

Ordinary Council Meeting

Notice of Meeting | 16th December 2021

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 16th December 2021 commencing at 2.00 pm.

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

Graeme Fardon

Graeme Fardon
CHIEF EXECUTIVE OFFICER

Date: 10th December 2021

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Current Chief Executive Officer
Ms NJ Gibbs	New Chief Executive Officer
Mrs LM Horton	Executive Manager of Corporate Services
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy

Observers/Visitor

Apologies

Leave of Absence Previously Granted

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Mr David Collard will be updating Council on the Nyoongar Pathways Program including an evaluation of the 3-year program to date.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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 – 25th November 2021

RECOMMENDATION

MOVED _____ SECONDED _____

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

____/____

Voting Requirements – Simple Majority

7.2 Business Arising

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 25th November 2021 commencing at 2.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mrs LM Horton	Executive Manager of Corporate Services (Left at 3.25 pm)
Mr A Rourke	Executive Manager of Works & Services (Left at 3.25 pm)
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy (Left at 3.25 pm)
Mrs AG Strauss	Executive Officer (Left at 3.25 pm)

Observers/Visitor

OIC Sgt. Annette Herod	Quairading Police (Left at 2.21 pm)
Mr Brian Humfrey	Regional Bushfire Risk Planning Coordinator (Left at 2.39 pm)
Mr Gary Rowles	DFES Officer (Left at 2.39 pm)

Apologies

Nil

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

OIC Sgt. Annette Herod presented to Council with an update on local and regional policing issues.

Sgt. Herod provided details on the recent spate of home burglaries.

Sgt. Annette Herod advised that she will be holding a Morning Tea on the 7th December 2021 for residents to gain practical information on home and personal safety and to further publicise the Police Contact numbers.

Regional Bushfire Risk Planning Coordinator, Mr Brian Humfrey and DFES Officer Gary Rowles presented to Council on the Bushfire Risk Management Plan Review (refer to Item 12.1 of the Council Agenda).

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

Nil at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 28th October 2021

RESOLUTION: 70-21/22

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That the Minutes of the Ordinary Meeting of Council held on the 28th October 2021 be confirmed as a true and accurate.

CARRIED 8/0

7.2 Business Arising

Nil.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

8.1 Reconciliation Action Plan Committee (RAP) Minutes – 13th October 2021

RESOLUTION: 71-21/22

MOVED Cr Cowcill SECONDED Cr Hippisley

That the Minutes of the Reconciliation Action Plan Committee Meeting held on the 13th October 2021 be received.

CARRED 8/0

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL
CONSIDERATION

No matters for consideration.

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – October 2021

Meeting Date 25th November 2021

Responsible Officer CEO Graeme Fardon

Reporting Officer EMCS Leah Horton

Attachments (i) October 2021 Payment List
(ii) Transport Takings
(iii) Credit Card Statement

Owner/Applicant N/A

Disclosure of Interest Nil

OFFICER RECOMMENDATION

RESOLUTION: 72-21/22

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council note the following:

1. That Schedule of Accounts for October 2021 covering Municipal Vouchers 23864 to 23867, EFT 9996 to EFT 10148, totalling \$514,173.09 be received (Attachment i); and
2. That Police Licensing payments for the month of October 2021 totalling \$26,989.00 be received (Attachment ii); and
3. That fund transfers to the Corporate Credit Card for October 2021 balance totalling \$3,910.74 be received (Attachment iii); and
4. That Net Payroll payments for the month of October 2021 totalling \$117,865.19; and
5. That the Lease payment for the month of October 2021 on the CESM Vehicle totalling \$2,423.73.

CARRIED 8/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the Accounts paid during October 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

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

Meeting Date	25 th November 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) Financial Statements for October 2021
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 73-21/22

MOVED Cr Hippisley SECONDED Cr Haythornthwaite

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

CARRIED 8/0

IN BRIEF

- Monthly Financial Statements for the period ending 31st October 2021 attached.
- Monthly Financial Statements have been updated based on the Bob Waddell and Associates Monthly Statements Model (Abridged Version).
- Future Monthly Financial Statements will be produced using the Bob Waddell template expanding from the Abridged Version to the Comprehensive Model.
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new Reporting Template and Accounting Processes are utilised to optimise their capability and are prepared in a timely manner.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format. The current template utilises the Bob Waddell and Associates Monthly Statements Model (Abridged Version).

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has provided a Budget provision of \$25,000 for Accounting Support expenses in the 2021/2022 Year. It was estimated that the Cost of the preparation of the Annual Financial Statement was to be \$12,000 but the Scope of Works has been expanded by the CEO to include the loading of Council's Fair Valuations for all Assets and assistance with the Monthly Financial Statements for the 2021/2022 Year.

Additional Costs will be incurred in early 2022 to complete the work by Bob Waddell and Associates to create an automated and self-balancing Financial Reporting Model for Council's use. Contractor Fees in addition to the \$25,000 Budget Provision have been proposed in the November Budget (Report 11.3).

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

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

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

11.3 November 2021 Budget Review

Meeting Date	25 th November 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) 2021/22 Budget Review - November 2021 (ii) IT Vision Chart of Accounts Restructure Proposal (iii) LG Professionals Grant Submission Letter
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 74-21/22

MOVED Cr Hippisley SECONDED Cr Stacey

That Council approve the adjustments to the 2021/2022 Shire Adopted Budget as detailed below and in Attachment (i) to be funded by the Current Budget Surplus of \$30,002.

1. Opening Balance Adjustment	\$ 46,132
2. Loss on Disposal of Assets	\$-70,000
3. FESA Levy	\$ 3,900
4. Staff Training	\$-5,000
5. Accounting Support & New COA	\$-60,830
6. Building Maintenance & Rentals	\$-27,100
7. Election Expenses	\$ 4,750
8. NRM Small Community Grant	\$-4,795
9. Grants Commission (FAG's) Grant	\$54,652
10. Peruzzo Panther Hi-Lift Oval Mower	\$ 0 (Approval required but net effect \$0)
11. Town Hall Table & Chairs	\$- 5,760
12. Light Industrial Area Subdivision	\$-10,500
13. Community Drought Grant	\$ 170,700
14. Wheatbelt Secondary Freight Network (Stage 4)	\$ 2,145
15. Old East Beverley Road	\$-11,782
16. Roads to Recovery	\$-52,887
17. Adjustments to Reserve Balances	\$ 0 (Approval required but net effect \$0)
18. Self-Supporting Loans	\$ 10,944

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- There is a legislative requirement for Council to undertake a Review of the Budget between 1st January and the 31st March each Financial Year.
- The Executive Team undertook a review of the Current Budget in a staff Workshop on the 2nd November 2021.
- Council's Budget Review Workshop was held on the 9th November 2021, the November Budget Review Report and Budget Variations are submitted to Council for adoption.
- Proposed budget adjustments have been outlined in this document.
- A full statutory Budget Review will still occur in February or March 2022.

MATTER FOR CONSIDERATION

Adoption of Budget Adjustments.

BACKGROUND

Council conducts two Budget Reviews during the Financial Year.

The First Review was completed in November 2021 to review the changes required since the 2021/22 Budget Adoption and any impacts from the Draft 2020/21 Annual Financial Report (Pre-Audit).

The Second Review, scheduled for February/March 2022 is required to be completed between 1st January and 31st March each Financial Year and for the Review Report and relevant Council Minutes to be formally submitted to the Department of Local Government (DLGSC) within 30 days of Council's Determination.

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 6.2 (1)

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

Section 6.8 (1) and (2)

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

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

Where expenditure has been incurred;

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

Local Government (Financial Management) Regulations 1996

Regulation 33A

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must: -
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Budget Variations are detailed in this report, and in Attachment (i).

These will change the Budgeted closing surplus to \$74,571 from the current surplus of \$30,002.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

Financial – Risk Matrix Rating considered Low Risk. Review process mitigates the financial variability (risk) of Council Financial Position as a result of the review of the actual Outcomes of Council's Operations and Projects undertaken for the Year to date.

Health – Risk Matrix Rating considered Low Risk.

Reputation – Risk Matrix Rating considered Low Risk. Budget Review is a legislative requirement. Failure to comply with the legislative requirement would increase Council's Reputational Risk Rating.

Operation – Risk Matrix Rating considered Low Risk. Adopted Review provides for sufficient Funding to enable the continuation of Council's Activities and Projects to the 30th June 2022.

Natural Environment – Risk Matrix Rating considered Low Risk.

COMMENT

An Annual Budget Review is a statutory requirement, however it is also part of Financial Management Best Practice and can be done as and when required. Council conducts two Budget Reviews during the Financial Year, the first being completed in November and the second in February/March to comply with the *Local Government (Financial Management) Regulations 1996*.

Officers have recently conducted two budget review workshops, the first with the Executive Management Team on the 2nd November and the second with Councillors and the Executive Management Team on the 9th November 2021. This review is conducted to review any changes that have happened since the 2021/22 Budget was adopted at the 29th July 2021 Ordinary Council Meeting and to review the impacts of any adjustments made to the 2020/21 finances following the finalisation of the (Draft) 2020/21 Annual Financial Report which has been submitted to Council's Auditor.

As a forecasted Budget is always an estimate, change is expected. Budget variances occur because the Shire is unable to predict future costs and revenue with complete accuracy. Circumstances have arisen that require us to review our predictions to shorten the gap between what was budgeted and what will be our Actual position at 30 June 2022. Such circumstances relate to errors or omissions in the 2021/22 budget template, finalisation of the 2021/21 (draft) Annual Financial Report, incurrence of costs (expenses) and receipt of Revenue (income) that varies to the estimates.

Proposed Budget Adjustments have been outlined as follows and in Attachment (i) Budget Review Report and are now recommended to Council.

Description	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	\$	\$	\$
Current Surplus (At Budget Adoption)			30,002
2020/21 Closing Balance Additional Surplus (UnAudited)	46,132		76,134
Land Held for Resale - Lot 304 (2) Edwards Way - Expected Loss on Sale of Asset 1203		(7,000)	69,134
Plant and Equipment - Mazda Cx9 - Expected Loss on Sale of Asset 8Q0		(8,000)	61,134
Plant and Equipment - 2012 Ud Nissan Truck - Expected Loss on Disposal of Asset Q5122		(40,000)	21,134
Plant and Equipment - Isuzu Dmax 4X4 Ute - Expected Loss on Disposal of Asset 6Q190		(10,000)	11,134
Plant and Equipment - 2020 Mazda Cx-5 Touring - Expected Loss on Sale of Asset 4Q360		(5,000)	6,134
FESA Levy	3,900		10,034
Staff Training Expenses		(5,000)	5,034
Accounting Support Expenses - Consultant Support Costs		(10,990)	(5,956)
Accounting Support Expenses - New Chart of Accounts		(47,340)	(53,296)
Accounting Support Grant - New Chart of Accounts Funding Available	5,000		(48,296)
Accounting Support Expenses - New Monthly Financial Reporting Template following new COA		(7,500)	(55,796)
74 McLennan Street Expenses - Air-Conditioning		(7,500)	(63,296)
8 Murphy Street Expenses - Mould Cleaning & Testing		(8,500)	(71,796)
8 Murphy Street Income Loss		(2,600)	(74,396)

7 Edwards Way Expenses - Blinds & Flooring		(8,500)	(82,896)
Election Expenses	4,750		(78,146)
NRM Small Community Grant - Unspent Grant Funding Returned		(4,795)	(82,941)
Grants Commission (FAG's) Income	54,652		(28,289)
Peruzzo Panther Hi-Lift Oval Mower Purchase	6,100		(22,189)
Peruzzo Panther Hi-Lift Oval Mower Funded from Reserves		(6,100)	(28,289)
Town Hall Table & Chairs Purchase		(5,760)	(34,049)
Light Industrial Area Subdivision Expenses		(10,500)	(44,549)
Community Drought Grant Income Carryover 2020/21	170,700		126,151
Wheatbelt Secondary Freight Network (WSFN) Stage 4 Expenses	2,145		128,296
East Beverley Carry Forward Grant Funding Reduction		(17,257)	111,039
Old East Beverley Expenses Reduction	5,475		116,514
Roads to Recovery (R2R) Grant Funding Reduction		(158,378)	(41,864)
Roads to Recovery (R2R) Expenses Reduction	105,491		63,627
Town Planning and Development Reserve Budget Error		(75,750)	(12,123)
Plant Reserve Budget Error		(23,100)	(35,223)
Building and Infrastructure Reserve Budget Error	98,850		63,627
Self-Supporting Loan 115 Principal Income Error (not Budgeted)	9,228		72,855
Self-Supporting Loan 117 Principal Income Error (not Budgeted)	1,716		74,571
Closing Surplus (After Budget Adjustments)			74,571

For ease of consideration, some of the funding items have been grouped into categories to be considered as a lump sum as they are inter-related.

1. Opening Balance Adjustment \$ 46,132

The unaudited closing surplus position is \$46,132 better than what was included in the adopted statutory budget. This is based on adjustments made to our 2020/21 finances to complete the Annual Financial Report. As this AFR is currently pending audit, this figure could change again.

2. Loss on Disposal of Assets \$-70,000

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Land Held for Resale - Lot 304 (2) Edwards Way - Expected Loss on Sale of Asset 1203		(7,000)	
Plant and Equipment - Mazda Cx9 - Expected Loss on Sale of Asset 8Q0		(8,000)	
Plant and Equipment - 2012 Ud Nissan Truck - Expected Loss on Disposal of Asset Q5122		(40,000)	
Plant and Equipment - Isuzu Dmax 4X4 Ute - Expected Loss on Disposal of Asset 6Q190		(10,000)	
Plant and Equipment - 2020 Mazda Cx-5 Touring - Expected Loss on Sale of Asset 4Q360		(5,000)	

Net Variance	0	(70,000)	(70,000)
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The predicted loss on disposal of assets; 1203, 8Q0, Q5122, 6Q190 & 4Q360 was not entered in the overall expenditure in the Statutory Budget. There was an error in the budget template that omitted the combined sum of \$70,000 from the overall expenditure.

3. FESA Levy \$ 3,900

The FESA Levy Expense was duplicated due to an error in the Statutory Budget. It was entered once in the Building Budget and once in Schedule 5 under GL0990. Only one expense will be incurred.

4. Staff Training \$-5,000

Additional training required for new staff members over and above the budgeted amount to ensure that staff training can be provided equitably for all employees.

5. Accounting Support & New COA \$-60,830

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Accounting Support Expenses - Consultant Support Costs		(10,990)	
Accounting Support Expenses - New Chart of Accounts		(47,340)	
Accounting Support Grant - New Chart of Accounts Funding Available	5,000		
Accounting Support Expenses - New Monthly Financial Reporting Template following new COA		(7,500)	
Net Variance	5,000	(65,830)	(60,830)

Accounting Support; increased costs for additional support from Bob Waddell and Associates to complete the work that has commenced on the Annual Financial Report (ARF), Fair Value Valuations and Monthly Reporting Template. This work was required to finalise the 2020/21 financial year and was extended to assist the Executive Manager of Corporate Services to produce accurate and self-checking Monthly Financial Reports.

In completing the AFR and setting up the new Monthly Financial Report template it was identified that the Shire's Chart of Accounts (COA) has many historical issues that are causing problems with reporting in SynergySoft. As the COA has not been reviewed for many years (estimation of 15+) it was recommended that the Shire consider implementing a new chart, with a strong recommendation to utilise the industry Standardised COA that has backing from Local Government Professionals and the Minister and has funding available through the Department of Local Government, Sport and Cultural Industries.

The Standardised COA currently has been taken up by 20 Local Governments, with many more implementing. It uses a numbering system that was developed to be consistent across all areas, so it can be quickly memorised and helps identify any mistakes quickly. The COA is consistent with the Department of Local Government's Accounting Manual, Australian Accounting Standards, Local Government Regulations and the ATO. There will be significant savings in staff time in preparing reports and there is a potential to share resources with neighbouring LG's who use the same COA.

The LG Pro/DLGSC Grant Funding currently has 2 spots of funding left for this round. In applying for the grant, and in accordance with Attachment (iii) the Shire and Council must agree to;

- Fund and resource the implementation project,
- Engage in an annual subscription,

- Receive ongoing updates ensuring the standardisation of the CoA for all users,
- Share resources, standard reporting templates, etc.,
- Promote the benefits gained post implementation, the future aspirations and the impact to the industry as a whole,
- Collaborate with other users in decisions to add or change the Standard COA,
- Implement the new COA by 30 June 2022, and
- Meet on a bi-monthly basis to discuss collaboration opportunities, troubleshooting, etc..

The cost estimates within the \$47,340 contain the following;

\$25,340 = IT Vision (software developer) costs; detailed within Attachment (ii),

\$12,000 = Bob Waddell and Associates costs,

\$10,000 = Contingency for additional costs (i.e. staff overtime).

It is suggested that implementation of the new COA would occur over late December 2021 and early January 2022, with that timing suitable to the Executive Manager Corporate Services, IT Vision and Rhona Hawkins (Bob Waddell and Associates Executive Consultant).

Following the implementation of the COA there will be further Accounting Support Costs required to reconfigure the Bob Waddell and Associates abridged Monthly Reporting Templates as our current Financial Reporting template will no longer work. The move to transition from the Abridged Template towards the fully automated templates will be planned for 2022/23 which will incur additional expenses.

6. Building Maintenance & Rentals

\$-27,100

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
74 McLennan Street Expenses - Air-conditioning		(7,500)	
8 Murphy Street Expenses - Mould Cleaning & Testing		(8,500)	
8 Murphy Street Income Loss		(2,600)	
7 Edwards Way Expenses - Blinds & Flooring		(8,500)	
Net Variance		(27,000)	(27,000)

Various amendments to the Building Maintenance Budget due to unplanned maintenance works required to on multiple Shire owned properties.

74 McLennan Street; Tenant has requested a new Air-Conditioner due to the ineffectiveness of the existing unit. This cost is for the new unit and installation, installation costs have been reduced as tenant can install.

8 Murphy Street; Works were required in an attempt to remediate reported mould through professional cleaning as advised by the Department of Health. Unfortunately even with professional cleaning, the testing came back unfavourable and the property can no longer be tenanted. Therefore there is also a loss of expected income as the rent has been unable to be charged for approximately a 6 month period.

7 Edwards Way; Damage to the blinds and flooring were incurred by the former tenant. Compensation was sought through the Department of Housing (the tenant; who leases to their employee), however this was declined as in their view the replacements were deemed as "fair wear and tear" and not damage by the tenant. Compensation was also investigated with LGIS through our building policy, however again this was deemed as "wear and tear" which is not covered.

7. Election Expenses **\$ 4,750**

Reduced expenses relating to the October 2021 election as the 4 Councillor vacancies were filled by the 4 Councillor nominations.

8. NRM Small Community Grant **\$-4,795**

Refund of prior years (2020/21) NRM Grant Funding as "reimbursement of unspent funds", in compliance with the Grant Agreement. Money has been refunded in 2021/22.

9. Grants Commission (FAG's) Grant **\$54,652**

Grants Commission (FAG's) estimated income was based on the 2020/21 funding received at \$875,050. We have since been advised full funding for 2021/22 will be \$929,702 after the advance payment of \$962,315 received in June 2021.

10. Peruzzo Panther Hi-Lift Oval Mower **\$ 0 (Approval required but net effect \$0)**

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Peruzzo Panther Hi-Lift Oval Mower Purchase	6,100		
Peruzzo Panther Hi-Lift Oval Mower Funded from Reserves		(6,100)	
Net Variance	6,100	(6,100)	0

Reduced expenses as the purchase price for the Panther Hi-Lift Mower was \$18,900 and not the budgeted \$25,000.

As the purchase of the Peruzzo Hi-Lift Mower was budgeted from the Plant Reserve the total Plant Reserve Funding of \$263,000 needs to be reduced to \$256,900.

The net effect of the reduced purchase price of the Peruzzo Panther is \$0.

11. Town Hall Table & Chairs **\$- 5,760**

Increased expenses as the tables purchased for the Town Hall were unable to fit the required 8 persons comfortably. Additional expenses required to replace the table tops. The incorrect sized tops can be repurposed to other Shire buildings such as the Community Building.

12. Light Industrial Area Subdivision **\$-10,500**

Increased expenditure due to drainage and extra curbing works.

13. Community Drought Grant **\$ 170,700**

Increased income from the Drought Community Funding from 2020/21. The final tranche of DCP Grant funding is \$300,000 which is carried over from 20/21 however only \$129,300 was budgeted as expected Income which is related to spending on carryover projects; Caravan Park Reception, Single Occupancy Units and Youth Building, the remaining \$170,700 is additional income.

14. Wheatbelt Secondary Freight Network (Stage 4) **\$ 2,145**

There have been savings on the Municipal spend due to reduced expenses on works completed.

15. Old Beverley East Road**£-11,782**

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Old Beverley East Rd Carry Forward Grant Funding Reduction		(17,257)	
Old Beverley East Rd Expenses Reduction	5,475		
Net Variance	5,475	(17,257)	(11,782)

There was a budget error for this item as the Grant Funding of \$70,257 and Municipal Spend of \$0 was incorrect. This funding should have been \$53,000, with an additional \$17,257 Municipal Funds.

There have since been further savings on expenses so the full amount of \$17,257 from Municipal funds is not needed.

There is a net difference in income and expenditure of £-11,782.

16. Roads to Recovery**£-52,887**

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Roads to Recovery (R2R) Grant Funding Reduction		(158,378)	
Roads to Recovery (R2R) Expenses Reduction	105,491		
Net Variance	105,491	(158,378)	(52,887)

There is an increased municipal cost due to less Grant Funding being received. Expenditure has been scaled back to compensate for this. We had predicted \$292,355 of Grant Funding, however only \$133,977 of funding will actually be received in 2021/22.

The expenditure was budgeted at \$357,950 but has been scaled back and will now only be \$252,459.

There is a net difference in income and expenditure of £-52,887.

