this vacancy can be filled locally.

As such, your Executive recommend that Council acknowledge their registration into the Skilled Migration Programme (valid for 5 years) but do not look to actively engage with the programme as this time.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

No further financial implications beyond current expenditure.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.1 Community:** Work collaboratively with local and regional service providers to engage the community as active citizens.
- 2.4 Economy:** Encourage local workforce participation
- 5.2 Governance & Leadership:** Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership:** Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

- Multiple migrant recruitment organisations
- Department of Home Affairs

RISK MANAGEMENT PRIORITIES

This report addresses the following identified Strategic Risk Management Priorities:

Skills/qualifications shortage across the Shire.

Unqualified, unskilled and/or inexperienced Shire personnel increase work health and safety risks.

Lack of routine maintenance of Shire roads creates public safety risk and associated liability issues.

Low employee retention increases recruitment costs, decreases employee morale and decreases Shire reputation.

RISK ASSESSMENT

	Option 1
Financial	Low <i>This programme is more cost effective compared to the current model.</i>
Health	Low
Reputation	Low <i>If Council can employ skilled workers, the services and products provided to the community will improve.</i>
Operations	Low <i>Currently the Works & Services area is significantly under-staffed and there is a shortage of qualified people across Australia.</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
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

Nil.

ITEM 15 MATTERS FOR CONSIDERATION - WORK, HEALTH & SAFETY

No matters for consideration

ITEM 16 URGENT COUNCILLOR'S BUSINESS

ITEM 17 CONFIDENTIAL ITEMS

The Meeting will be closed by Council Resolution to the public under Part 5 Division 2 Section 5.23(2)(a), (c), (e) and (h)(a), (b), (c), (d) and (h)(c) and (h) of the Local Government Act 1995 as the Items relates to : -

- (a) a matter affecting an employee or employees
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
- (e) a matter that if disclosed, would reveal –
 - (i) a trade secret; or
 - (ii) information that has a commercial value; or
 - (iii) information about the business, professional, commercial or financial affairs of a person
- (h) such other matters as may be prescribed (consider regulations)
- (a) a matter affecting an employee or employees
- (b) the personal affairs of any person
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting
- (h) such other matters as may be prescribed (consider regulations)
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
- (h) such other matters as may be prescribed (consider regulations)

OFFICER RECOMMENDATION

That Council close the meeting to the public at _____ pm to consider the confidential reports listed below in accordance with Section 5.23(2) of the Local Government Act 1995:

- 17.1 CEO Performance Review**
 - 17.2 Workplace Investigation**
 - 17.3 Aged Care Independent Living Units**
-

17.1 CEO Performance Review

OFFICER RECOMMENDATION

That Council, in consultation with the Chief Executive Officer:

1. Determine the review panel for the Chief Executive Officer probationary performance review to be held July 2023:
 - a. _____
 - b. _____
 - c. _____
2. Approves the process for the Chief Executive Officer performance review.

17.2 Workplace Investigation

OFFICER RECOMMENDATION

That Council:

1. Note that the CEO implemented and followed the action plan as endorsed by Council through the investigation process, at the June 2023 Ordinary Council meeting.
2. Note the outcome of the investigation.

17.3 Aged Care Independent Living Units

OFFICER RECOMMENDATION

That Council note the status of the Shire of Quairading seeking clearance from the Department of Mines, Industry Regulation and Safety for the conditional freehold disposal of Lot 501 Suburban Road (Crown Reserve 53242) under Section 75 of the *Land Administration Act 1997*, for the development of Aged Care Independent Living Units.

The above mentioned report/s were provided to Elected Members under separate cover. The report/s are not for publication.

OFFICER RECOMMENDATION

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

Public Reading of Resolution

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

ITEM 18 NEXT MEETING DATE

The next Ordinary Council Meeting is scheduled to take place on Thursday 27 July 2023 commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading, WA.

ITEM 19 CLOSURE

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