17. Adjustments to Reserve Balances**£ 0 (Approval required but net effect \$0)**

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Town Planning and Development Reserve Budget Error		(75,750)	
Plant Reserve Budget Error		(23,100)	
Building and Infrastructure Reserve Budget Error	98,850		
Net Variance	98,850	(98,850)	0

The endorsed 2021/22 Budget Opening Balance for multiple Reserve accounts was incorrect and did not match the actual balances in SynergySoft. It appears the Budget was prepared based on Monthly Financial Reports which included incorrect balances that did not link to system data.

The Town Planning and Development Reserve was significantly overstated at \$581,474 in comparison to the Actual Balance of \$505,724.

The Plant Reserve was overstated at \$461,680 in comparison to the Actual Balance of \$438,580.

The Building and Infrastructure Reserve was significantly understated at \$906,370 in comparison to the Actual Balance of \$1,005,220.

There is a net adjustment required of \$0.

18. Self-Supporting Loans

\$ 10,944

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Self-Supporting Loan 115 Principal Income Error (not Budgeted)	9,228		
Self-Supporting Loan 117 Principal Income Error (not Budgeted)	1,716		
Net Variance	10,944		10,944

Additional revenue for self-supporting loan 115 (Bowling Club) and loan 117 (Tennis Club) was missed in the Statement of Financial Activity "Self-supporting loan principal".

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Bushfire Risk Management Plan 2021 - 2026

Meeting Date	25 th November 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	Bushfire Risk Planning Coordinator Brian Humfrey
Attachments	(i) Bushfire Risk Management Plan 2021 – 2026 (ii) Correspondence from OBRM
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 75-21/22

MOVED Cr Hayes SECONDED Cr Haythornthwaite

That Council adopt the Bushfire Risk Management Plan 2021 – 2026.

CARRIED 8/0

IN BRIEF

- Council partnered with the Shires of Kellerberrin and Tammin and the Department of Fire Emergency Services to engage Mr Humfrey to prepare Bushfire Risk Management Plans for the 3 Shires and their Communities.
- The Plans for the Shires of Kellerberrin and Tammin have been prepared and recently adopted by the respective Councils.
- The Draft Plan for the Shire of Quairading has now been completed and has been reviewed extensively for compliance, including by the Office of Bushfire Risk Management (OBRM).

MATTER FOR CONSIDERATION

Adoption of the Shire of Quairading Bushfire Risk Management Plan 2021-2026, which has been reviewed and supported by the Office of Bushfire Risk Management (OBRM).

BACKGROUND

The Shire of Quairading Bushfire Risk Management Plan 2021-2026, has been developed in accordance with the requirements of the "Guidelines for Preparing a Bushfire Risk Management Plan (BRMP)", which is consistent with the policies of the State Emergency Management Committee.

The BRMP is a living document that local governments are required to produce under the State Hazard Plan for Fire. It details the risk from bushfire to identified assets, allows treatments to be applied and records maintained of all works completed. Once approved by the Office of Bushfire Risk Management (OBRM), it also qualifies the Shire as eligible to apply for funding under the Mitigation Activity Fund (MAF).

The BRMP is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The resulting 'Treatment Schedule' sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRMP. Government agencies, and other land managers

responsible for implementing treatments, participate in developing the BRMP to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

Treatments will be guided by risk priority, not land tenure, and will not be limited to local government managed lands. Mitigation Activity Funds can however only be used on local government vested/managed land /reserves.

The objectives of the BRMP are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities; and
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

Following the BRMP being reviewed and approved by the Office of Bushfire Risk Management (OBRM), the Shire will be eligible to apply under the MAF for monies to complete the identified treatments.

STATUTORY ENVIRONMENT

Pursuant to obligations under section 2.2.7 of the State Hazard Plan for Fire, an integrated Bushfire Risk Management Plan is to be developed for local government areas with significant bushfire risk.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The preparation of the BRMP was fully funded by DFES and the Office of Bushfire Risk Management and hosted by the Shire of Kellerberrin.

There is a funding pool annually through the Mitigation Activity Funding (MAF), and this will be the primary source of future funding. The funding available is for the initial treatment to reduce the fire risk, and thereafter it will be the responsibility of the Shire for ongoing maintenance.

Funding under the MAF will have a resource implication for the Shire's Volunteer Bushfire Brigades, DFES Town Brigade and associated volunteers. In addition, managing the projects funded under the MAF will impact internal staff resources, with the CESM assigned as manager of the Mitigation program.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP
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. GOVERNANCE AND LEADERSHIP

5.4 Implement systems and processes that meet legislative and audit obligations

1. COMMUNITY

1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.

1.5 Support emergency services planning, risk mitigation, response and recovery

CONSULTATION

The Bushfire Risk Planning Coordinator undertook the following Consultations / Engagements as part of the Planning Project:-

- Office of Bushfire Risk Management (OBRM)
- DFES Bushfire Risk Planning Coordinator
- Chief Bushfire Control Officer
- Community Emergency Services Manager
- State Government Agencies & Departments
- Draft Plan provided to all Councillors for Review & Comments.

Mr Humfrey has also made Presentation on Bushfire Risk Planning to meetings of both the Bushfire Advisory Committee and the Local Emergency Management Committee.

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

Financial - Risk Matrix Rating is assessed as Low. Preparation of the Plan was fully funded by DFES/ OBRM. Council will be able to apply to the Mitigation Activity Funding (MAF) for mitigation treatment work, however this is a Competitive Funding Pool provided annually.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Should Council decide not to endorse the BRMP it would place the Shire in default of its obligations under the State Hazard Plan requirements. This poses a significant reputational risk should a disaster occur.

Operation – Risk Matrix Rating is assessed as Low. It expected that future Mitigation Works will be planned and undertaken by a combination of Contractors, Shire employees and Volunteer Bushfire Brigades. The CESM position is to manage the future Mitigation treatment program.

Natural Environment – Risk Matrix Rating is assessed as Low. BRMP to be in place to reduce the impact of Bushfires upon Natural Environment, Agricultural Production land and General Property / Infrastructure.

COMMENT

There were a total of 380 assets identified for the BRMP assessments covering four (4) Asset Categories (Human Settlement, Economic, Environmental and Cultural). The assets were assessed by DFES in consultation with local stakeholders, on the likelihood rating and the consequence. The assessment also took into consideration the bushfire hazard based on the Classification of Vegetation, Separation Distance and the Slope Rating of the topography.

From this assessment, a Risk Evaluation was formulated identifying the risk category and the treatment priority for each of the assets. Assets listed as High, Very High and Extreme will require treatment. This

will be developed in consultation with land owners and other stakeholders, with a treatment schedule to be completed within six months of the BRMP being endorsed by Council.

Within six months of adoption by the Council, the Shire is required to finalise the Treatment Schedule in the Bushfire Risk Management System (BRMS) and provide written notification to OBRM. It is not necessary to provide further updates to OBRM if any individual treatments are subsequently added, edited, rescheduled or deleted from the original schedule after this time.

Pursuant to the Guidelines, at the end of each financial year, the Shire of Quairading will be required to prepare and submit a report to OBRM detailing progress against the BRM Plan. The annual report is a standard report generated within BRMS and comments may be added to the report to provide further context.

12.2 Determination of Council Meeting Dates for Year 2022

Meeting Date	25 th November 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 76-21/22

MOVED Cr Cowcill SECONDED Cr Hippisley

- That Council adopt the following schedule of Council Meeting Dates for the 2022 Calendar year with Ordinary Council Meetings to commence at 2.00pm in the Council Chambers in Quairading unless otherwise stated.

January	Council in Recess
February	Thursday, 24 th
March	Thursday, 31 st (5 th Thursday)
April	Thursday, 28 th
May	Thursday, 26 th
June	Thursday, 30 th (5 th Thursday)
July	Thursday, 28 th
August	Thursday, 25 th
September	Thursday, 29 th (5 th Thursday)
October	Thursday, 27 th
November	Thursday, 24 th
December	Thursday, 15 th

- That the Ordinary Council Meeting Dates be published in accordance with the requirements of the Local Government Act 1995.
- That Council adopt the following Committee Meeting Dates for 2022 Calendar year to commence at 5 pm in the Council Chambers unless otherwise stated: -

February	Tuesday 8 th	Strategic Planning Committee
March	Tuesday 15 th	Audit & Risk Committee
April	Tuesday 12 th	Strategic Planning Committee
June	Tuesday 14 th	Audit & Risk Committee
August	Tuesday 9 th	Strategic Planning Committee
September	Tuesday 13 th	Audit & Risk Committee
October	Tuesday 11 th	Strategic Planning Committee
December	Tuesday 6 th	Audit & Risk Committee

CARRIED 8/0

IN BRIEF

- The above Meeting Dates are offered for Council's consideration for Council Meetings to commence at 2.00pm in the Council Chambers and Committee Meetings commencing at 5.00pm, unless otherwise stated.
- Council is required to provide Statutory Public Notice of the Dates for the Ordinary Council Meetings for 2022.

MATTER FOR CONSIDERATION

Draft schedule of Meeting Dates for Ordinary Council Meetings for the 2022 Calendar Year.

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

BACKGROUND

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

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

Advance approval of Council Meeting dates allows for forward planning and reduces potential conflict with other civic and community responsibilities, functions and events of Council.

The 2022 Public Holidays (as approved by the *Western Australian Department of Mines, Industry Regulation and Safety*) are as follows:

Public Holiday	Day/Date 2022
New Year's Day	Saturday 1 January and Monday, 3 January
Australia Day	Wednesday, 26 January
Labour Day	Monday, 7 March
Good Friday	Friday, 15 April
Easter Monday	Monday, 18 April
ANZAC Day	Monday, 25 April
Western Australia Day	Monday, 6 June
Queen's Birthday	Monday, 26 September
Christmas Day	Sunday 25 December and Monday, 26 December*
Boxing Day	Monday 26 December* and Tuesday, 27 December

* Monday, 26 December 2022 is a Boxing Day public holiday and also an additional Christmas Day public holiday at the same time.

The above public holiday dates do not affect the proposed meeting dates. Minor adjustments will be made to administrative processes to account for the public holidays.

STATUTORY ENVIRONMENT

Local Government Act, 1995

Division 2 – Council meetings, committees and their meetings and electors' meetings

Subdivision 1 – Council meetings

5.3. Ordinary and special council meetings

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

5.4. Calling council meetings

An ordinary or a special meeting of a council is to be held –

- (a) if called for by either –
 - (i) the mayor or president; or
 - (ii) at least $\frac{1}{3}$ of the councillors,
 in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- (b) if so decided by the council.

5.5. Convening council meetings

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

Local Government (Administration) Regulations 1996

12. Publication of meeting details (Act s. 5.25(1)(g))

- (1) In this regulation –

meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held –
 - (a) ordinary council meetings;
 - (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.
- (3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.
- (4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the

meeting on the local government's official website as soon as practicable after the decision is made.

A local government is required at least once each year to give local public notice of all Ordinary Council meetings and Committee meeting dates, times and places that are open to the public and are to be held in the next twelve months.

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

CONSULTATION

Internal consultation was undertaken to ensure the proposed dates align with required timeframes relating to administrative processes.

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

Financial - Risk Matrix Rating considered as Low.

Health – Risk Matrix Rating considered as Low.

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

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

Natural Environment – Risk Matrix Rating considered as Low.

12.3 Sport & Recreation Master Plan 2021 - 2031

Meeting Date	25 th November 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCP&S Richard Bleakley
Attachments	<ul style="list-style-type: none"> (i) Shire of Quairading Sport and Recreation Master Plan – 2021-31 – Final (ii) Appendix 1 - 2011 Sport & Recreation Master Plan Recommendations Summary (iii) Appendix 2 - Proposed Redevelopment of Quairading Recreation Pavilion 10Aug2021 (iv) Appendix 3 – Sport & Recreation Facilities Site Audit (v) Appendix 4 – WAFC Venue Inspection Audit Quairading Oval 2020 (vi) Appendix 5 – Community Survey Summary Report
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council: -

1. **Accepts the Officer's Report on the Final Sports and Recreation Masterplan 2021-31 submitted by the Executive Manager of Community, Projects and Strategy**
2. **Following the Public Consultation Period and minor Revisions, adopt the updated version of the Final Sports and Recreation Masterplan 2021-31.**

RESOLUTION: 77-21/22

MOVED Cr Cowcill SECONDED Cr McGuinness

That Council: -

1. Accepts the Officer's Report on the Final Sports and Recreation Masterplan 2021-31 submitted by the Executive Manager of Community, Projects and Strategy
2. Following the Public Consultation Period and minor Revisions, adopt the updated version of the Final Sports and Recreation Masterplan 2021-31.
3. Review the Sports and Recreation Masterplan 2021-31 every two (2) years, including full Community Consultation, to monitor progress and to recognise any emerging recreation issues.

CARRIED 8/0

Reason for Variation from Officer's Recommendation

Council considered that the Masterplan required a Review Process and every 2 years was supported.

IN BRIEF

- Sporting and Recreational Clubs, Community Groups and Community members' Survey completed.

- A workshop was conducted by ABV Consultancy with the members of the Sporting and Recreation Committee to assess the findings of the Survey and to categorise and prioritise the finding of the Survey.
- Draft of the Sports and Recreation Masterplan and supporting documentation completed and presented to the Strategic Committee prior to further Community Consultation.
- Draft Masterplan was circulated for comment to Clubs and Organisations and to the general public on social media.
- Feedback has been incorporated in Final Master Plan document for presentation to Council.

MATTER FOR CONSIDERATION

Adoption of the Sports and Recreation Masterplan 2021-31.

BACKGROUND

Darren Monument of ABV Leisure Consulting was contracted to deliver the Sports and Recreation Masterplan 2021-31.

Both Darren Monument and Michelle Greenhalgh (MCG) participated in the Sports and Recreation Committee Meeting held on the 27th July 2021.

In August, a Survey was circulated to all sporting, recreational and community clubs and groups.

There was a follow-up workshop with the Sports and Recreation Committee on 1st September 2021 to provide a framework to proceed to the drafting of the Masterplan.

The Draft of Sports and Recreation Masterplan was presented to the Strategic Planning Committee on 12th October 2021 and the Draft adopted by Council at the October OCM.

The Draft Plan was then put out to the Community, Sporting and Recreational Groups and Clubs for a two-week period of consultation with comment and feedback provided by small number community members.

Community Feedback:

Wamenusking

- Update provided on shade in the play area

Skate park vs. Pump track

- Pump track would be a cheaper short term option with lower O&M costs
- Probably more appealing to Youth

Multi-purpose Precinct Concept

- Recognition of the role of the Working Group
- Phasing and scheduling of the Project

Outlying Sporting Clubs

- Shire's current commitment to these clubs.
- Inclusion of the Clubs in this iteration of the Sports and Recreation Masterplan

The Draft Sports and Recreation Masterplan was also forwarded to Department of Local Government, Sport and Cultural Industries (Northam) for comment and feedback.

This feedback from both the Community and the Department was taken on-board in finalising the Masterplan.

Schedule for Master Plan 2021-31 Review

Activity	Start	Finish	Status
DEVELOPMENT OF S&R MASTERPLAN 2021-31	7-Jun-21	25-Nov-21	
STEP 1: SURVEY OF SPORTS AND RECREATION GROUPS			
Design	7-Jun-21	16-Jul-21	Complete
Circulation to groups and clubs	28-Jul-21	30-Jul-21	Complete
Survey period	3-Aug-21	16-Aug-21	Complete
Phone consultation	6-Aug-21	20-Aug-21	Complete
Closure	20-Aug-21	20-Aug-21	Complete
STEP 2: REPORT ON SURVEY			
Completion of survey report	23-Aug-21	31-Aug-21	Complete
STEP 3: WORKSHOP			
Sport and Recreation Committee	1-Sep-21	1-Sep-21	Complete
STEP 4: DRAFT PLAN	2-Sep-21	20-Sep-21	
Draft report completed	2-Sep-21	15-Sep-21	Complete
Shire consultation	13-Sep-21	20-Sep-21	Complete
STEP 5: DRAFT PLAN – SPORTS AND RECREATIONAL MASTERPLAN 2021-31			
Finalise Draft of Masterplan 2021/31	21-Sep-21	6-Oct-21	Complete
Presentation to Strategic Planning Committee	12-Oct-21	12-Oct-21	Complete
STEP 6: FINAL PLAN – SPORTS AND RECREATIONAL MASTERPLAN 2021-31			
Community consultation (2 weeks)	29-Oct-21	12-Nov-21	Complete
Finalise Masterplan 2021/31	13-Nov-21	16-Nov-21	Complete
Presentation to Shire Council	25-Nov-21	25-Nov-21	Pending

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The finalizing of the Sports and Recreation Masterplan will provide a framework for the Council to proceed with the scheduled programming of projects - planning, budgeting and sourcing of external funding and delivery.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. COMMUNITY
1.2 Provide social and cultural activities for all members of the community
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience

3. BUILT ENVIRONMENT
3.2 Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
3.3 Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans

5. GOVERNANCE AND LEADERSHIP
5.1 Shire communication is consistent, engaging and responsive
5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Sports and Recreation Clubs and the broader community were engaged in the process through the delivery of a Sports and Recreation Survey (June 2021 to August 2021).

Following presentation to the Strategic Committee the draft document has been circulated within the Community for comment and feedback prior to further refinements to the Masterplan and submission to Council for adoption at the November 2021 OCM.

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

Financial - Risk Matrix Rating is assessed as Low. The development of the Masterplan will provide the framework to determine both the capital investment and operation and maintenance costs for sporting and recreational services provided to the community.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. The Masterplan will provide a clear and transparent process to the Community for the delivery of the Council's Sports and Recreation program.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

- This is the first iteration of the Shire’s Sports and Recreation Masterplan.
- The Sports and Recreation Masterplan 2011-2020 provided direction to the Council on matters relating to Sports and Recreation. Of the 23 Recommendations in the Masterplan 2011-20:
 - Thirteen (13) have been achieved;
 - Six (6) are ongoing;
 - Four (4) were deferred (Multipurpose Precinct Project); and
 - Two (2) were withdrawn
- The Development and Adoption of a Sports and Recreation Masterplan is a pre-requisite / conduit for sourcing external funding.
- The Sports and Recreation Masterplan 2021-31 has a broader scope than the previous plan capturing outlying community clubs and facilities, and passive recreation.
- I would like to thank all Clubs, Organisations and members of the community for their participation in the process.

12.4 New MOU - Community Emergency Services Manager (CESM) Program

Meeting Date	25 th November 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Correspondence from the Shire of Kellerberrin
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 78-21/22

MOVED Cr Haythornthwaite SECONDED Cr Stacey

1. That Council note that the Shire of Kellerberrin has formally advised of its withdrawal from the current MOU for the Community Emergency Services Manager Program between the Shires of Quairading, Cunderdin, Tammin and Department of Fire and Emergency Services (DFES).
2. That Council support entering into a new MOU between the Shires of Quairading, Cunderdin, Tammin and Department of Fire and Emergency Services (DFES) for the Community Services Manager Program for a Term of 3 Years , with an Option of an Extension for a further 3 Years.

CARRIED 8/0

IN BRIEF

- A MOU has been in place for over 10 Years for the engagement of a Community Emergency Services Manager (CESM). Initially the Arrangement was between Council, Shire of Cunderdin and DFES and was based on 70% DFES Funding and 15% each for both Councils.
- The current MOU signed in April 2018 provides the Instrument for the Delivery and Funding of the Community Emergency Services Manager Program over the Shires of Cunderdin, Kellerberrin, Quairading, Tammin and DFES. Funding comprised of 60% DFES and 10% for each of the Councils.
- The current MOU is for 5 years expiring in April 2023.
- The Shire of Kellerberrin have advised that it wishes to withdraw from the MOU and has given 3 Months' Notice pursuant to the MOU.
- With the withdrawal of the Shire of Kellerberrin it is timely to bring the MOU into alignment with the new Statewide MOU template.
- A new MOU has been offered by DFES for a 3 Year Term with an Option to extend for a further 3 Years.
- The new Funding Agreement will see DFES's portion remain at 60% and the 3 Councils' portions being 13.33% per Council.
- A Draft MOU has been provided to the 3 CEO's for final Review, but is subject to consideration and support by all 3 Councils.

MATTER FOR CONSIDERATION

That Council note the withdrawal of the Shire of Kellerberrin from the CESM Memorandum of Understanding (MOU) and support Council's participation in a new MOU for the Community Emergency Services Manager Program between the Shires of Quairading, Cunderdin, Tammin and Department of Fire and Emergency Services (DFES).

BACKGROUND

In April 2018, the Shires of Quairading, Cunderdin, Kellerberrin, Tammin and DFES signed a MOU for the provision of a shared Community Services Manager to deliver Emergency Management Support Services to the Shires in accordance with DFES's Best Practices. The current 5-year term MOU terminates in April 2023.

The MOU provides for any of the Parties to withdraw from the MOU giving 3 Months' Notice of its intention.

The Shire of Kellerberrin at its October 2021 Ordinary Meeting of Council reviewed its current organisational structure and has created a Manager of Governance role to cover gaps in Compliance and current outsourced roles are to be brought back "in house".

The Shire of Kellerberrin on the 27th October 2021 advised the Chief Executive Officer of their formal three (3) months' withdrawal notice from the CESM Program in accordance with Clause 12 (Termination) of the MOU.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Emergency Management Act 2005

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council is the current Host Council for the CESM Position with Mr Simon Bell working and residing in the District.

Council bears the Full Cost of the Program and are recouping 90% of the Costs from the other Parties to the MOU. DFES also covers 100% of the Availability Allowance paid to the CESM and all DFES Overtime for work undertaken on DFES Regional Fire Incidents.

The Current Projected Net Cost to Council per Year is \$16,457 (which is 10% of the Program's Annual Budget).

With the withdrawal of 1 Council, Council's Projected Net Cost in a full Year will be \$21,937.

The projected Cost to Council in the current 2021/2022 Year will be \$18,740.

Despite the increase in Costs to Council, it is considered that considerable benefit and support is derived from the Program and especially with the CESM being based in Quairading and visiting the adjoining Towns and DFES Regional Office in Northam on a regular roster basis.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

1. COMMUNITY

1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.

1.5 Support emergency services planning, risk mitigation, response and recovery

CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. Proposed that the CESM Program continue to be hosted by the Shire of Quairading. The 3.33% increase in Contribution Costs by Council can be incorporated in to future Years Budgets.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council has increasing obligations in regard to Emergency Management and for the establishment and support of Bush Fire Brigades and Volunteers.

Operation – Risk Matrix Rating is assessed as Low. The CESM position has been well established in the organisation over many years and is incorporated into the Organisational Structure approved by Council. The Position provides significant support for Council's Volunteer Bush Fire Brigades and Volunteers.

Natural Environment – Risk Matrix Rating is assessed as Low.

12.5 Application to Use Airstrip Hangar – Mr John Harris

Meeting Date	25 th November 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	Mr John Harris, Newell Street, Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

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

RESOLUTION: 79-21/22

MOVED Cr McGuinness SECONDED Cr Haythornthwaite

That the Application to Use Airstrip Hangar – Mr John Harris Agenda Item be held over for more details on the Condition of the Building and Lessor/Lessee Responsibilities.

CARRIED 8/0

Reason for Variation from Officer's Recommendation

Council considered that there was insufficient details on the current Condition of the Hangar and also the future responsibilities on the Lessor/ Lessee for building maintenance.

IN BRIEF

- Local Resident Mr John Harris of Newell Street, Quairading approached the CEO in 2017/2018 as to whether he would be able to lease the "Old Hangar" at the Quairading Airstrip to house his light aircraft which he was restoring / assembling.
- The light aircraft is nearing completion and Mr Harris has approached the Administration again with his Request.
- The "Old Hangar" was originally constructed by the then GP, Dr Paul Higgins and upon his departure from Town and his subsequent Passing many years later, Council has acquired the Structure.
- For a number of years, the hangar was utilised (free of charge) by the St John Ambulance Sub Centre to garage their "First Aid Post Caravan". The Caravan has in recent years been sold and the hangar has remained unoccupied and not maintained.

MATTER FOR CONSIDERATION

Council to consider supporting the Proposal to Lease out the "Old Hangar" to Mr John Harris to house his light aircraft.

BACKGROUND

Council has care, control and management of the Quairading Airstrip situated on Crown Reserve 20494.

The "Old Hangar" is in poor condition however still sound. Mr Harris who is a Metal Work Fitter and Turner by Trade has undertaken to effect minor repair works at his Cost to ensure the structure is maintained to a "fit for use" condition.

STATUTORY ENVIRONMENT

Land Administration Act 1997

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

Local Government Act 1995

Section 3.58 Disposal of Property

Local Government (Functions & General) Regulation

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

2021/22 – Mr Harris has offered to pay \$10.00 per Week (\$520 Paid Annually) and has undertaken to maintain the Structure at his own Cost.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

5. GOVERNANCE AND LEADERSHIP

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

COMMUNITY CONSULTATION

No Public Consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Council does not maintain the Old hangar and currently receives no income from the Airstrip.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council should support to ensure another active user of the Airstrip and also show support for alternative Recreational pursuits in the Community. Building currently unoccupied and there have been no other Enquiries of Interest to occupy the hangar.

Operation – Risk Matrix Rating is assessed as Low. No impact upon the Organisation and no impact upon the safe operation of the Airstrip.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 15 URGENT COUNCILLORS' BUSINESS

Nil.

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

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

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

RESOLUTION: 80-21/22

MOVED Cr McGuinness SECONDED Cr Hippisley

That Council consider the confidential report listed below in a meeting closed to the public at 3.18 pm in accordance with Section 5.23(2) of the Local Government Act 1995:

- 16.1 Executive Manager of Works & Services Appointment (Confidential Item)
- 16.2 CEO Key Performance Indicators (KPIs) 2021/2022 (Confidential Item)
- 16.3 CRISP Wireless – Access to Telecommunications Tower (Confidential Item)

CARRIED 8/0

16.1 Executive Manager of Works & Services Appointment (Confidential Item)

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

RESOLUTION: 81-21/22

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

That Council accept the CEO's Report on the Recruitment and recommended Appointment of Darren Wallace to the position of Executive Manager of Works & Services with the Shire of Quairading for a Contract Term of five (5) Years.

CARRIED 8/0

16.3 CRISP Wireless – Access to Telecommunications Tower (Confidential Item)

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

RESOLUTION: 82-21/22

MOVED Cr McGuinness SECONDED Cr Hayes

1. That Council support CRISP Wireless's Proposal to have access (not exclusive use) to the disused Telecommunications Tower on Reserve 29205 (Golf Club Reserve) for the purposes of providing improved Digital Connectivity to the District as part of the Company's Wheatbelt Digital Improvement Project.
2. The Chief Executive Officer be authorised to negotiate with CRISP Wireless on an Access Licence on a nil cost basis to Council.

CARRIED 8/0

3.25 pm

Mr Allan Rourke, Mrs Leah Horton, Mr Richard Bleakley and Mrs Anthea Strauss left the meeting.

16.2 CEO Key Performance Indicators (KPIs) 2021/2022 (Confidential Item)

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

RESOLUTION: 83-21/22

MOVED Cr Haythornthwaite SECONDED Cr McGuinness

That Council adopt the Draft CEO Key Performance Indicators for New CEO Ms. Nicole Gibbs as identified in the confidential attachment for the 2021/2022 review year in accordance with clause 4 and schedule 3 of the CEO's Employment Contract.

CARRIED 8/0

RESOLUTION: 84-21/22

MOVED Cr Cowcill SECONDED Cr Hippisley

That the meeting be open to members of the public at 3.39 pm.

CARRIED 8/0

16.4 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.

No Members of the Public were in attendance.

ITEM 17 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 16th December 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 18 CLOSURE

There being no further business, the Chairperson closed the Meeting at 3.40 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 25th November 2021 were confirmed 16th December 2021 as recorded on Resolution No. _____

Confirmed..... 16/12/2021

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

8.1 Local Emergency Management Committee (LEMC) Minutes – 2nd December 2021

RECOMMENDATION

MOVED _____ **SECONDED** _____

That the Minutes of the Local Emergency Management Committee Meeting held on the 2nd December 2021 be received.

____/____

Voting Requirements – Simple Majority

SHIRE OF QUAIRADING

Local Emergency Management Committee

The Local Emergency Management Committee Minutes of Meeting held on Thursday 2nd December 2021 commencing at 4.30 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 4.30 pm.
Cr Smith welcomed new Chief Executive Officer, Mrs Nicole Gibbs to the meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr P Smith	Shire President / Chairperson
Mr G Fardon	Chief Executive Officer
Mrs N Gibbs	New Chief Executive Officer
Mr S Bell	Community Emergency Services Manager
Mr T Sandercock	St John Ambulance
Sgt A Herod	OIC Quairading Police
Mrs J Spadaccini	Department of Communities
Mr J Corrigan	Department of Fire and Emergency Services

2.2 Observers / Visitors

Mr B Humfrey	Bushfire Risk Planning Coordinator
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2.3 Apologies

Mr R Bleakley	Executive Manager Community, Projects and Strategic
Mr A Duncan	Quairading Central BFB and Quairading VFRS
Mrs D Ellison	HSM – Quairading District Hospital
Mr N Gelmi	Chief Bush Fire Control Officer
Cr T Stacey	Deputy Shire President
Mr G Rowles	Bushfire Risk Management Officer (DFES)
Mrs Y Grigg	District Emergency Management Advisor (DFES)

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Mr Humfrey

Update on the Bushfire Risk Management Plan for the Shire of Quairading that was submitted to and endorsed by Council on Thursday 25th November 2021.

The Shire is now eligible to apply for funding for land owned or vested to the Shire of Quairading for mitigation works.

All assets that have been identified as an extreme risk are required to be actioned within a two year period and those with a very high rating must be actioned within a three year period and all other assets within the life of the plan (5 years).

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 9th September 2021

RESOLUTION: LEMC2- 21/22

MOVED Mr Sandercock SECONDED Mr Fardon

That the minutes of the Local Emergency Management Committee Meeting held on 9th September 2021 be confirmed as a true and correct record of that Meeting.

CARRIED

4.2 Business Arising

There was no business arising from the previous minutes.

ITEM 5 CORRESPONDENCE

5.1 Inward

Nil

5.2 Outward

Nil

ITEM 6 STANDING ITEMS

6.1 Update of Contacts

A contact list was emailed out with the agenda and will be emailed out with the Minutes for update.

Mrs Spadaccini informed her details were incorrect and will email the correct details following the meeting.

6.2 Training Dates

No training dates have been scheduled.

6.3 Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) for the Shire of Quairading will be under review and updated during the 2022 year. The document will be having a major restructure with more information being placed in the document although it will be easier to follow due to being divided in to sections.

Two versions of the document will be created, both will be the same aside from the public version of the document having the Contacts and Resources section removed and any other contact information throughout the document that is not generic will be blacked out.

The first draft of the new LEMA will be presented to the LEMC at the March meeting for comment and any changes required.

ITEM 7 LEMC EXERCISES

The Quairading LEMC was unable to hold a LEMC exercise during the 2021 calendar year. One will be scheduled to be held in 2022 in lieu of this, with a desktop exercise for an earthquake scenario proposed.

Possibility of holding a Morning exercise to include surrounding Local Governments.

ITEM 8 AGENCY UPDATES

8.1 WA Police

Sgt Herod

Still in process of recruiting a second officer for the Quairading Station

Currently working on COVID-19 mandates and how businesses will monitor the situation and if they will require security of some form.

Large harvest this year, trying to work on a greater police presence on the roads to minimise unsafe driving on all levels.

Mr Fardon asked for an update regarding the upcoming community engagement event at the Quairading CRC with seniors and other Community Members.

This session is to provide some assistance with mitigating the risk of burglaries due to the recent spate of opportunistic burglaries. Updated contact numbers for Police will be provided to the Community and there is a supply of fridge magnets for handing out to Community members.

8.2 St John Ambulance (SJA)

Mr Richardson

Was not in attendance at this meeting.

Mr Sandercock

Training calendar for the 2021 year has finished, with only one training session remaining on the new 12 lead defibrillator (core pulse) that have recently been placed in both ambulances and have the capability for specialists' easier access to patient information.

Training to resume late January/ early February.

Mindful of border opening next year ensuring training will be held around COVID-19 protocols.

8.3 Fire and Emergency Services

Mr Corrigan

High fuel loadings compared to recent years, with harvest also expected to continue well in to January for many farmers around the district.

Several header fires have occurred recently, with approximately one a day within the region.

Volunteers are within the Group 2 vaccine mandate and are now required to have received their first dose by 31st December and be fully vaccinated by the 31st January. Pressure has now been put on to the Local Governments to collect the data from bush fire volunteers, and will be difficult to police at an incident due to the different directions that volunteers enter the fire ground from.

Many different approaches from local governments regarding WHS legislation with some removing all Bushfire Brigade members if they are not trained.

Regarding the Bushfire Risk Management Plan, some of the extreme risks that were identified are the reserves on the north eastern edge of the town site, surrounding the cemetery and waste recycle facility. Meetings have been held regarding these risks with the Department of Biodiversity Conservation and Attractions and other subject matter experts within DFES. It is proposed that a reserve management plan be developed for the area. Currently looking at completing some mulching along the residential

areas (Louden and Coraling streets), although due to rare declared flora in the reserves this will take some time for approval.

Ms Grigg

Was not in attendance at this meeting.

Mr Duncan

Was not in attendance at this meeting.

8.4 Quairading Co-op

Ms Cutts

Was not in attendance at this meeting.

8.5 Department of Communities

Mrs Spadaccini

Updated – Local Emergency Welfare Plan (Attached)

COVID – 19 Welfare Centre Guide (Attached)

The most recent Welfare Centre Guide will be dispersed with the minutes of the meeting to the committee due to some updates.

Anyone working in a welfare centre are now required to be double vaccinated, although the evacuees do not need to be. For evacuees that are not vaccinated will be required to wear a mask and in the welfare centre will be separated as much as practicable from those that are vaccinated. Upon receiving a request to open a welfare centre, the Dept. of Communities officer on call will contact the Dept. of Health asking for most recent COVID information to provide a more informed decision for welfare centres.

8.6 Department of Education

Ms Truman

Was not in attendance at this meeting.

8.7 Department of Health

Mrs Ellison

Was not in attendance at this meeting.

8.8 Local Government

Cr Smith

Nothing to report at this meeting.

Mr Gelmi (submitted to CESM in advance for the Agenda)

One appliance was taken to the Quairading Show for display and to be on standby for the fireworks display.

A training day was held for the bushfire brigades on Saturday 23rd October with refreshers on the burn-over equipment and other various safety items on the appliance. 2 burns were also conducted in town. Attendance at the Wamenusking and South Caroling Brigade AGM's.

Until Sunday 21st November there were no callouts, where a small band of lightning came through and ignited several fires on the Shires eastern boundary to which most were extinguished by rain that followed soon after, with only 3 fires requiring extra assistance.

Mr Duncan

Was not in attendance at this meeting.

Mr Fardon

Informed that the Manager of Works and Services Mr Allan Rourke has now departed Council's employment, with Mr Scott Bavin acting in this role until the appointment and commencement of the new Manager of Works and Services.

For any machinery or support crews required call the Shire after hour's number or Mr Bavin (holding the Works Managers phone) can be contacted.

A skeleton crew will be in place during the Christmas break although the Shire will be closed to the public from COB 22nd December and reopening on the 4th January.

Council was approached by the Community Gym Committee regarding a discount for Fire and Rescue Volunteers for Gym memberships at a discount of 10%. Council extended the request to include St John Ambulance volunteers as well and has offered a 25% discount for both Services for Annual Gym memberships. This took effect on the 1st December 2021.

Mr Bleakley

Was not in attendance at this meeting.

Mr Bell

Attended a training calender meeting on Wednesday 1st December at Northam DFES Office to put forward training requirements for the Bush Fire volunteers for the 2022 year. As soon as dates have been confirmed, they will be advertised around the shire.

Some brigade members were not receiving SMS notifications about fires from DFES communications centre although they have in the past and are still listed to receive them. This has been raised with DFES and since then there has been no further issue brought forward regarding this matter.

ITEM 9 URGENT BUSINESS

There was no urgent business requiring discussion.

ITEM 10 NEXT MEETING DATES

Quarterly Meetings – 4.30pm Commencement

Adopted dates for 2022

10th March 2022

9th June 2022

8th September 2022

1st December 2022

ITEM 11 CLOSURE

Cr Smith acknowledged CEO Mr Graeme Fardon’s significant contribution to the Committee and thanked him for his knowledge and input to the committee during his time at the Shire of Quairading.

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

I certify the Minutes of the Local Emergency Management of Council held on 2nd December 2021 were confirmed on 10th March 2022 as recorded.

Confirmed.....10/03/2022



Government of **Western Australia**
Department of **Communities**



COVID – 19 Welfare Centre Guide

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Document control

Publication date	March 2021
Review date	Due to the changing nature of the pandemic situation and associated risks, this guideline will be reviewed on a two monthly basis or as required to incorporate relevant changes as the situation evolves.
Owner	Executive Director – Geraldine Carlton
Custodian	Director, Emergency Services – Matt McNally

Amendments

Version	Date	Author	Description
1.01	17 Dec 2020	Senior Planning and Project Officer	Initial draft for review
1.02	23 Dec 2020	Senior Planning and Project Officer	Minor editorials and statement of fact changes - DFES/SEMC BU, WALGA
1.03	22 Jan 2021	Senior Planning and Project Officer	Update to PPE directions
1.04	08 March 2021	Director- Emergency Services Unit	Minor edits and formatting
1.05	October 2021	Executive Director Emergency Management	

1 Background

The World Health Organization (WHO) declared the outbreak of COVID-19 a Public Health Emergency of International Concern on 30 January 2020.

On 15 March 2020, the Minister for Emergency Services WA declared a State of Emergency with effect from 16 March 2020 in respect of the pandemic caused by COVID-19.

Since that time Western Australia has worked through an array of border control measures and social distancing and hygiene strategies to suppress the virus within the State.

Preventing community transmission has allowed the State to continue to operate with significant levels of normalcy both socially and economically compared with other jurisdictions around the globe.

Continuing to prevent/limit transmission is an ongoing goal and needs to be considered when other hazards and emergencies also come in to play. Each year the State responds to an array of hazards, particularly natural hazards over the summer months. Management of these events often leads to the establishment of evacuation and welfare centres whereby numbers of people can congregate.

To that end, this guide has been established to help agencies continue to best manage such situations in concurrence with COVID-19. It should be read as an adjunct to the already established principles and practices under the State Emergency Management Framework and read in conjunction with the [State Support Plan – Emergency Welfare \(Interim\)](#) and the [Western Australia Community Evacuation in Emergencies Guideline](#), both of which provide in-depth content related to emergency management, emergency welfare provisions and emergency evacuation provisions.

2 Scope

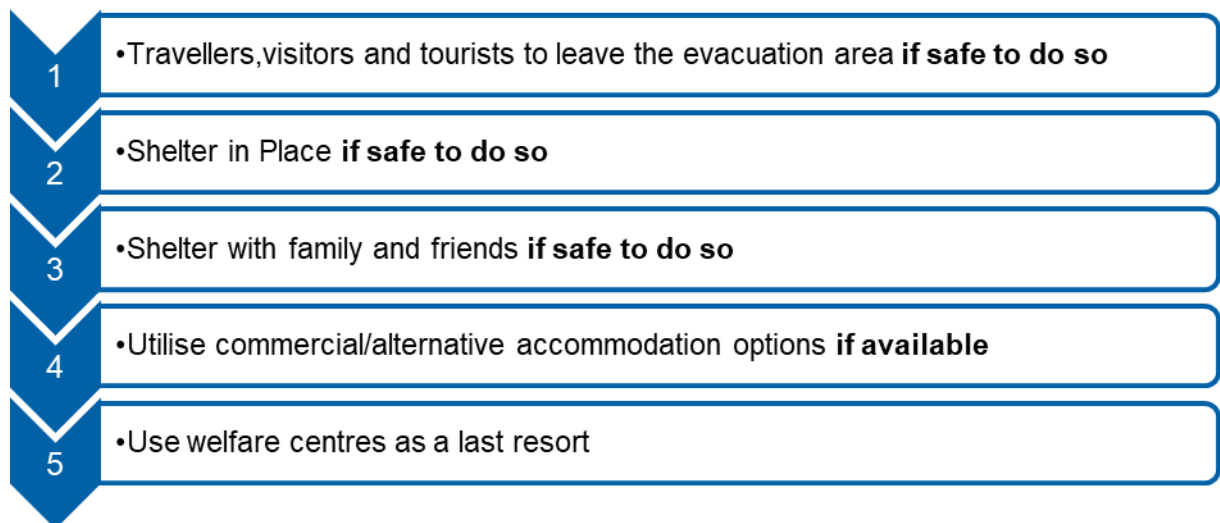
The purpose of this document is to provide the Department of Communities (Communities) staff and other key agencies a guide to assist in managing the operation of welfare centres, whilst mitigating COVID-19 risks to the community. It provides some practical COVID-19 considerations for when undertaking an evacuation.

For the purposes of this guide, the term **Welfare Centre** will refer to both welfare and evacuation centres. Under the State Emergency Management Framework these are defined as follows:

- Evacuation centre - provides affected people with basic human needs including accommodation, food and water. In addition, to enhance the recovery process, other welfare/recovery services may also be provided.
- Welfare centre - is a facility that may provide for evacuation, reception, accommodation and relief and recovery. Welfare centres may continue the extended provision of services into the recovery phase.

3 Overarching principles

The Controlling Agency/Hazard Management Agency (HMA) is responsible for all decisions and actions taken to protect the safety of the community, including any evacuation. Under this guide the recommended approach for an incident or emergency requiring evacuation **during COVID-19** is listed below. These principles should be viewed as a COVID-19 adjunct to evacuation arrangements already pre-standing in the State Emergency Management Framework. In all circumstances the **protection and preservation of life will be the priority**.



- Alternate accommodation and other options will be considered before the opening of a welfare centre. As far as practicable, a welfare centre should be considered as a staging area only. The movement of people away from the area, if safe to do so, can help facilitate greater social distancing and hygiene standards which is desired in the ongoing pandemic.
- Specific arrangements will be needed for individuals under mandatory quarantine and self-isolation to ensure health directions and requirements continue to be fulfilled.
- COVID safety plans and physical distancing is expected to be followed, where practicable and possible.
- Local governments and Local Emergency Management Committees (**LEMCs**) will review Local Emergency Management Arrangements, including emergency evacuation plans, to incorporate COVID-19 considerations.
- Emergency evacuation recommendations/directions will override the COVID-19 directions to remain in isolation or quarantine.
- A multi-agency commitment will be required to effectively minimise risk to the community within a welfare centre.

- COVID-19 related precautions will align with current [Western Australia COVID-19](#) directions and phasing.
- Significant risks that cannot be resolved locally will be escalated to the HMA, via the Incident Controller.

4 Planning Considerations

- Facilities identified to be used as welfare centres will have a COVID-19 Safety Plan in place. See the [COVID Safety Guidelines](#) for more information.
 - Welfare centre operations will adhere to these plans as far as practicable.
 - In some emergency events it is recognised that physical distancing may be unable to be achieved, however other infection prevention and control measures are to be used as much as practicable to mitigate COVID-19 risk.
 - The level of screening on an arrival at a welfare centre will be dependent on the current state COVID-19 risk level and health advice.
 - Immediate protection and preservation of life will always be the priority.
- Local Government will utilise this *COVID-19 Welfare Centre Guide* if opening a centre prior to the arrival of Communities staff.
- Where possible registration for contact tracing purposes will be undertaken for individuals entering a welfare centre utilising the SAFEWA app, suitable electronic or a paper based alternative - [COVID-19 coronavirus: SafeWA \(www.wa.gov.au\)](#).
- It should be noted that not all evacuees will have access to a smart-phone or mobile phone and mobile/internet coverage could also be poor or interrupted.
- Signage/barriers and other physical/visual prompts will be used within the centre to enhance hygiene and promote physical distancing such as access and egress channels, areas for vulnerable groups and those that present with respiratory symptoms.
- Individuals will be subject to a general COVID -19 screening upon arrival at a welfare centre. Those that show signs of illness, or respond yes to screening questions, will be isolated immediately and further advice sought from the Department of Health.
- Individuals refusing to be screened will be required to isolate at a safe alternative location.
- The level and intensity of infection prevention and control measures to be implemented within the welfare centre will be based on the level of COVID-19 risk at the time and at the locality/region as determined by the Chief Health Officer.
- Animals will accompany many evacuees. DPIRD has responsibilities under the State Emergency Management Framework for coordinating animal welfare in emergencies

and may need to provide assistance. For more information refer to State Support Plan – Animal Welfare in Emergencies.

- Shortage of commercial accommodation in the local area may require evacuees to travel. Communities is able to provide financial assistance to facilitate this travel if required.

Community Warnings and Messaging

- As per Emergency WA website warnings
 - If you have been personally directed to self-isolate or quarantine due to COVID-19 and plan to leave given your current place of residence is under **threat**:
 - Leave now, find alternative suitable premises and wear a mask.
 - If you are unable to return to your quarantine location within one hour, telephone WA Police on 131 444 to advise them you have had to leave due to an emergency.
 - Regardless of your location, continue to follow COVID-19 precautions and maintain appropriate physical distancing.
- Emergency evacuation advice overrides COVID-19 isolation/quarantine directions.
- State Welfare Incident Coordination Centre (SWICC) is working with State Health Incident Coordination Centre (SHICC) and Western Australian Police (WAPOL) to establish a planning process for people under an isolation/quarantine direction:
 - this would include advice to find alternative accommodation away from the emergency area with the need to continue to adhere to suitable quarantining arrangements at the new premises.
 - If alternative options are unavailable and attending a welfare centre is unavoidable, COVID-19 precautions are to be maintained including; appropriate physical distancing, wearing of a mask, and to immediately identify themselves on arrival.
- Advice to the public regarding self-sufficiency of medication/scripts, specific food requirements. In consideration of the heightened sanitation and hygiene needs of COVID-19 include disposable tissues, alcohol-based hand sanitizer, disinfectant wipes, and possibly face masks (subject to current risk level).

5 Locally Driven Planning and Preparedness

Emergency management preparedness is a multi-agency responsibility. Planning with relevant stakeholders is essential to ensure emergency management plans consider local conditions and region-specific challenges.

The **Western Australia Community Evacuation in Emergencies Guideline** recognises Local Governments are best placed to conduct emergency evacuation planning prior to an emergency utilising their local knowledge, experience, community understanding and existing community relationships. As such, Local Emergency Management Committees (**LEMCs**) should consider including emergency evacuation planning in their Local Emergency Management Arrangements (**LEMAs**).

Communities' District Emergency Service Officer's (**DESOs**) develop and maintain Local Emergency Welfare Plan's (**LEWP**), in consultation with the Local and District Emergency Management Committees (**LEMC/DEMC**). These plans outline agreed emergency welfare arrangements for each local government region.

LEWPs should be reviewed taking into consideration the general principles and recommendations within this guide, and the current state COVID-19 situation.

Welfare Centre facilities

Facilities identified and listed in a LEWP as being suitable for use as a welfare centre, should be re-evaluated, using a COVID-19 lens.

The following should be considered:

- The maximum capacity of each facility and whether physical distancing and infection control requirements can be satisfied. Refer to facility 'COVID-19 Safety Plan' for maximum numbers. If during an incident or emergency it appears capacity will be exceeded, this must be escalated to the HMA, via the Incident Controller.
- Which facilities have capacity to allow the isolation/separation of individuals/groups.
- The layouts of facilities to identify separate entry and exit points.
- The feasibility of opening of more than one centre if required.
- Use of separation partitions/barriers if available/where possible.
- Identifying what/any alternate evacuation accommodation options that may be available locally for individuals who are considered a COVID-19 risk.
- Other regions/towns in the area that can be used to move on/accommodate people.

Physical/logistical considerations

The level of screening on an arrival at a welfare centre will be dependent on the current state COVID-19 risk level and health advice at the time. Given the heightened sanitation and hygiene needs of COVID-19, the following needs to be considered:

- Use of signage and barriers erected throughout the welfare centre displaying current physical distancing requirements.
- Signage and posters on appropriate hand washing techniques upon entry and throughout the shelter/centre as well as appropriate techniques for PPE/masks.

- Single use disposable items such as bedding, eating/drinking utensils where possible.
- Queue management established with bollards and ropes to manage.
- Single direction of pedestrian flow managed through floor markings and bollards/ropes.
- Appropriate waste disposal/laundry facilities and processes.
- Welfare centre staffing levels required to ensure infection prevention and control tasks are performed. Additional staffing required to:
 - oversee general hygiene and cleanliness levels. Note: If level of risk is high, this role may need to be filled by a person qualified in infection prevention and control practices.
 - supervise/control of physical distancing/key sanitation points.
 - cleaning: regular wipe down of all surfaces and equipment to occur every few hours, and for shared equipment (e.g. chairs, public use tablet, toilet) after each use. A contract cleaner arrangement with the owner of the facility – generally the Local Government – may be an option and will be funded by Department of Communities.

Human-social considerations

Individuals involved in an emergency evacuation generally have raised levels of stress, which will be heightened further by the risk of COVID-19, and the associated restrictions and requirements. This may exacerbate existing mental health issues, family issues/domestic violence and increase the potential for security and disturbance incidents within the welfare centre. Consider agreement/arrangements with WA Police Force or other security agencies to assist.

PPE requirements

PPE supplies are being planned for distribution to hubs for utilisation at Welfare Centres as required, including:

- Surgical style masks
- Gloves
- Aprons/gowns
- Face shields/safety glasses
- Sanitiser

PPE is to be single use, disposable and kept in a secure location.

The Western Australian advice on the requirement for use of PPE by the general public may change from time to time depending on COVID-19 circumstances. Thus, PPE utilisation at

welfare centres will be dependent on risk to the community at the time and in line with health advice. This health advice will be relayed through SHICC/SWICC. Evacuation centre staff are to wear PPE as a precaution if undertaking initial screening/triage or registration tasks. Minimum PPE requirements will be a mask, other requirements will be in line with current health advice.

Local Governments should retain some initial usage PPE (e.g. Emergency evacuation kits) should their staff open a centre prior to the arrival of Communities staff.

Any concerns around the availability of PPE for welfare centres before an event should be raised through SWICC and during an incident or emergency event should immediately be escalated to the HMA, via the Incident Controller.

See [Appendix 1: Infection Prevention and Control in a Welfare Centre](#) and detailed cleaning instruction is available at the following link: [Infection control advice for COVID-19 environmental cleaning in non-healthcare settings \(home and workplace\)](#).

6 Welfare Centre Operations

Arrival at the Centre - COVID-19 Screening

The level of screening on an arrival at a welfare centre will be dependent on the current state COVID-19 risk level and health advice. A contact register of all people entering a welfare centre, including staff, is required to be maintained. Wherever possible the SafeWA app should be used, with an alternative electronic or paper format available if required. More information relating to these requirements is available on the WA.gov.au website.

If COVID-19 full health screening is required, the Communities may consult with the relevant local health agency to determine what resources are available to assist. If minimal warning is received prior to the opening of a welfare centre, it is acknowledged that appropriately qualified staff may not be available to support a full health screening process.

Staff undertaking both the meet and greet and initial screening function, should be stationed outside and some distance away from the welfare centre entry. As a precaution these staff are to wear a mask as the minimum PPE requirements, other requirements will be in line with current health advice.

Signage advising individuals at heightened COVID-19 risk to identify themselves early is to be located in this vicinity. Where practicable these individuals will be directed to a socially distanced area in the first instance (e.g. their vehicle if suitable and safe) whilst safe alternatives for them are arranged. A handout including contact phone numbers and further advice will be developed and available to assist with the information sharing.

The following questions will be asked as the minimum general screening requirements before allowing an individual to enter a welfare centre:

- Are you currently under an isolation/quarantine direction?

- Have you returned from overseas or interstate (and if so, where?) in the past 14 days?
- Do you have any symptoms of respiratory illness with or without fever; or cold and flu-like symptoms?
- Have you been in close contact with a confirmed COVID-19 case in the past 14 days?

If an individual refuses to be screened, that individual will be required to isolate.

As part of the screening process evacuees are to be advised that if they become symptomatic during their stay, to advise staff immediately. If this occurs, welfare centre staff are to isolate the individual and consult with local health authorities as a matter of priority.

Registration

The normal Register.Find.Reunite (RFR) process and the SafeWA will be available for all evacuees.

- QR code information related to the SafeWA registration process is to be displayed at appropriate entry locations at the Welfare Centre. Resources are available through the WA.gov.au website. The SafeWA application gives businesses and venues a unique QR code that individuals can scan on entry, registering with their contact details.
- Welfare Centre registration staff are to oversee an alternative electronic or paper-based contact tracing registration process for those individuals who may not have the required phone application. Registration staff are to wear PPE whilst performing this role (minimum requirements will be a mask, other requirements subject to current health advice)
- Registration lists to be kept secure and provided to owner of the welfare centre facility for storage post the event. Records can be kept electronically or in hard copy and must be kept for 28 days.

Immediately upon receiving advice from the HMA to open an evacuation centre, the responsible Department of Communities staff member will contact Australian Red Cross to activate the incident or emergency event on the RFR website.

- Evacuees are to be encouraged to self-register online via website utilising their own electronic devices.
- Paper based RFR documentation will be filled out by welfare centre registration staff on behalf of the evacuee. It is suggested these staff wear PPE in line with current recommendations of the time.

Single direction of pedestrian flow and queue management should be enforced through signage, floor markings and bollards/ropes. Hand sanitiser must be available and used by all people prior to entry to the welfare centre.

Evacuees requiring isolation

Despite efforts to make alternative arrangements for individuals under an isolation/quarantine direction to attend a welfare centre, there may be circumstances where attendance is unavoidable. Entry of these individuals into the welfare centre, for example through the provision of signage and instructions outside the centre and undertaking initial screening outside and some distance away from the welfare centre entry where possible. These individuals should be moved on as soon as practicable to another safe location, including to paid accommodation, where isolation can be maintained. A change of address of 'current isolation/quarantine direction' may be required.

If this is not possible, identify the most suitable strategies to manage the isolation of these individuals within the welfare centre, for example; utilising a separate room or space, barriers, physical distancing etc.

Individuals under isolation/quarantine directions, or who have answered 'yes' to any of the screening questions, or individuals who have refused to be screened, are to wear a mask at all times and change it as it becomes moist, in line with infection prevention and control best practice. Advice may be sought at the time from an authorised agency or officer for enforcement of this.

Where possible, consider specific toilet/wash facilities for staff/those who have answered "yes" to screening questions. If this is not possible, extra cleaning is to occur.

General population

Welfare centres operations are to align with government restrictions, health advice and the level of community COVID-19 risk at the time of an event. The following strategies may be required:

- Families to remain in segregated groups and to not move from their sleeping area unless using bathroom facilities.
- Human-social support and entertainment activities to be made available to each segregated group in location
- If family separation areas are not possible, separate evacuees into larger groups and maintain separation of groups
- Food should be delivered to areas allocated to each group/family

Community meetings

The HMA may utilise welfare centres for community meetings, in line with the current level of COVID-19 restrictions. Where restrictions prevent utilisation of the welfare centre, alternate arrangements will need to be made.

7 Roles and responsibilities

The following summarises some key roles and responsibilities of agencies related to emergency evacuations. Further details are available through the Western Australia Community Evacuation in Emergencies Guideline.

Agency	Responsibility
<p>Hazard Management Agency (HMA)</p>	<p>Where an evacuation is being undertaken for a hazard for which an agency or individual is prescribed as the HMA, the HMA can access powers provided in the <i>Emergency Management Act 2005</i> to direct the movement of people and animals if they make a formal declaration of an emergency situation.</p> <p>In most circumstances, the HMA will be same as the Controlling Agency for an emergency arising from that hazard however, the HMA is responsible for the management of a directed evacuation under the <i>Emergency Management Act 2005 and potentially other legislative authority should this be required</i>, as this action requires the utilisation of legislative powers.</p>
<p>Hazard Management Officers (HMO)</p>	<p>Where an evacuation is being undertaken for a hazard for which an HMO is authorised to utilise section 67 of the <i>Emergency Management Act 2005</i>, the HMO can direct the movement of people and animals.</p>
<p>Department of Communities (Communities)</p>	<p>The Department of Communities will coordinate welfare and support for evacuees at agreed evacuation centres by accessing a number of organisations and volunteer groups.</p> <p>During an incident, the Department of Communities will:</p> <ul style="list-style-type: none"> • Consult with the Controlling Agency or HMA to determine the number and location of evacuation centres to be opened; • Coordinate the set up and running of evacuation centres and welfare centres; • Provide PPE for utilisation at the welfare centre as appropriate; • Coordinate and provide welfare resources used during emergencies including: emergency accommodation; emergency food provision; emergency clothing and personal

Agency	Responsibility
	<p>requisites; personal support services; registration and reunification; financial assistance.</p>
<p>Local Government</p>	<p>During an incident, local government, will be responsible for:</p> <ul style="list-style-type: none"> • in consultation with the HMA, making available suitable municipal buildings to be established as evacuation centres by the Department of Communities, to coordinate welfare support during the emergency; • in consultation and where possible open and staff the welfare centre/s until such time as Department of Communities staff can arrive and assume responsibility; • providing relevant local information with regard to the communities at risk; and • keeping informed during the response phase in order to affect a smooth transition to recovery when appropriate. • assume assigned responsibilities as required as per <i>State Support Plan – Animal Welfare in Emergencies</i>
<p>The Department of Health (WA Health)</p>	<p>WA Health will coordinate medical support, including the services of organisations such as St John Ambulance and the Royal Flying Doctor Service, for those evacuees requiring medical care, in accordance with the State Health Emergency Response Plan.</p>
<p>Western Australia Police Force (WA Police Force)</p>	<p>WA Police Force are commonly requested to assist a Controlling Agency or HMA with an evacuation.</p> <p>The WA Police Force will:</p> <ul style="list-style-type: none"> • establish and maintain an appropriate cordon to the emergency area, as requested. • support the orderly evacuation of persons to the nominated evacuation centre(s). • maintain road safety in the access and egress routes for the withdrawal and around the evacuation centre.

Agency	Responsibility
	<ul style="list-style-type: none"> • assist with security of the evacuated area, and welfare centre • Under COVID-19 WA Police Force has responsibility for directions to persons to isolate/quarantine
Department of Fire and Emergency Services (DFES)	Provide a Support Agency Officer/s as required; Engage 'face to face' two-way communication and liaison with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information; and support the facilitation of public meetings and other community-based communications in relation to natural hazards
Australian Red Cross	Assist with Registration at Welfare Centres; <ul style="list-style-type: none"> • Provide a State Inquiry Centre to receive, process and answer inquiries regarding the whereabouts and safety of relatives and friends; • Manage and operate the RFR system;

8 References and related documents

- Attorney General's Department Handbook 4 Evacuation Planning Handbook 2013
- Attorney General's Department Australia's Emergency Warning Arrangements 2013
- Emergency Management Act 2005 and Regulations 2006
- Local Emergency Management Arrangements Guideline
- Australasian Fire and Emergency Services Authorities Council (AFAC) Position on
- Bushfires and Community Safety 2012

This document is to be read in conjunction with the following suite of State Emergency Management (EM) documents:

- State Emergency Management Policy (State EM Policy);
- State Emergency Management Plan (State EM Plan);
- Relevant State Hazard Plans (Westplans);
- Relevant State Support Plans
- State Emergency Management Procedures (State EM Procedures);
- Relevant State Emergency Management Guidelines (State EM Guidelines); and

- State Emergency Management Glossary (State EM Glossary)
- Local Emergency Management Plans

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

9.1 Audit and Risk Committee Meeting Minutes – 7th December 2021

Meeting Date	16 th December 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 7th December 2021.

____/____

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

1) Audit Register – Progress Report

MOVED _____ **SECONDED** _____

RECOMMENDATION: AR8-21/22

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

- Notes the progress recorded against each item within the Audit Register in Confidential Attachment (i); and
- Approves the four (4) findings marked as Closed (100%) in the Audit Register, to be registered complete, removed from the register and no longer reported to the Committee.

____/____

2) Grant Funding Status Report

MOVED _____ SECONDED _____

RECOMMENDATION: AR9-21/22

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

1. Council notes the Grants Status Reports dated December 2021.
2. Council supports the variations to the projects in Phase 2 and Phase 3 of the Local Roads and Community Infrastructure Program (LRCI)

LRCIP Phase 2 (Revised)		
#	Project	Cost
1	McLennan Street – Footpath	\$111,718
2	Doodenanning Mawson Road	\$176,774
Total		\$288,492

LRCIP Phase 3 (Revised)		
#	Project	Cost
1	McLennan Street – Footpath (Wood to Heal St)	\$73,920
2	Mt Stirling Road	\$136,857
3	Community Park Nature Playground	\$213,724
4	Shire Hall / Admin / Works Depot Carpark	\$362,193
Total		\$786,694

BY ABSOLUTE MAJORITY ___/___

3) Write off Outstanding Sundry Debtors

MOVED _____ SECONDED _____

RECOMMENDATION: AR10-21/22

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

Council writes off the amounts owing for Sundry Debtors 91065, 92482 and 94228, totalling \$465.87.

___/___

4) Report on Excess Annual Leave and Long Service Leave

MOVED _____ SECONDED _____

RECOMMENDATION: AR11-21/22

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

Council receive the report on the Shire's Leave Liabilities.

___/___

5) Review of Committee Terms of Reference and Performance

MOVED _____ **SECONDED** _____

RECOMMENDATION: AR12-21/22

That the Audit & Risk Committee Recommend to Council:-

1. Council adopt the revised Audit and Risk Committee Terms of Reference.
2. The CEO research and present Committee Performance Measurement options for future Committee consideration.

____/____

Voting Requirements – Simple Majority

IN BRIEF

Minutes of the 7th December 2021 Meeting of the Audit and Risk Committee include five (5) Recommendations to Council.

MATTER FOR CONSIDERATION

Committee Recommendations to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 14th September 2021 from which there are four (4) Recommendations for Council's consideration, namely: -

RECOMMENDATION: AR8-21/22

RECOMMENDATION: AR9-21/22

RECOMMENDATION: AR10-21/22

RECOMMENDATION: AR11-21/22

RECOMMENDATION: AR12-21/22

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Long Service Leave Regulations)

Local Government Industry Award 2020

POLICY IMPLICATION

AR11-21/22 - Council's ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS

AR8-21/22 - Nil

AR9-21/22 - Variation to Grant Funding Allocation between Phase 2 & Phase 3 and Timing of Projects.

AR10-21/22 - Write of several long outstanding Sundry Debtors will result in Council's Current Position being more accurate and also Council will not incur additional Costs in attempting to recover the monies.

AR11-21/22 - Nil

AR12-21/22 - Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating considered Low.

AR11-21/22 - Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low. External Audit is a legislative requirement.

Operation – Risk Matrix Rating considered Low. All Audit and Risk Matters are undertaken as part of Council's operations and within Council's structure and resources. Interim Audit undertaken by independent Audit Contractor for the OAG.

Natural Environment – Risk Matrix Rating considered Low.

SHIRE OF QUAIRADING

Audit & Risk Committee

The Quairading Audit & Risk Committee Minutes of the Meeting held on 7th December 2021 commencing at 5.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.00 pm.

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

The Chairperson welcomed Councillors Hayes and Cheang to their first meeting of the Audit & Risk Committee.

The Chairperson also welcomed new CEO Ms Nicole Gibbs to Council and to the Audit & Risk Committee Meeting.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr JN Haythornthwaite Chairperson

Cr PD Smith Shire President

Cr TJ Stacey Deputy Shire President

Cr E Cheang

Cr BR Cowcill

Cr JC Hayes (from 5.06 pm)

Cr JR Hippisley

Cr B McGuinness

Council Officers

Mr GA Fardon Current Chief Executive Officer

Ms NJ Gibbs New Chief Executive Officer

Mrs LM Horton Executive Manager of Corporate Services

Observers/Visitor

Nil

Apologies

Mr RM Bleakley Executive Manager Community, Projects and Strategy

Approved Leave of Absence

Nil

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

ITEM 4 DECLARATIONS OF INTEREST

Nil at this time.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 14th September 2021

RECOMMENDATION: AR6-21/22**MOVED Cr Cowcill SECONDED Cr Hippisley**

That the Minutes of the Audit & Risk Committee Meeting held on the 14th September 2021 be confirmed as a true and accurate record.

CARRIED 7/0

5.2 Business Arising

Nil

5.3 Confirmation of Special Meeting Minutes – 25th November 2021

RECOMMENDATION: AR7-21/22**MOVED Cr Hippisley SECONDED Cr Stacey**

That the Minutes of the Special Audit & Risk Committee Meeting held on the 25th November 2021 be confirmed as a true and accurate record.

CARRIED 7/0

5.4 Business Arising

Nil

ITEM 6 STANDING ITEMS – EXTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.6

6.1 Audit Register – Progress Report

Meeting Date	7 th December 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) Audit Register – Progress Report Confidential
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR8-21/22

MOVED Cr Smith SECONDED Cr Hippisley

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

1. Notes the progress recorded against each item within the Audit Register in Confidential Attachment (i); and
2. Approves the four (4) findings marked as Closed (100%) in the Audit Register, to be registered complete, removed from the register and no longer reported to the Committee.

CARRIED 8/0

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 December 2021.

BACKGROUND

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

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

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

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.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996; Regulation 7

Local Government (Financial Management) Regulations 1996; Regulation 5

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Council has a Budget Allocation of \$30,000 in the 2021/2022 Budget for the conduct of the External Audit function by the Office of the Auditor General, for the audit of the 2020/21 Annual Financial Statements. It is anticipated that a budget of a similar amount is to be adopted each year but will be the subject of an Annual Estimate of Audit Fees provided by the OAG. The cost of Officers' efforts to undertake the improvements and report on progress has not been estimated or reported.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

5. GOVERNANCE AND LEADERSHIP

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is considered Low. 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.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Compliant with legislative requirements. Failure to complete the Findings from Audit Reports would lead to increased Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low. Operational impact is minimal in reporting progress on Audit Findings. Operational impact of not closing findings would escalate.

Natural Environment – Risk Matrix Rating is assessed as Low.

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.
3. The Audit and Risk Committee 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 Audit and Risk Committee.
8. The Audit and Risk Committee reviews the Audit Register and confirms completion of any 100% and Closed Findings.
9. The Audit and Risk Committee 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 Committee. New Audit Findings presented to the current meeting are included at the subsequent meeting, following acceptance.

The green row represents actions closed by the Committee 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	14/06/2022	13/09/2022	
New actions added by A&R	7				7
Not Commenced ≤10%	1				
Progressed >11% to 99%	2				
Completed =100%	4				
Total (0% to 100%)	7	0	0	0	
Closed by A&R					0
Total cumulative Closed by A&R	0	0	0	0	

Open Actions	3	0	0	0	
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The Committee is requested to recommend to Council to note the progress and officer comments. In addition, it is recommended all four findings marked as Complete (100%) in the Audit Register 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 the External Auditors and Committee/Council to review.

It is requested to note the Audit Register in **Confidential Attachment (i)**.

The EMCS provided Committee with an extensive update on the progress of the preparation of the Annual Financial Statements (AFS) and confirming that Council had complied with the requirement to have the Draft AFS with Council's Auditor by the 31st October 2021.

Subsequently Contract Auditors AMD had been onsite on the 23rd and 24th November 2021 and no issues were raised with Management at the Exit Meeting.

Further Variations to the AFS have been requested by the OAG to bring to account "new Fair Values" for a number of Council's Asset Classes with the additional work underway by Council's Contract Accountant and the EMCS.

The above variations and the requirement for the OAG to approve and sign off the Final AFS Audit will mean that the signed Annual Financial Statement, Audit Report and then Annual Report will need to be considered by Committee and Council early in 2022.

ITEM 7 STANDING ITEMS – INTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.5

No Matters for Consideration

ITEM 8 STANDING ITEMS – FINANCIAL REPORTING

Audit & Risk Committee - Terms of Reference 7.2

8.1 Grant Funding Status Report

Meeting Date	7 th December 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCPS Richard Bleakley
Attachments	(i) Grants Register Status Report 1 (ii) Grants Register Status Report 2 (Summary Report)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR9-21/22

MOVED Cr McGuinness SECONDED Cr Cowcill

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

1. Council notes the Grants Status Reports dated December 2021.
2. Council supports the variations to the projects in Phase 2 and Phase 3 of the Local Roads and Community Infrastructure Program (LRCI)

LRCIP Phase 2 (Revised)		
#	Project	Cost
1	McLennan Street – Footpath	\$111,718
2	Doodenanning Mawson Road	\$176,774
Total		\$288,492

LRCIP Phase 3 (Revised)		
#	Project	Cost
1	McLennan Street – Footpath (Wood to Heal St)	\$73,920
2	Mt Stirling Road	\$136,857
3	Community Park Nature Playground	\$213,724
4	Shire Hall / Admin / Works Depot Carpark	\$362,193
Total		\$786,694

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- This Report provides an update on the status of grants submitted and new grant opportunities and is provided for information and discussion.
- This Report includes Grants that are continuing / carried over from the 2020/2021 and are being acquitted in the current Financial Year.

- The Shire has been allocated Federal Grant Funding under the three phases of Local Roads and Community Infrastructure Program (LRCIP)
 - Phase 1 - \$393,347;
 - Phase 2 - \$288,492; and
 - Phase 3 - \$786,694.
- This report includes Grant Funded Projects that will also be delivered in 2021/22 and 2022/23.
- Report details current successful Grants (Competitive and Non-Competitive).
- No Grant Applications have been declined in 2021/2022.
- The application for the Community Park (Kwirrading Koort) was re-submitted in September 2021 to LotteryWest. Outcome is anticipated in December 2021.
- Further Grant Funding avenues being explored by the Grants Team are detailed.

MATTER FOR CONSIDERATION

Noting the Grants Status Report.

BACKGROUND

Council requires the Chief Executive Officer to report on the Eligible Grant Eligibility and Grant Activity during the 2021/2022 Year.

Report is to include Grant funding success rate i.e. number of applications, number achieved and value / timelines of received funding.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

All Grants reported have been included in Council's Adopted Budget for the 2021/2022 Financial Year or will be included in Proposed Budget for the 2022/2023 Financial Year.

An application for the Community Park (Kwirrading Koort) has been re-submitted in September 2021 to LotteryWest after the application was withdrawn in 2020 due to LotteryWest redirecting it's grant program to COVID related Projects for eighteen months. An outcome is expected before the end of December 2021.

Council has received advice that the Federal Government has approved the nomination of the Hall Carpark Project under the Local Roads and Community Infrastructure Program Extension (COVID 19) – Phase 2 allocation of \$288,492 with Shire's contribution being \$39,508. Council's Grants Team is soon to submit Projects for Phase 3 as the Guidelines have been released.

However, following the conclusion of the WALGA E-Quotation process the Hall Carpark Project Pricing has come in at significantly above the Consultant's Cost Estimates and only 1 one Company responded to the RfQ. Management will retest the Market in coming months to ascertain if more competitive Pricing can be achieved.

The Management Team has workshopped the current Funding situation, along with Council's budgeted projects for 2021/2022 and into the 2022/2023 Year. Management is currently negotiating with the Federal Government Department on a Variation to Phase 2 with a number of road projects being

brought forward from Phase 3, and the Carpark being rescheduled to Phase 3 which will then mean a Project Completion before 30th June 2023.

Original Program

LRCIP Phase 2 (Current)

#	Project	Cost
1	Shire Hall / Admin / Works Depot Carpark	\$288,492
Total		\$288,492

LRCIP Phase 3 (Proposed)

#	Project	Cost
1	McLennan Street – Footpath	\$111,718
2	McLennan Street – Footpath (Wood to Heal St)	\$73,920
3	Doodenanning Mawson Road	\$176,774
4	Mt Stirling Road – Gravel Resheeting	\$136,857
5	Community Park Nature Playground	\$287,425
Total		\$786,694

Requested variations

LRCIP Phase 2 (Revised)

#	Project	Cost
1	McLennan Street – Footpath	\$111,718
2	Doodenanning Mawson Road	\$176,774
Total		\$288,492

LRCIP Phase 3 (Revised)

#	Project	Cost
1	McLennan Street – Footpath (Wood to Heal St)	\$73,920
2	Mt Stirling Road	\$136,857
3	Community Park Nature Playground	\$213,724
4	Shire Hall / Admin / Works Depot Carpark	\$362,193
Total		\$786,694

The CEO confirmed that the EMCPS had been in contact with the Federal Department managing the Funding Program who had agreed in principle to the proposed Variation, subject to the Variation being formally submitted and confirmation that the Phase 2 Projects will be definitely completed by the 30th June 2022.

Details of Council's Cash and In-Kind Contributions are listed in the Grants Register Status Report (Attachment No. 1).

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. All Grants approved have been included in the 2021/2022 Adopted Budget. The additional Grant Funding offered under the Local Roads and Community Infrastructure Program Extension (COVID-19) and the relevant Projects will be included in the 2022/2023 Draft Budget.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. The Report provides transparency on the treatment and use of the Government Grant Funding and provides Committee with information to assess how Management is administering the various Grants.

Operation – Risk Matrix Rating is assessed as Low. Preparation and maintenance of the Grants Register is undertaken within Council's existing Organisational Structure and resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

Attachment 1 – Grants Register Report as at 29/11/2021 provides a summary of current project grant portfolio.

Attachment 2 – Grant Program Status Report details the Shire's grant inventory status – competitive and non-competitive.

Grant Program Summary:

Status	Number	Grant Funding
Acquittal Period	3	\$1,176,637
Active	9	\$4,159,329
Applications	1	\$478,109
New research	8	\$55,500
Total	21	\$5,869,575

*Audit & Risk Committee - Terms of Reference 7.1, 7.3***8.2 Write off Outstanding Sundry Debtors**

Meeting Date	7 th December 2021
Responsible Officer	EMCS Leah Horton
Reporting Officer	SFO Jodie Yardley
Attachments	(i) Outstanding Sundry Debtors Report Confidential
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION**RECOMMENDATION: AR10-21/22****MOVED Cr Hippisley SECONDED Cr Cheang**

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

Council writes off the amounts owing for Sundry Debtors 91065, 92482 and 94228, totalling \$465.87.

CARRIED 8/0

IN BRIEF

- Sundry Debtors with balances exceeding 90 days that have had multiple attempts for recovery are now deemed bad-debts.
- The amounts owing are too small to warrant collection and the cost of collection is likely to be disproportionate to the amount which is owed.
- The amounts have not been previously identified and provided for in the Provision for Doubtful Debts.
- The amounts are found to be uncollectable and are recommended for write-off, as per **Confidential Attachment (i)**.

MATTER FOR CONSIDERATION

Writing off the Sundry Debtor balances that have been outstanding for a number of years that are now considered unrecoverable.

BACKGROUND

Council currently has a number of Sundry Debtors with outstanding balances.

Sundry Debts are any amounts due to the Shire for an account other than Council Rates and Service Charges. Despite invoices being raised and sent to Debtors, sometimes balances remain outstanding after the due date for payment.

When the Shire has exhausted reasonable attempts at recovery commensurate with the size of the debt, a report is prepared for Council with recommendations to Council to write off debts owed to the Shire.

The attached Outstanding Sundry Debtors Report details balances of Sundry Debtors that exceed 90 days of ageing and have been outstanding for a number of years with no chance of recovery. Various

Council staff have made concerted efforts over many years to recover the debts with no funds being recovered.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may:-
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Local Government (Financial Management) Regulations 1996, Part 4

42. Discounts for early payment etc., information about in annual financial report

- (1) The annual financial report is to include for each discount or other incentive granted for early payment of any money and in respect of each waiver or concession in relation to any money –
- (a) in respect of a discount –
 - (i) the amount of the discount, or the percentage discount, allowed; and
 - (ii) the circumstances in which the discount was granted; and
 - (b) in respect of an incentive other than a discount –
 - (i) a brief description of the incentive scheme; and
 - (ii) a statement of how that incentive was claimed; and
 - (c) in relation to a waiver or concession –
 - (i) a brief description of the waiver or concession; and
 - (ii) a statement of the circumstances in which it was granted; and
 - (iii) details of the persons or class of persons to whom it was available; and
 - (iv) the objects of, and reasons for, the waiver or concession.
- (2) The annual financial report is to include, separately in relation to all general rates, each specified area rate, each service charge and all fees and charges imposed under the Act or any other written law details of –
- (a) the total amount of the discounts granted; and
 - (b) the total cost to the local government of each incentive scheme; and

(c) the total cost, or reduction of revenue, to the local government of the waiver or grant of a concession; and

(d) the total amount of money written off.

Aged debts will be reviewed regularly and accounted for in accordance with the relevant *Australian Accounting Standard, AASB 9 Financial Instruments* that deals with provisions for doubtful debts.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Council Sundry Debtors balance will be reduced by \$465.87, which will reduce Council's current predicted surplus for the 2021/22 Financial Year by the same amount. Officers' attempts to recover the debts has not been estimated on a cost-basis.

If Debt Recovery services were utilised or Legal Action was taken there would be further charges incurred without the guarantee of recovery of the initial debt. The cost of Legal Action to recover the debts would likely far exceed the amounts owing.

Council will not be expending funds and staff time on any further cost recovery efforts.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is considered Low. Council revenue will be reduced and the loss is not recoverable, however the amount of \$465.87 is considered immaterial.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Consideration of writing off debts should not be taken lightly and is only recommended when all other avenues for collection have been exhausted to ensure that there is no damage to the Shire's reputation.

Operation – Risk Matrix Rating is assessed as Low. Operational impact is increased should the write-off not occur and further work required for recovery efforts.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Shire aims to ensure that all payments are received by the due date for payment and, through close monitoring of aged accounts, the likelihood of sundry debts becoming unrecoverable is reduced. However sometimes sundry debts to the Shire remain outstanding after the due date for payment.

In attempts to obtain payment, the debtor will be contacted by all and any means necessary. Following the initial invoice, reminder notices will be sent and then overdue notices. Subsequent phone calls,

emails and letters will also ensue, often with multiple attempts. The Shire may engage a debt collection agency and/or legal representative to act on its behalf in taking debt recovery action, however the cost of this often exceeds the initial debt owed.

The attached details the Debtor, the Invoice details and the attempts made for recovery. In each circumstance the amounts owing are too small to warrant collection and the cost of collection is likely to be disproportionate to the amount which is owed. The amounts have not been previously identified and provided for in the Provision for Doubtful Debts and are ultimately found to be uncollectable.

The Committee is requested to recommend to Council to write-off the Sundry Debtor balances as per the **Confidential Attachment (i)**.

ITEM 9 STANDING ITEMS – CONTROLS, SYSTEMS AND PROCEDURES

Audit & Risk Committee - Terms of Reference 7.3

9.1 Office of the Auditor General – Cyber Security in Local Government

Report 9: 2021 – 22 24th November 2021 (Attached)

The Auditor General has recently had her Report on Cyber Security in Local Government tabled in State Parliament.

15 local governments were audited for their procedures and performance in protecting against Cyber Threats.

The Auditor General has found significant weaknesses in Policy & Procedures across all the entities tested.

OAG Report including Findings and Recommendations to Local Governments is submitted to the Committee for Noting and Discussion.

Committee discussed the OAG's Recommendation including the following:-

IT Usage Policy

Training on Cyber Security Risks

Testing of IT Disaster Recovery Plan

Current Firewalls in place

ITEM 10 STANDING ITEMS – RISK MANAGEMENT REPORTS AND ISSUES

Audit & Risk Committee - Terms of Reference 7.1, 7.3

10.1 Report on Excess Annual Leave and Long Service Leave

Meeting Date	7 th December 2021
Responsible Officer	EMCS Leah Horton
Reporting Officer	SFO Jodie Yardley
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR11-21/22

MOVED Cr Stacey SECONDED Cr Cowcill

That the Audit and Risk Committee Recommend to Council that: -
Council receive the report on the Shire's Leave Liabilities.

CARRIED 8/0

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

Report on Excess Annual Leave and Long Service Leave Entitlements and Leave Liabilities.

BACKGROUND

Since 2017, Council has requested that excess Annual Leave and Long Service Leave be reported to the Audit and Risk Committee.

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

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

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

STATUTORY ENVIRONMENT

Local Government Industry Award 2020

23.6 Excessive leave accruals: general provision

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

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

Local Government Act 1995

Local Government (Long Service Leave Regulations)

Local Government (Financial Management) Regulations 1996

National Employment Standards

Fair Work Act 2009.

POLICY IMPLICATIONS

Current Policy: Leave Management Policy (ORG.2)

FINANCIAL IMPLICATIONS

Annual and Long Service Leave Reserve Fund Cash Balance as at 30th November 2021 is \$166,410.

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 30th November 2021) is calculated at \$228,723.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is considered Low. Financial exposure and therefore Risk escalation occurs if Leave accruals are not monitored and managed. Adequate Reserve balances reduce the risk of financial exposure.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

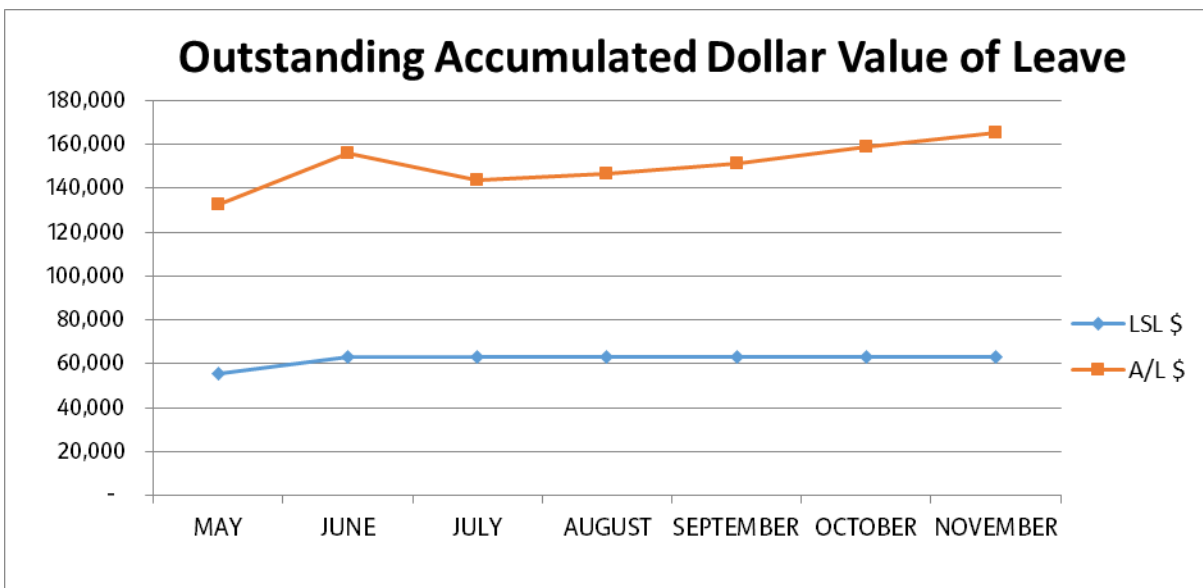
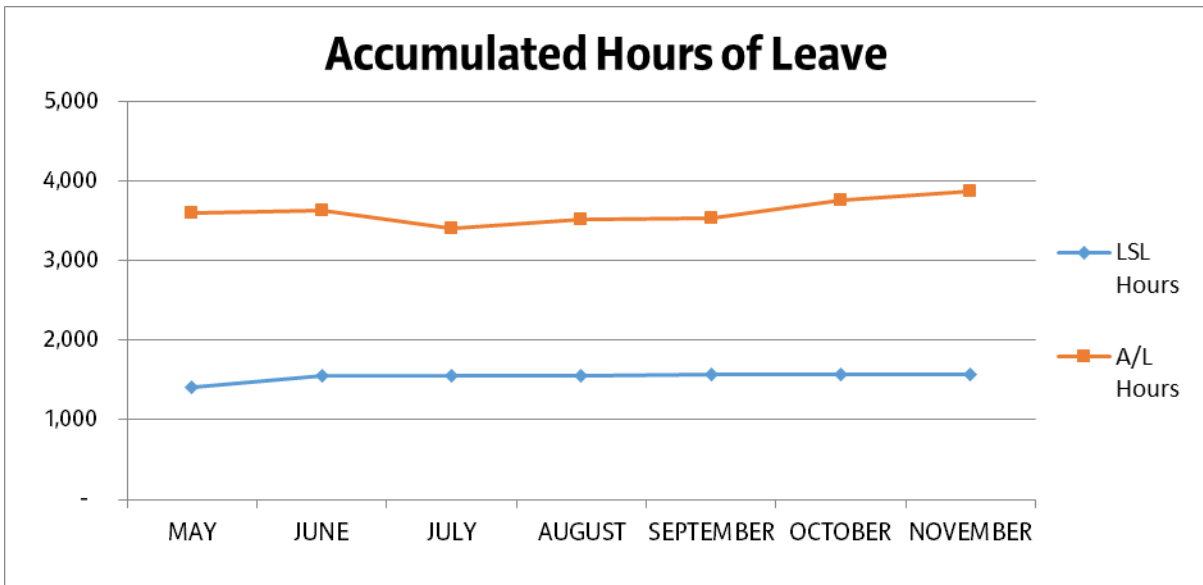
This report has been prepared to inform the Audit and Risk Committee of the current leave liabilities and of any employees who have excess leave and the steps taken to reduce these liabilities.

As at the 30th November 2021, two employees have separated, removing their annual leave entitlement upon pay-out, with another two currently not accruing leave as they are absent from work. Currently, there are four employees with excess annual leave, which will reduce during the coming Holiday Period.

Since June 2021, there has been an increase of 6% (in Dollar Value) in the Annual Leave Liability. Six employees have accrued leave balances, we have recruited 4 new employees and two employees have separated, the result exhibits a natural increase during this period where employees have generally taken less Leave to save for the Christmas Holiday Period.

The Long Service Leave Liability has not increased since June 2021. During this period, no employee accrued long service leave.

	<i>LSL Hours*</i>	<i>LSL \$*</i>	<i>AL Hours</i>	<i>AL \$</i>
JUNE	1,555	63,101	3,625	156,032
JULY	1,555	63,101	3,409	144,028
AUGUST	1,555	63,101	3,517	146,512
SEPTEMBER	1,563	63,373	3,536	151,124
OCTOBER	1,563	63,373	3,751	158,754
NOVEMBER	1,563	63,373	3,869	165,350



ITEM 11 STANDING ITEMS – OTHER

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

11.1 Review of Committee Terms of Reference and Performance

Meeting Date	7 th December 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) GOV.5 Audit & Risk Committee – Revised Terms of Reference
Owner/Applicant	Audit & Risk Committee
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR12-21/22

MOVED Cr Hippisley SECONDED Cr Cheang

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

1. Council adopt the revised Audit and Risk Committee Terms of Reference.
2. The CEO research and present Committee Performance Measurement options for future Committee consideration.

CARRIED 8/0

IN BRIEF

- This Report recommends that the Committee's Terms of Reference be reviewed to reflect the changing legislative requirements of the Audit and Risk Committee.
- Committee was established by Council in October 2017 for a 2-year term coinciding with the Election Cycle.
- Council has re-established the Committee on the 28th October 2021 with all Councillors being Members of the Committee.
- The Committee Presiding Member has been determined by an Election conducted by the Committee at its Special Meeting on the 25th November 2021.
- The CEO and the EO have reviewed the Terms of Reference and made suggested minor changes (Highlighted in Yellow) to the current Terms of Reference to be considered by Committee before Recommendation to Council.

MATTER FOR CONSIDERATION

The Review of the Audit & Risk Committee Terms of Reference.

BACKGROUND

The primary purpose of an Audit & Risk Committee is to provide oversight of the financial reporting processes, the audit process, the Shire's system of internal controls and compliance with legislation and regulations.

In 2017, amendments to the Local Government Act 1995 were passed by State Parliament enabling the Auditor General to audit local government finances and performance. This Amendment also provided more detail on the role and responsibilities of the Audit Committee.

The amendments to the Act have been supported by changes to the *Local Government (Financial Management) Regulations 1996* and the *Local Government (Audit) Regulations 1996* which were gazetted on the 26th June 2018.

The State Government have not passed Legislation in regard to requiring an Independent Qualified person to also sit on the Audit Committee. However, this has been strongly put forward for discussion by the new Minister for Local Government in the Proposed Reforms of the Local Government Act.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996

Reg16. Functions of audit committee

An audit committee has the following functions –

- (a) to guide and assist the local government in carrying out –
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the *CEO's report*) and is to –
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –
 - (i) regulation 17(1); and
 - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government –
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);

- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]

POLICY IMPLICATIONS

In accordance with clause 9.5 of the Audit & Risk Committee Terms of Reference, the committee is required to, at least once a year, to review its own Performance and Terms of Reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

Public consultation was not relevant to the development of this report.

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

Financial - Risk Matrix Rating is assessed as Low. Councillors Meeting Fees are provided for in Council's Budget. Auditor Fees are provided for in Council's Budget.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk is mitigated with the effective operation of Council's Audit & Risk Committee and also sound Governance and Financial management in place.

Operation – Risk Matrix Rating is assessed as Low. The annual review process provides a mechanism to ensure good governance of Council's Audit & Risk Committee. The Review process and Committee Structure is part of Council's normal operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 12 COUNCILLORS' EMERGING ISSUES

Cr Stacey

Timing of LG Reform given that the Minister has recently announced Submission deadline. WALGA has detailed the timeframe for Councils to provide Comments on each of the Reform Proposals.

The CEO advised that the Local Government Act Reform Summary Paper will be discussed at Council's December 2021 Council Meeting.

Cr McGuinness

Live streaming firmly on the Minister's Reform Agenda.

Cr Hayes

Community Concerns on the lack of battery backup time during the planned Power.

Bank did not reopen due to lack of mobile phone coverage until the power was restored.

Cr Cowcill

Cr Cowcill enquired whether the Swimming Pool Opening Hours could be adjusted to accommodate families with young children with opening earlier mid morning.

CR Hayes provided examples of several Shires who provide morning opening times and then closed during the middle of the day and reopen mid afternoon.

The CEO provided details on Council's Contract with Contract Aquatic Services which states a 7 Hour Opening Period, six days a Week. Any additional hours would be at additional Cost to the Contract Price.

The CEO further explained that the Opening Times had been adjusted this Season by mutual agreement to be 11.30am to 6.30pm.

Cr Smith

Cr Smith reported on an email received from a recent visitor to the Caravan Park and poor experience at the Shire Administration. The EMCS provided additional background information on the Patron's stay at the Caravan Park and interaction at the Shire Administration Front Counter.

The CEO thanked Cr Smith for bringing forward the Patron's correspondence and that Management would ensure that Caravan Park visitors be provided with a high level of Customer Service

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

No Matters for Consideration

ITEM 14 NEXT MEETING DATE

The next Audit & Risk Committee Meeting is scheduled to take place on 15th March 2022, commencing at 5.00 pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

Before closing, the Chairperson acknowledged that this was the last Audit & Risk Committee Member for CEO Mr Fardon and thanked him for his valuable input to the Committee over many years.

ITEM 15 CLOSURE

There being no further business, the Chairman closed the Meeting at 6.12 pm.

I certify the Minutes of the Audit & Risk Committee Meeting held on 7th December 2021 were confirmed on 15th March 2022 as recorded on Resolution No. _____.

Confirmed..... 15/03/2022

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – November 2021

Meeting Date	16 th December 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) List of Accounts - November 2021 (ii) Transport Takings – November 2021 (iii) Credit Card Statement – November 2021
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council note the following:

1. That Schedule of Accounts for November 2021 covering Municipal Vouchers 23868 to 23871, EFT 10149 to EFT 10239, totalling \$250,711.97 be received (Attachment i); and
2. That Police Licensing payments for the month of November 2021 totalling \$34,897.25 be received (Attachment ii); and
3. That fund transfers to the Corporate Credit Card for November 2021 balance totalling \$1,597.45 be received (Attachment iii); and
4. That Net Payroll payments for the month of November 2021 totalling \$120,286.70; and
5. That the Lease payment for the month of November 2021 on the CESM Vehicle totalling \$2,423.72.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the Accounts paid during November 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

List of Accounts - November 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10149	04/11/2021	GODFREY COLBUNG	ARTWORK COMMISSION FOR RECOGNITION OF LONG TERM SERVICE	\$ 480.00	
EFT10150	05/11/2021	LES YEOMANS	REFUND - CARAVAN PARK CANCELLATION	\$ 30.00	FULLY
EFT10151	05/11/2021	WA POLICE FORCE	REFUND OF UNSPENT GRANT FUNDS - BETTER CHOICES PROGRAM (COMMUNITY CRIME PREVENTION FUNDING)	\$ 1,032.79	
EFT10152	05/11/2021	TELSTRA	PHONE USAGE AND CHARGES - 16/10/2021 TO 15/11/2021	\$ 661.85	
EFT10153	05/11/2021	QUAIRADING AGRI SERVICES	VARIOUS PURCHASES; FACE SHIELDS, PARK MAINTENANCE SUPPLIES, ROAD MAINTENANCE SUPPLIES.	\$ 1,592.95	
EFT10154	05/11/2021	TROPHY SPECIALISTS	HONOUR BOARD LETTERING	\$ 153.70	
EFT10155	05/11/2021	BURGESS RAWSON	WATER USAGE AND CHARGES - PTA LAND	\$ 760.93	
EFT10156	05/11/2021	COMMUNITY RESOURCE CENTRE - QUAIRADING	CRC CHARGES FOR OCTOBER 2021; PRINTING, CLEANING, GYM MANAGEMENT, WEBSITE MANAGEMENT, PUBLICATIONS.	\$ 1,456.64	
EFT10157	05/11/2021	BENT NAIL BUILDING & MAINTENANCE	EXCAVATOR HIRE FOR CEMETERY AND DOODENANNING/MAWSON ROAD CONSTRUCTION	\$ 352.00	PARTIAL
EFT10158	05/11/2021	PORTER CONSULTING ENGINEERS	CUNDERDIN-QUAIRADING ROAD SURVEY AND DETAILED DESIGN. CLAIM FOR WORK COMPLETED TO 22 OCTOBER 2021	\$ 4,743.20	PARTIAL
EFT10159	05/11/2021	COMMERCIAL LOCKSMITHS	REKEY VARIOUS SHIRE PROPERTIES	\$ 1,745.00	
EFT10160	05/11/2021	PETER ROBERT YORK	VARIOUS WORKS - UNIT 4 GILLETT ST	\$ 613.00	
EFT10161	05/11/2021	RED TV PRODUCTIONS	DISTRICT PROMOTION PRODUCTION OF TV COMMERCIALS	\$ 2,750.00	
EFT10162	05/11/2021	WAYNE M DAVIES	CORRECTION TO SITTING FEES FOR JULY TO SEPTEMBER 2021	\$ 138.12	
EFT10163	05/11/2021	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL	\$ 7,678.50	
EFT10164	05/11/2021	JO HAYTHORNTHWAITE	CORRECTION TO SITTING FEES FOR JULY TO SEPTEMBER 2021	\$ 226.00	
EFT10165	05/11/2021	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS - NORTHAM MMM RADIO	\$ 99.00	
EFT10166	05/11/2021	ANTHEA STRAUSS	REIMBURSEMENT - CANDLES - CEO FAREWELL FUNCTION	\$ 29.90	
EFT10167	05/11/2021	PROFORM CIVIL	DOODENANNING - CARTER RD SLK CIVIL DESIGN	\$ 1,573.00	PARTIAL
EFT10168	05/11/2021	FLAVOUR TOWN CATERING	CATERING: FINGER FOOD - COUNCIL SWEARING IN AND CITIZENSHIP CEREMONY	\$ 435.00	
EFT10169	05/11/2021	TOODYAY TRENCHERS	SERVICE LOCATIONS ON DOODENANNING ROAD, MAWSON ROAD AND GEYER STREET	\$ 650.00	PARTIAL
EFT10170	05/11/2021	BEILBY DOWNING TEAL	EXECUTIVE MANAGER WORKS & SERVICES RECRUITMENT (FIRST STAGE AND SECOND STAGE INVOICES)	\$ 6,600.00	
EFT10171	05/11/2021	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	ULP FUEL PURCHASES - SEPTEMBER & OCTOBER 2021	\$ 629.67	
EFT10172	05/11/2021	FLASHBAY PTY LTD	VARIOUS PURCHASES - SKELETON WEED PROGRAM	\$ 1,677.83	FULLY

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT10173	05/11/2021	PLUMBERJ'S MOBILE PLUMBING	REPAIR WORKS CARRIED OUT AT 8 MURPHY STREET TO THE TOILET CISTERN AND LAUNDRY TAPS	\$ 165.00	
EFT10174	12/11/2021	CHRISTINE LYNETTE HADLOW	REFUND - CARAVAN PARK CANCELLATION	\$ 465.00	FULLY
EFT10175	12/11/2021	QUAIRADING TYRE & BATTERY SUPPLIES	BATTERY FOR CRICKET CLUB ROLLER	\$ 160.00	
EFT10176	12/11/2021	AVON WASTE	WASTE & RECYCLING - OCTOBER 2021	\$ 8,612.76	
EFT10177	12/11/2021	QUAIRADING FARMERS CO-OP	BUSINESS SUPPORT GRANT - COOP	\$ 5,500.00	
EFT10178	12/11/2021	TELSTRA	PHONE CHARGES 20/10 TO 19/11/21; OFFICE, MEDICAL, POOL, DEPOT, CRC, INTERNET VARIOUS	\$ 1,324.87	
EFT10179	12/11/2021	WESFARMERS KLEENHEAT GAS PTY LTD	28 REID ST - CYLINDER SERVICE CHARGE	\$ 70.38	
EFT10180	12/11/2021	WA TREASURY CORPORATION	LOAN REPAYMENTS - LOAN 118 & LOAN 117	\$ 30,101.22	
EFT10181	12/11/2021	QUAIRADING AGRI SERVICES	VARIOUS SUPPLIES; CARAVAN PARK, SHIRE HALL, ADMIN OFFICE, CLEANING SUPPLIES AND GENERAL MAINTENANCE	\$ 1,081.30	
EFT10182	12/11/2021	QUAIRADING CLUB INC.	REFRESHMENTS	\$ 386.00	
EFT10183	12/11/2021	KELYN TRAINING SERVICES	REFUND - CARAVAN PARK CANCELLATION	\$ 137.50	FULLY
EFT10184	12/11/2021	QUAIRADING DISTRICT BOWLING CLUB	COMMUNITY SUPPORT GRANT - BOWLING CLUB	\$ 256.67	
EFT10185	12/11/2021	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	FUEL FOR THE COMMUNITY CAR - OCTOBER 2021	\$ 136.52	FULLY
EFT10186	12/11/2021	GRAEME FARDON	REIMBURSEMENT: NAPKINS FOR CEO FAREWELL FUNCTION	\$ 11.00	
EFT10187	12/11/2021	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH THE 2020/21 ANNUAL FINANCIAL REPORT, AUDIT SUPPORTING WORK PAPERS & MONTHLY FINANCIALS	\$ 10,824.00	
EFT10188	12/11/2021	MARNHAM'S MECHANICAL SERVICES	REPAIRS TO MACHINERY; SEMI SIDE TIPPER, HINO TRUCK, BOBCAT	\$ 1,345.79	
EFT10189	12/11/2021	SYNERGY	POWER USAGE AND CHARGES 6/9/21 - 5/11/21; VARIOUS LOCATIONS - CARAVAN PARK, POOL, MCLENNAN STREET, STREETLIGHTS, MEDICAL PRACTICE, GP HOUSE, RESIDENTIAL	\$ 8,693.19	
EFT10190	12/11/2021	BENT NAIL BUILDING & MAINTENANCE	APPLIANCES FOR YOUTH CENTRE KITCHEN - STOVE & FRIDGE	\$ 5,357.44	PARTIAL
EFT10191	12/11/2021	PETER ROBERT YORK	VARIOUS WORKS OF MEDICAL PRACTICE/RESIDENCE, 50A SUBURBAN ROAD, 8 DALL STREET MAINTENANCE	\$ 860.00	
EFT10192	12/11/2021	NORTHAM CARPET COURT	SUPPLY AND INSTALL 1 CREATION BLIND - 7 EDWARDS WAY	\$ 480.00	
EFT10193	12/11/2021	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL	\$ 7,564.32	
EFT10194	12/11/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES - 29/11 & 5/12	\$ 561.00	
EFT10195	12/11/2021	JODIE YARDLEY	REIMBURSEMENT OF EXPENSES FOR STAFF TRAINING	\$ 71.69	
EFT10196	12/11/2021	TODD JOHNSTON SIGNWRITING	INSTALLATION OF DROUGHT COMMUNITIES SIGNAGE	\$ 100.00	FULLY
EFT10197	12/11/2021	LOCAL GOVERNMENT PROFESSIONALS	ANNUAL STATE CONFERENCE REGISTRATION 2021	\$ 720.00	
EFT10198	12/11/2021	PROFORM CIVIL	SURVEY DOODENANNING MAWSON/CARTER ROADS	\$ 3,850.00	PARTIAL

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT10199	12/11/2021	DAVES TREE SERVICE	TREE TRIMMING IN CARAVAN PARK AND MCLENNAN STREET	\$ 6,248.00	
EFT10200	12/11/2021	FLAVOUR TOWN CATERING	CEO FAREWELL DINNER CATERING	\$ 3,010.00	
EFT10201	12/11/2021	QUAIRADING RAINMAKERS INC	COMMUNITY SUPPORT GRANT - RAINMAKERS	\$ 2,500.00	
EFT10202	12/11/2021	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES FOR OCTOBER 2021	\$ 3,119.87	
EFT10203	12/11/2021	QUAIRADING BOOK POST (2020)	MONTHLY FEE - LIBRARY AND POSTAGE CHARGES VARIOUS INCLUDING MEDICAL	\$ 2,810.84	
EFT10204	12/11/2021	ADVANCE PRESS	A4 LETTERHEADS - QSC NEW CORPORATE BRANDING	\$ 346.50	
EFT10205	12/11/2021	JESSICA GEORGE	REFUND OF BOND - COMMUNITY BUILDING	\$ 625.00	FULLY
EFT10206	12/11/2021	RESONLINE PTY LTD	ROOM MANAGER - MONTHLY FEE - OCTOBER	\$ 220.00	
EFT10207	12/11/2021	TRAINING COURSE EXPERTS (TCE SERVICES PTY LTD)	WHITE CARD TRAINING 1X STAFF MEMBER	\$ 99.00	
EFT10208	12/11/2021	JANET SPARKS	REFUND OF MONEY RECEIVED IN ERROR	\$ 22.00	FULLY
EFT10209	12/11/2021	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	ULP FOR THE MONTH OF NOVEMBER 2021	\$ 146.63	
EFT10210	12/11/2021	ADAGE FURNITURE	TOWN HALL TABLES; 30 X TABLE TOPS, 30 X FRAMES, 6X TROLLEYS, 3X ROUND TABLE TOPS, 3X DRY BARS, 2X STOOLS, 5X CUSHIONS, 5X BENCH FRAMES & DELIVERY	\$ 19,562.40	FULLY
EFT10211	12/11/2021	QUAIRADING TOY LIBRARY	COMMUNITY GRANT - TOY LIBRARY	\$ 400.00	
EFT10212	12/11/2021	BOC LIMITED	OXYGEN/ACETYLENE/ARGOSHIELD	\$ 50.72	
EFT10213	12/11/2021	PLUMBERJ'S MOBILE PLUMBING	VARIOUS PLUMBING WORKS TO SHIRE PROPERTIES; 8 DALL ST - RETICULATION, 14 REID ST RETICULATION, OLD DRIVE IN, LAYBY ABLUTIONS, UNIT 1 AKV, UNIT 2 GILLETT STREET	\$ 2,090.00	
EFT10214	12/11/2021	SHERIDAN'S FOR BADGES	4X PRINTED ALUMINIUM NAME BADGES FOR NEW COUNCILLORS AND NEW SHIRE STAFF	\$ 142.21	
EFT10215	19/11/2021	QUAIRADING TYRE & BATTERY SUPPLIES	VARIOUS VEHICLES; WHEEL ALIGNMENT & TYRES	\$ 926.13	
EFT10216	19/11/2021	QUAIRADING FARMERS CO-OP	CO-OP PURCHASES FOR THE MONTH OF OCTOBER 2021; VARIOUS DEPOT, ADMIN, MEDICAL, CARAVAN PARK ETC. REFUND OF BOND FOR COMMUNITY BUS HIRE/	\$ 1,008.47	PARTIAL
EFT10217	19/11/2021	TELSTRA	PHONE USAGE AND CHARGES 29/10 - 28/11/21	\$ 35.26	
EFT10218	19/11/2021	IT VISION	SYNERGYSOFT RATES TRAINING FOR 1X STAFF MEMBER	\$ 3,575.00	
EFT10219	19/11/2021	SUNNY SIGN COMPANY PTY LTD	VARIOUS ROAD SIGNS - DOODENANNING MAWSON ROAD	\$ 2,190.87	PARTIAL
EFT10220	19/11/2021	ST JOHN AMBULANCE AUSTRALIA - BELMONT	TRAINING FOR STAFF; FIRST AID X 1 STAFF, SHARPS HANDLING X 11 STAFF, FIRST AID X 4 STAFF, SHARPS X 3 STAFF	\$ 2,123.80	

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT10221	19/11/2021	NEU-TECH AUTO ELECTRICS	ROLLER DIAGNOSE AND REPAIR - REPLACE TWO WAY	\$ 734.80	
EFT10222	19/11/2021	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH 2020/21 ANNUAL REPORT AND FAIR VALUE VALUATIONS OF ASSETS	\$ 858.00	
EFT10223	19/11/2021	SYNERGY	POWER USAGE AND CHARGES 13/10/21 - 09/11/21 1 PARKER STREET - CRC	\$ 392.84	
EFT10224	19/11/2021	BENT NAIL BUILDING & MAINTENANCE	LUMP SUM FINAL PROGRESS PAYMENT - 7 FOR YOUTH CENTRE UPGRADE WORKS, FENCING WORKS FOR CARAVAN PARK CARETAKER RECEPTION AREA	\$ 32,409.25	PARTIAL
EFT10225	19/11/2021	J.A. GIMBEL PAINTING	INTERNAL PAINTING OF LOT 190 MCLENNAN STREET	\$ 6,380.00	
EFT10226	19/11/2021	PORTER CONSULTING ENGINEERS	SHIRE HALL CAR PARK UPGRADES - DESIGN REVIEW, TENDER DOCUMENTATION AND CONSTRUCTION ADMINISTRATION	\$ 660.00	PARTIAL
EFT10227	19/11/2021	DAVID GRAY & CO PTY LTD	GREEN SULO BINS WITH RED, GREEN AND YELLOW LIDS	\$ 599.72	
EFT10228	19/11/2021	DAIMLER TRUCKS PERTH	COMMUNITY BUS REPAIRS	\$ 1,050.00	
EFT10229	19/11/2021	COMBINED PEST CONTROL	LOCKABLE RAT STATIONS YOUTH CENTRE AND CRC	\$ 85.80	
EFT10230	19/11/2021	C & D CUTRI	CARRY OUT REPAIRS TO BRIDGE 4149 GEYER STREET DOODENANNING	\$ 19,525.00	
EFT10231	19/11/2021	MOORE AUSTRALIA AUDIT (WA)	TAX WEBINAR - GST: BUILDING THE FOUNDATION	\$ 253.00	
EFT10232	19/11/2021	HISCONFÉ	HANDTOWELS FOR CARAVAN PARK	\$ 26.84	
EFT10233	19/11/2021	LOCAL GOVERNMENT PROFESSIONALS	E-LEARNING INDUCTION TO LOCAL GOVERNMENT PROGRAM - 1X STAFF MEMBER	\$ 220.00	
EFT10234	19/11/2021	FARMARAMA PTY LTD	SUNSCREEN, GLOVE CLIPS & DRINK SACHETS	\$ 384.60	
EFT10235	19/11/2021	ANGIE ROE PHOTOGRAPHY	PURCHASE OF ADDITIONAL IMAGES - TOURISM PROMO	\$ 1,080.00	
EFT10236	19/11/2021	BEILBY DOWNING TEAL	EXECUTIVE MANAGER WORKS & SERVICES RECRUITMENT - THIRD (FINAL) STAGE	\$ 3,300.00	
EFT10237	19/11/2021	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	ULP - VARIOUS VEHICLES & MINOR PLANT	\$ 183.00	
EFT10238	19/11/2021	ELIZABETH WHITTAKER	REIMBURSEMENT; MILK FOR CARAVAN PARK CABINS	\$ 4.89	
EFT10239	19/11/2021	MYCOTEC PTY LTD	8 MURPHY STREET - COMPREHENSIVE MOULD AND IAQ INSPECTION	\$ 3,850.00	
23868	02/11/2021	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE SCHEME - FLOAT	\$ 657.80	
23869	09/11/2021	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE SCHEME - FLOAT	\$ 834.20	
23870	16/11/2021	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE SCHEME - FLOAT	\$ 520.20	
23871	23/11/2021	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE SCHEME - FLOAT	\$ 504.60	
				\$ 250,711.97	

TRANSPORT TAKINGS FOR THE MONTH ENDING

NOVEMBER 2021 Attachment 11.1 (ii)

<i>DATE</i>	<i>DESCRIPTION</i>	<i>AMOUNT \$</i>
29/10/2021	TRANSPORT TAKINGS	1,383.90
1/11/2021	TRANSPORT TAKINGS	6,203.30
2/11/2021	TRANSPORT TAKINGS	3,374.00
3/11/2021	TRANSPORT TAKINGS	1,578.30
4/11/2021	TRANSPORT TAKINGS	724.55
5/11/2021	TRANSPORT TAKINGS	14.95
8/11/2021	TRANSPORT TAKINGS	2,625.80
9/11/2021	TRANSPORT TAKINGS	5,609.90
10/11/2021	TRANSPORT TAKINGS	645.95
11/11/2021	TRANSPORT TAKINGS	891.95
12/11/2021	TRANSPORT TAKINGS	781.75
15/11/2021	TRANSPORT TAKINGS	570.50
16/11/2021	TRANSPORT TAKINGS	2,142.45
17/11/2021	TRANSPORT TAKINGS	112.00
18/11/2021	TRANSPORT TAKINGS	149.15
19/11/2021	TRANSPORT TAKINGS	846.80
22/11/2021	TRANSPORT TAKINGS	2,601.20
23/11/2021	TRANSPORT TAKINGS	1,021.85
24/11/2021	TRANSPORT TAKINGS	1,497.35
25/11/2021	TRANSPORT TAKINGS	1,032.35
26/11/2021	TRANSPORT TAKINGS	1,089.25
ACTUAL TOTAL TAKINGS IN NOVEMBER FROM BANK		34,897.25

<i>NOVEMBER TAKINGS IN DECEMBER</i>		
29/11/2021	TRANSPORT TAKINGS	581.15
	TRANSPORT TAKINGS	
AMOUNTS YET TO BE DRAWN		581.15

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
20 NOV	Purchases SurveyMonkey 0035315920752 IRL INC FX FEE AUD \$10.47 COMPUTER PROGRAMMING, INTEGR	4572 359.56 0512 10.47	CDD - other expenses 10.47 = 349.09 Bank Charges.
22 NOV	Quest Innaloo Innaloo AUS HOTELS, MOTELS, RESORTS - LO	3903 405.52	
22 NOV	Quest Innaloo Innaloo AUS HOTELS, MOTELS, RESORTS - LO	3903 202.76	Staff Training
24 NOV	Quest Innaloo Innaloo AUS HOTELS, MOTELS, RESORTS - LO	3903 228.11	
26 NOV	SEEK AU 44540111 MELBOURNE AUS ADVERTISING SERVICES	0791 401.50	EO Advertising
	Sub Total:	1,597.45	
28 NOV	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	1,597.45 -	
	Sub Total:	1,597.45 -	
	Grand Total:	0.00	

I have checked the above details and verify that they are correct.

Cardholder Signature



Date

31/12/2021

Transactions examined and approved.

Manager/Supervisor Signature



Date

09/12/2021

S001582 / M000384 / 331 / CNT\VPCT

**BusinessChoice Everyday Mastercard® Statement**

MR GRAEME ASHLEY FARDON
 QUAIRADING SHIRE COUNCIL
 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
Mr Graeme Ashley Fardon	5163 2800 0125 6015	5,000	5,000.00
Statement From	Statement To	Facility Number	
29 OCT 2021	28 NOV 2021	00854887	

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	1,597.45	0.00	0.00	1,597.45 -	0.00	0.00	0.00

11.2 Financial Information – Statements of Income and Expenditure for the Period Ending – 30th November 2021

Meeting Date	16 th December 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) Financial Statements for November 2021
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the Monthly Financial Statements for the period ending 30th November 2021.

___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly Financial Statements for the period ending 30th November 2021 attached.
- Monthly Financial Statements have been updated based on the Bob Waddell and Associates Monthly Statements Model (Abridged Version).
- Budget amendments endorsed at the November 2021 Ordinary Council meeting have been completed in SynergySoft and carried across into the Financial Reports. A change in recognition to the amendments related to Expected Profit/Loss on Sale of Assets has changed the Amended Budgeted Surplus for 2021/22 from \$74,571 to \$144,571.
- Future Monthly Financial Statements will be produced using the Bob Waddell template expanding from the Abridged Version to the Comprehensive Model.
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new Reporting Template and Accounting Processes are utilised to optimise their capability and are prepared in a timely manner.

MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format. The current template utilises the Bob Waddell and Associates Monthly Statements Model (Abridged Version).

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

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

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

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

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

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

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

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

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



SHIRE OF QUAIRADING

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 November 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2021

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 2021/22 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 / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
INDUSTRIAL LOTS - PHASE 1	66%	786,000.00	516,000	516,044	(44)
DOODENANNING - MAWSON ROAD RESEAL ²	0%	176,774.00	0	0	0
OLD BEVERLEY EAST ROAD - CARRY FORWARD	100%	64,782.00	64,782	64,471	311
MT STIRLING RD - RESHEETING	0%	136,857.15	0	0	0
CARTER - DOODENANNING ROAD ²	43%	78,661.93	34,000	33,608	392
DOODENANNING - MAWSON (R2R) CONSTRUCTION	39%	252,458.75	98,167	98,171	(5)
WINMAR (JUNCTION) RD DRAINAGE (R2R) ²	100%	64,450.00	64,450	64,450	0
QUAIRADING - CORRIGIN ROAD RRG	0%	606,079.00	0	0	0
GROVES ROAD ACCESS	0%	38,406.00	0	0	0
LIVINGSTONE RD - RESHEETING	93%	101,847.00	95,090	94,864	226
WSFN STAGE 4 - QUAIRADING-CUNDERDIN (INCLUDES COMMUNITY PARK	3% 2%	299,040.99 720,000.00	10,324 16,500	10,019 16,663	305 (163)
HALL CAR PARK UPGRADE	1%	328,000.00	2,500	2,500	0
Grants, Subsidies and Contributions					
Operating Grants, Subsidies and Contributions	55%	1,153,363	641,919	634,832	(7,087)
Non-operating Grants, Subsidies and Contributions	14%	2,817,310	384,901	392,598	7,697
	26%	3,970,673	1,026,820	1,027,430	610
Rates Levied	100%	2,370,754	2,371,163	2,371,454	290

74571

		Prior Year 30 November 2020	Current Year 30 November 2021
Financial Position			
Adjusted Net Current Assets	56%	\$ 4,215,167	\$ 2,375,753
Cash and Equivalent - Unrestricted	63%	\$ 4,073,285	\$ 2,562,938
Cash and Equivalent - Restricted	115%	\$ 3,101,019	\$ 3,578,325
Receivables - Rates	88%	\$ 469,870	\$ 415,357
Receivables - Other	148%	\$ 195,770	\$ 290,623
Payables	167%	\$ 297,987	\$ 498,963

% 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 30 NOVEMBER 2021**

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 November 2021
Prepared by: Leah Horton (EMCS)
Reviewed by: Graeme Fardon (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

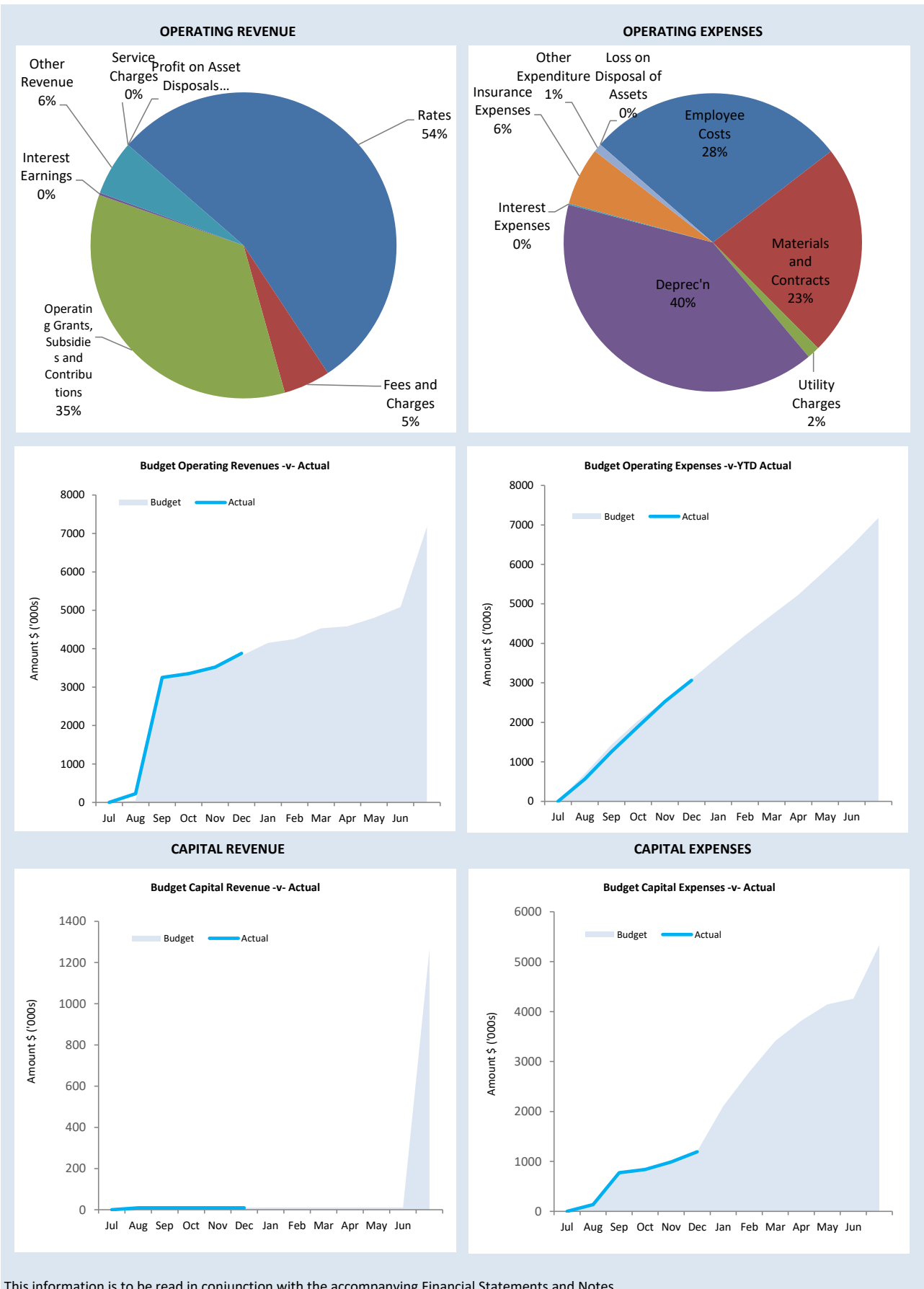
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 30 NOVEMBER 2021**

SUMMARY GRAPHS



SHIRE OF QUAIRADING
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 NOVEMBER 2021

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

	ACTIVITIES
<p>GOVERNANCE</p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	<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>
<p>GENERAL PURPOSE FUNDING</p> <p>To collect revenue to allow for the provision of services that are not fully funded by specific fees and charges.</p>	<p>Rates, general purpose government grants and interest revenue.</p>
<p>LAW, ORDER, PUBLIC SAFETY</p> <p>To provide services to help ensure a safer and environmentally conscious community.</p>	<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>
<p>HEALTH</p> <p>To provide an operational framework for environmental and community health.</p>	<p>Health inspections, food quality control, pest control and operation of the medical centre.</p>
<p>EDUCATION AND WELFARE</p> <p>To provide services to disadvantaged persons, the elderly, children and youth.</p>	<p>Operation and maintenance of the Little Rainmakers Childcare Centre, Arthur Kelly Village and minor in-kind association with the Fail Aged Lodge, Youth programme and Quairading Youth Centre.</p>
<p>HOUSING</p> <p>To provide and maintain housing.</p>	<p>Maintenance of housing rented to staff and non staff.</p>
<p>COMMUNITY AMENITIES</p> <p>Provide services required by the community.</p>	<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>
<p>RECREATION AND CULTURE</p> <p>To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.</p>	<p>Maintenance of Halls, Swimming Pool, community buildings and various reserves and library.</p>
<p>TRANSPORT</p> <p>To provide safe, effective and efficient transport services to the community.</p>	<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>
<p>ECONOMIC SERVICES</p> <p>To help promote the Shire Quairading and its economic wellbeing.</p>	<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>
<p>OTHER PROPERTY AND SERVICES</p> <p>To monitor and control the Shire of Quairading overheads.</p>	<p>Public works overheads, plant operating costs, allocation of salaries and wages. Operation of electrical services and private works.</p>

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

STATUTORY REPORTING PROGRAMS

Note	Adopted Annual Budget	Amended	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		Annual Budget (d)						
	\$	\$	\$	\$	\$	%		
Opening Funding Surplus(Deficit)	1	1,468,917	1,515,049	1,515,049	1,515,049	0	0%	
Revenue from operating activities								
Governance		3,469	8,469	8,177	6,484	(1,693)	(21%)	▼
General Purpose Funding - Rates	6	2,370,755	2,370,754	2,371,163	2,371,454	290	0%	▲
General Purpose Funding - Other		917,150	971,803	485,134	479,713	(5,421)	(1%)	▼
Law, Order and Public Safety		195,531	195,531	105,698	106,259	561	1%	▲
Health		10,879	10,879	4,533	11,894	7,361	162%	▲
Education and Welfare		49,559	49,559	20,650	18,437	(2,212)	(11%)	▼
Housing		116,695	114,095	47,541	43,317	(4,223)	(9%)	▼
Community Amenities		158,291	158,291	68,990	77,314	8,325	12%	▲
Recreation and Culture		23,021	23,021	7,100	8,170	1,070	15%	▲
Transport		165,653	165,653	153,986	153,502	(484)	(0%)	▼
Economic Services		239,696	239,696	139,243	155,646	16,402	12%	▲
Other Property and Services		52,438	52,438	21,850	53,636	31,786	145%	▲
		4,303,137	4,360,189	3,434,067	3,485,826			
Expenditure from operating activities								
Governance		(753,845)	(814,925)	(366,837)	(333,257)	33,580	9%	▲
General Purpose Funding		(67,880)	(67,880)	(13,767)	(12,486)	1,281	9%	▲
Law, Order and Public Safety		(354,161)	(350,261)	(157,994)	(177,610)	(19,616)	(12%)	▼
Health		(301,387)	(301,387)	(110,413)	(108,179)	2,234	2%	▲
Education and Welfare		(225,350)	(225,350)	(92,174)	(83,437)	8,737	9%	▲
Housing		(186,230)	(210,730)	(86,096)	(59,906)	26,190	30%	▲
Community Amenities		(506,888)	(511,683)	(220,081)	(198,861)	21,220	10%	▲
Recreation and Culture		(953,176)	(953,176)	(408,646)	(381,278)	27,368	7%	▲
Transport		(2,839,212)	(2,839,212)	(1,220,680)	(1,289,890)	(69,210)	(6%)	▼
Economic Services		(861,800)	(861,800)	(333,607)	(256,479)	77,129	23%	▲
Other Property and Services		(37,729)	(42,729)	(83,281)	(163,949)	(80,668)	(97%)	▼
		(7,087,658)	(7,179,132)	(3,093,574)	(3,065,330)			
Operating activities excluded from budget								
Add back Depreciation		2,630,828	2,630,828	1,096,178	1,231,342	135,164	12%	▲
Adjust (Profit)/Loss on Asset Disposal	7	70,000	70,000	0	0	0		
Movement in Leave Reserve (Added Back)		1,068	1,068	0	138	138		▲
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0		
Movement in Employee Benefit Provisions		0	0	0	0	0		
Rounding Adjustments		0	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		
Amount attributable to operating activities		(82,625)	(117,047)	1,436,671	1,651,976			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	13	2,822,245	2,817,310	384,901	392,598	7,697	2%	▲
Proceeds from Disposal of Assets	7	155,000	155,000	0	0	0		
Land Held for Resale	8	(775,500)	(786,000)	(516,000)	(516,044)	(44)	(0%)	▼
Land and Buildings	8	(183,200)	(183,200)	(154,923)	(153,782)	1,141	1%	▲
Plant and Equipment	8	(388,000)	(381,900)	(18,900)	(18,900)	0	0%	▲
Furniture and Equipment	8	(38,000)	(43,760)	(20,000)	(19,946)	54	0%	▲
Infrastructure Assets - Roads	8	(1,936,346)	(1,823,235)	(366,813)	(365,582)	1,230	0%	▲
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	(179,418)	(179,418)	(3,000)	0	3,000	100%	▲
Infrastructure Assets - Other	8	(1,136,805)	(1,136,805)	(69,200)	(63,894)	5,306	8%	▲
Infrastructure Assets - Airfield	8	0	0	0	0	0		
Amount attributable to investing activities		(1,660,024)	(1,562,008)	(763,934)	(745,549)			
Financing Activities								
Proceeds from New Debentures	9	0	0	0	0	0		
Repayment of Debentures	9	(64,386)	(64,386)	(31,976)	(41,204)	(9,228)	(29%)	▼
Repayment of Lease Financing	9	(33,321)	(33,321)	(13,885)	(10,789)	3,096	22%	▲
Advances to Community Groups		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	10,944	9,228	9,228	(0)	(0%)	▼
Transfer from Reserves	10	1,005,439	1,098,189	0	0	0		
Transfer to Reserves	10	(604,000)	(702,850)	(5,835)	(2,958)	2,877	49%	▲
Amount attributable to financing activities		303,732	308,576	(42,468)	(45,723)			
Closing Funding Surplus(Deficit)	1	30,002	144,571	2,145,318	2,375,753			

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 2021/22 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 30 NOVEMBER 2021****NATURE OR TYPE 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 non-operating grants.

NON-OPERATING 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 CHARGES

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 EARNINGS

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 ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

BY NATURE OR TYPE

Note	Adopted	Amended	Amended	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
	Annual Budget	Annual Budget	YTD Budget (a)					
	\$	\$	\$	\$	\$	%		
Opening Funding Surplus (Deficit)	1	1,468,917	1,515,049	1,515,049	1,515,049	0	0%	
Revenue from operating activities								
Rates	6	2,370,755	2,370,754	2,371,163	2,371,454	290	0%	▲
Operating Grants, Subsidies and Contributions	12	1,093,711	1,153,363	641,919	634,832	(7,087)	(1%)	▼
Fees and Charges		461,897	459,297	190,310	215,832	25,522	13%	▲ S
Service Charges		0	0	0	0	0		
Interest Earnings		36,026	36,026	16,761	10,422	(6,339)	(38%)	▼
Other Revenue		340,749	340,749	213,913	253,286	39,373	18%	▲ S
Profit on Disposal of Assets	7	0	0	0	0	0		
Gain FV Valuation of Assets		0	0	0	0	0		
		4,303,137	4,360,189	3,434,067	3,485,826			
Expenditure from operating activities								
Employee Costs		(2,215,419)	(2,216,519)	(982,729)	(862,804)	119,925	12%	▲ S
Materials and Contracts		(1,620,043)	(1,714,318)	(714,539)	(704,808)	9,732	1%	▲
Utility Charges		(227,690)	(227,690)	(92,871)	(41,862)	51,009	55%	▲ S
Depreciation on Non-Current Assets		(2,630,828)	(2,630,828)	(1,096,178)	(1,231,342)	(135,164)	(12%)	▼ S
Interest Expenses		(12,856)	(12,856)	(4,790)	(4,495)	295	6%	▲
Insurance Expenses		(191,024)	(191,024)	(131,780)	(192,238)	(60,459)	(46%)	▼ S
Other Expenditure		(119,798)	(115,898)	(70,687)	(27,783)	42,905	61%	▲ S
Loss on Disposal of Assets	7	(70,000)	(70,000)	0	0	0		
Loss FV Valuation of Assets		0	0	0	0	0		
		(7,087,658)	(7,179,132)	(3,093,574)	(3,065,330)			
Operating activities excluded from budget								
Add back Depreciation		2,630,828	2,630,828	1,096,178	1,231,342	135,164	12%	▲ S
Adjust (Profit)/Loss on Asset Disposal	7	70,000	70,000	0	0	0		
Movement in Leave Reserve (Added Back)		1,068	1,068	0	138	138		▲
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0		
Movement in Employee Benefit Provisions		0	0	0	0	0		
Rounding Adjustments		0	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		
Amount attributable to operating activities		(82,625)	(117,047)	1,436,671	1,651,976			
Investing activities								
Non-Operating Grants, Subsidies and Contributions	13	2,822,245	2,817,310	384,901	392,598	7,697	2%	▲
Proceeds from Disposal of Assets	7	155,000	155,000	0	0	0		
Land Held for Resale	8	(775,500)	(786,000)	(516,000)	(516,044)	(44)	0%	▼
Land and Buildings	8	(183,200)	(183,200)	(154,923)	(153,782)	1,141	1%	▲
Plant and Equipment	8	(388,000)	(381,900)	(18,900)	(18,900)	0	0%	
Furniture and Equipment	8	(38,000)	(43,760)	(20,000)	(19,946)	54	0%	▲
Infrastructure Assets - Roads	8	(1,936,346)	(1,823,235)	(366,813)	(365,582)	1,230	0%	▲
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	(179,418)	(179,418)	(3,000)	0	3,000	100%	▲
Infrastructure Assets - Other	8	(1,136,805)	(1,136,805)	(69,200)	(63,894)	5,306	8%	▲
Infrastructure Assets - Airfield	8	0	0	0	0	0		
Amount attributable to investing activities		(1,660,024)	(1,562,008)	(763,934)	(745,549)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Repayment of Debentures	9	(64,386)	(64,386)	(31,976)	(41,204)	(9,228)	(29%)	▼
Repayment of Lease Financing	9	(33,321)	(33,321)	(13,885)	(10,789)	3,096	22%	▲
Advances to Community Groups		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal	9	0	10,944	9,228	9,228	(0)	(0%)	▼
Transfer from Reserves	10	1,005,439	1,098,189	0	0	0		
Transfer to Reserves	10	(604,000)	(702,850)	(5,835)	(2,958)	2,877	49%	▲
Amount attributable to financing activities		303,732	308,576	(42,468)	(45,723)			
Closing Funding Surplus (Deficit)	1	30,002	144,571	2,145,318	2,375,753			

▲ ▼ 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 2021/22 year is \$10,000 and 10%.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

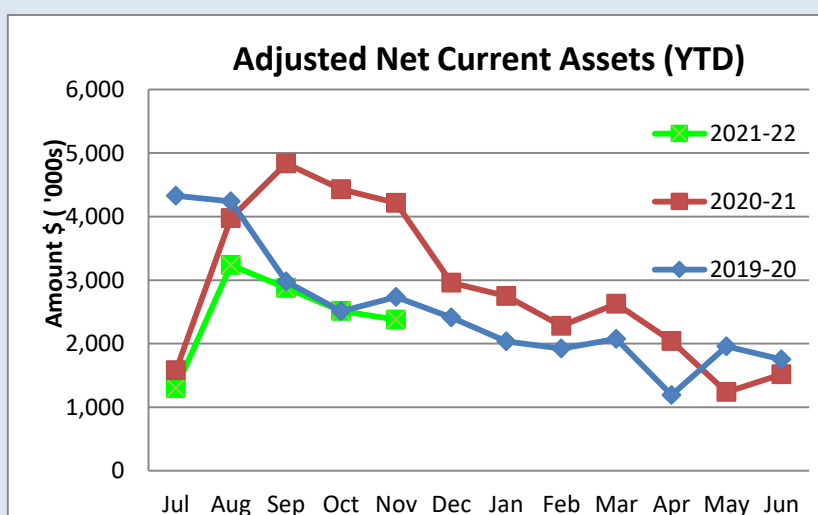
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2021	This Time Last Year 30/11/2020	Year to Date Actual 30/11/2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,240,301	4,073,285	2,562,938
Cash Restricted - Reserves	2	3,575,367	3,101,019	3,578,325
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	207,146	469,870	415,357
Receivables - Other	3	108,674	195,770	290,623
Other Financial Assets	3	10,944	18,854	1,716
Other Assets Other Than Inventories	4	8,384	0	5,104
Inventories	4	5,082	5,532	11,278
		6,155,897	7,864,330	6,865,339
Less: Current Liabilities				
Payables	5	(641,916)	(297,987)	(498,963)
Contract Liabilities	11	(207,679)	(4,795)	(207,679)
Bonds & Deposits	14	(94,222)	(96,042)	(92,320)
Loan Liability	9	(73,614)	(49,569)	(32,411)
Lease Liability	9	(29,058)	(1,122)	(18,269)
Provisions	11	(276,993)	(336,198)	(276,993)
		(1,323,483)	(785,712)	(1,126,635)
Less: Cash Reserves	10	(3,575,367)	(3,101,019)	(3,578,325)
Add Back: Component of Leave Liability not Required to be funded		166,273	205,731	166,410
Add Back: Loan and Lease Liability		102,672	50,691	50,679
Less : Loan Receivable - clubs/institutions		(10,944)	(18,854)	(1,716)
Net Current Funding Position		1,515,049	4,215,167	2,375,753

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)

\$2.38 M

Last Year YTD

Surplus(Deficit)

\$4.22 M

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 NOVEMBER 2021

OPERATING ACTIVITIES
 NOTE 2
 CASH AND FINANCIAL ASSETS

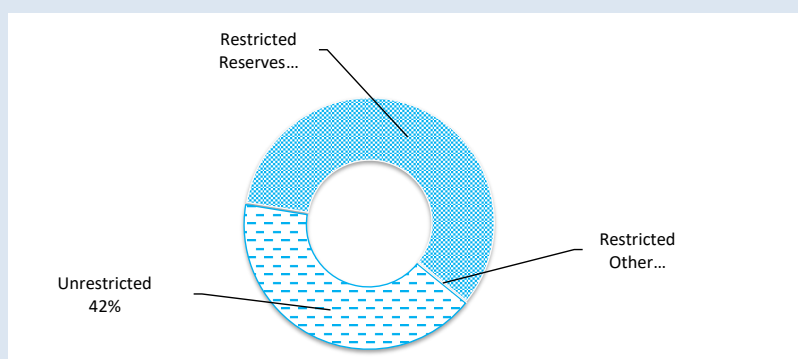
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
CASH ON HAND	1,400			1,400	Cash on Hand	Nil	On Hand
At Call Deposits							
CASH AT BANK MUNI A/C [000001]	1,526,827			1,526,827	Westpac		Ongoing
MUNICIPAL FUND BANK - ON CALL A/C [128224]	420,000			420,000	Westpac	0.01%	Ongoing
MEDICAL PRACTICE BANK A/C [111529]	486			486	Westpac		Ongoing
CHILDCARE CENTRE BANK A/C [150827]	0			0	Westpac		Ongoing
CDS CONTAINER REFUND	1,311			1,311	Westpac		Ongoing
RESERVE FUND BANK - ON CALL A/C [129083]		54,543		54,543	Westpac	0.01%	Ongoing
TRUST FUND BANK			0	0	Westpac		Ongoing
Term Deposits							
MUNICIPAL FUNDS - TERM DEPOSIT # 1 [164217]	308,190			308,190	Westpac	0.22%	5/09/2021
MUNICIPAL FUNDS - TERM DEPOSIT # 2 [166730]	304,724			304,724	Westpac	0.23%	3/09/2021
RESERVE FUNDS - TERM DEPOSIT # 1 [164065]		962,353		962,353	Westpac	0.23%	23/09/2021
RESERVE FUNDS - TERM DEPOSIT # 2 [038639]		621,657		621,657	Westpac	0.21%	22/11/2021
RESERVE FUNDS - TERM DEPOSIT # 3 [149105]		1,037,363		1,037,363	Westpac	0.22%	12/10/2021
RESERVE FUNDS - TERM DEPOSIT # 4 [160427]		902,409		902,409	Westpac	0.23%	3/09/2021
Investments							
Total	2,562,938	3,578,325	0	6,141,262			

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
\$6.14 M	\$3.58 M

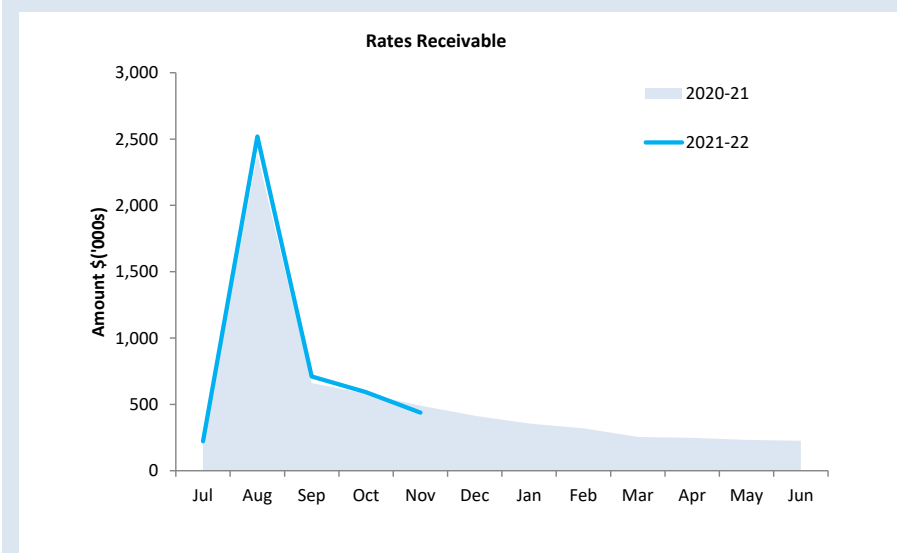
SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2021	30 Nov 21
	\$	\$
Opening Arrears Previous Years	237,130	225,236
Levied this year	2,423,221	2,406,153
Less Collections to date	(2,435,115)	(2,192,449)
Equals Current Outstanding	225,236	438,940
Net Rates Collectable	225,236	438,940
% Collected	91.53%	83.32%

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.



Collected

83%

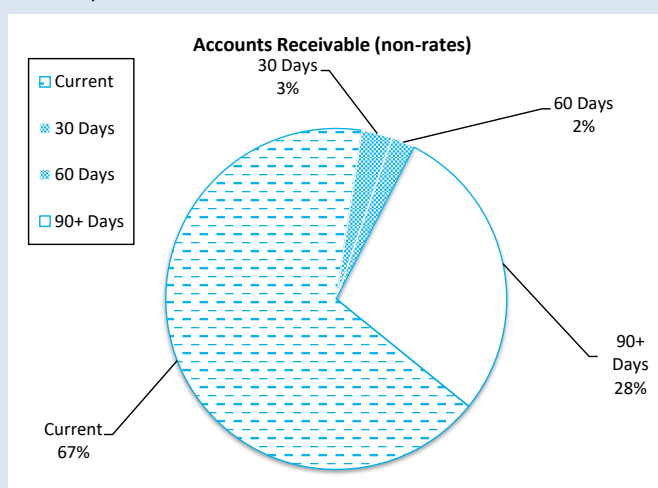
Rates Due

\$438,940

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	60,370	2,650	1,994	25,670	90,684
Percentage	67%	3%	2%	28%	
Balance per Trial Balance					
Sundry Debtors					90,684
Receivables - Other					199,939
Total Receivables General Outstanding					290,623
Amounts shown above include GST (where applicable)					

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.



Debtors Due

\$290,623

Over 30 Days

33%

Over 90 Days

28%

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 NOVEMBER 2021

OPERATING ACTIVITIES
 NOTE 4
 OTHER CURRENT ASSETS

	Opening Balance 1 Jul 2021	Asset Increase	Asset Reduction	Closing Balance 30 Nov 2021
	\$	\$	\$	\$
Other Current Assets				
Other Financial Assets at Amortised Cost				
Financial assets at amortised cost - self supporting loans	10,944	0	(9,228)	1,716
Inventory				
Fuel, Visitor and Rec Centres stock on hand	5,082	6,196	0	11,278
Accrued income and prepayments				
Accrued income and prepayments	8,384	0	(3,280)	5,104
Total Other Current assets				18,097
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 30 NOVEMBER 2021

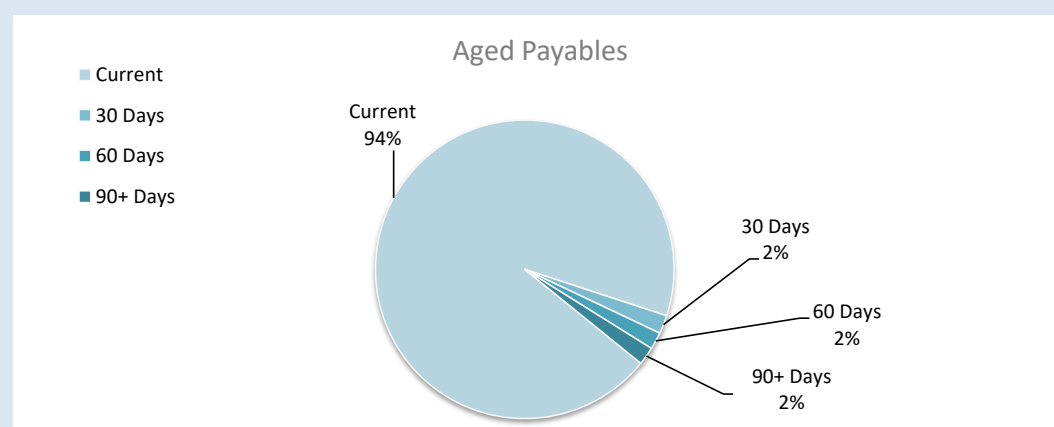
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	153,529	3,256	3,025	3,165	162,974
Percentage	94.2%	2%	1.9%	1.9%	
Balance per Trial Balance					
Sundry creditors - General					162,974
Other creditors					29,041
Accruals/Income in Advance					82,506
ATO liabilities					224,442
Total Payables General Outstanding					498,963

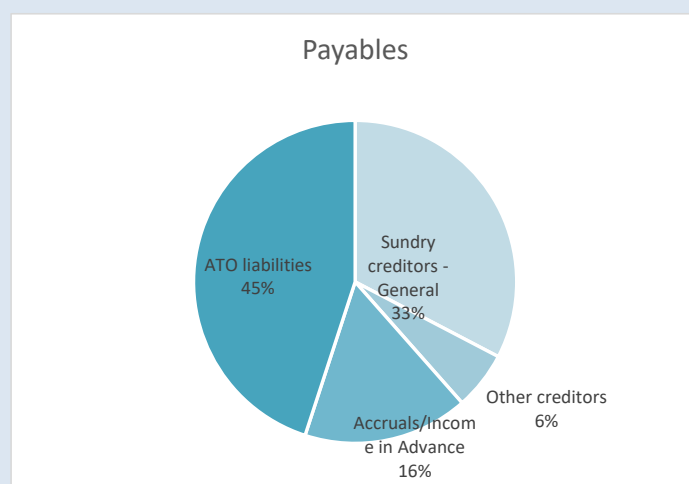
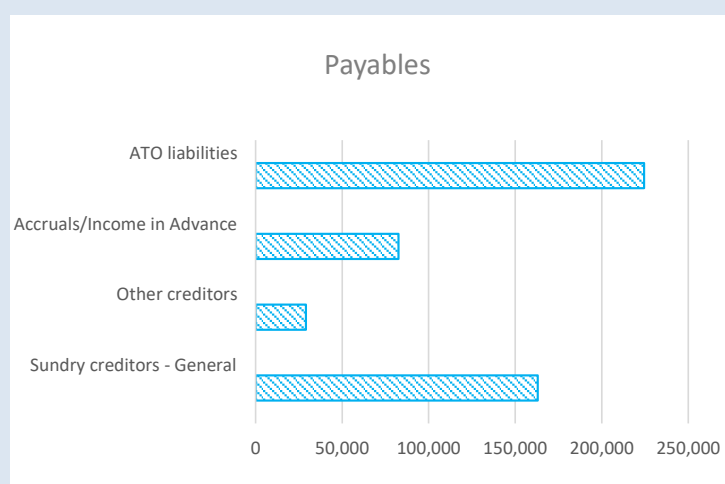
Amounts shown above include GST (where applicable)

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
\$498,963
Over 30 Days
6%
Over 90 Days
1.9%



SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2021

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	0.138414	315	2,563,032	354,760	0	0	354,760	354,759	0	0	354,759
GRV - Industrial	0.138414	21	275,965	38,197	0	0	38,197	38,197	0	0	38,197
GRV - Commercial	0.138414	11	248,376	34,379	0	0	34,379	34,379	0	0	34,379
Unimproved valuations											
UV - Rural	0.011071	362	167,636,983	1,855,909	0	0	1,855,909	1,855,909	0	0	1,855,909
Sub-Totals		709	170,724,356	2,283,245	0	0	2,283,245	2,283,244	0	0	2,283,244
Minimum Payment											
	\$										
Gross rental valuations											
GRV - Residential	665	61	66,044	40,565	0	0	40,565	40,565	0	0	40,565
GRV - Industrial	665	6	11,115	3,990	0	0	3,990	3,990	0	0	3,990
GRV - Commercial	665	0	0	0	0	0	0	0	0	0	0
Unimproved valuations											
UV - Rural	665	47	1,361,269	31,255	0	0	31,255	31,255	0	0	31,255
Sub-Totals		114	1,438,428	75,810	0	0	75,810	75,810	0	0	75,810
		823	172,162,784	2,359,055	0	0	2,359,055	2,359,054	0	0	2,359,054
Amount from General Rates											
Ex-Gratia Rates							2,359,055				2,359,054
Write off							(700)				0
Total Rates							2,370,754				2,371,454

SHIRE OF QUAIRADING

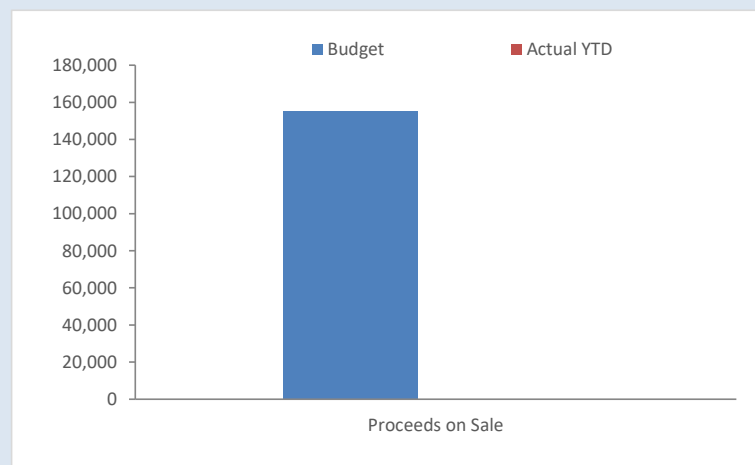
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2021

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land Held for Resale								
1203	Lhfr - Lot 304 (2) Edwards Way	37,000	30,000		(7,000)	0	0		
	Plant and Equipment								
8Q0	Mazda Cx9 Touring Awd	40,000	32,000		(8,000)	0	0		
Q5122	2012 Ud Nissan Truck	80,000	40,000		(40,000)	0	0		
6Q190	Isuzu Dmax 4X4 Ute	40,000	30,000		(10,000)	0	0		
4Q360	2020 Mazda Cx-5 Touring	28,000	23,000		(5,000)	0	0		
		0	0						
		225,000	155,000	0	(70,000)	0	0	0	0

KEY INFORMATION



Proceeds on Sale

Budget	YTD Actual	%
\$155,000	\$0	0%

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 30 NOVEMBER 2021

INVESTING ACTIVITIES

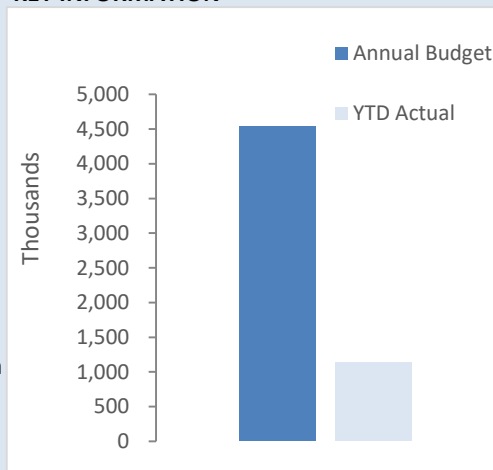
NOTE 8

CAPITAL ACQUISITIONS

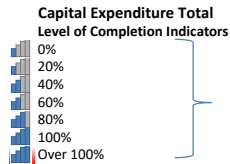
Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	775,500	516,000	786,000	516,044	44
Land and Buildings	183,200	154,923	183,200	153,782	(1,141)
Plant and Equipment	388,000	18,900	381,900	18,900	0
Furniture and Equipment	38,000	20,000	43,760	19,946	(54)
Infrastructure Assets - Roads	1,936,346	366,813	1,823,235	365,582	(1,230)
Infrastructure Assets - Footpaths	179,418	3,000	179,418	0	(3,000)
Infrastructure Assets - Other	1,136,805	69,200	1,136,805	63,894	(5,306)
Capital Expenditure Totals	4,637,269	1,148,835	4,534,318	1,138,147	(10,688)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,822,245	384,901	2,817,310	392,598	7,697
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	155,000	0	155,000	0	0
Council contribution - Cash Backed Reserves					
Various Reserves	1,098,189	0	1,098,189	0	0
Council contribution - operations	561,835	763,934	463,819	745,549	(18,385)
Capital Funding Total	4,637,269	1,148,835	4,534,318	1,138,147	(10,688)

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.

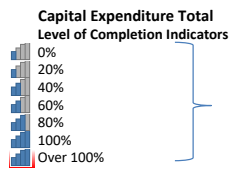
KEY INFORMATION

Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.53 M	\$1.14 M	25%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2.82 M	\$0.39 M	14%



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Assets	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		Total YTD	Variance (Under)/Over	
					Annual Budget	Annual Budget	YTD Budget			
					\$	\$	\$	\$	\$	
Land Held for Resale										
Community Amenities										
0.66		INDUSTRIAL LOTS - PHASE 1	2601	133	(775,500)	(786,000)	(516,000)	(516,044)	(44)	
Total - Community Amenities					(775,500)	(786,000)	(516,000)	(516,044)	(44)	
0.66		Total - Land Held for Resale			(775,500)	(786,000)	(516,000)	(516,044)	(44)	
Buildings										
Education & Welfare										
0.99		YOUTH CENTRE UPGRADES	9576	151	(62,100)	(62,100)	(62,100)	(61,501)	599	
Total - Education & Welfare					(62,100)	(62,100)	(62,100)	(61,501)	599	
Economic Services										
0.96		CARAVAN PARK UNITS	9596	151	(39,300)	(39,300)	(36,300)	(37,627)	(1,327)	
0.67		CARETAKER COTTAGE	9597	151	(81,800)	(81,800)	(56,523)	(54,653)	1,869	
Total - Economic Services					(121,100)	(121,100)	(92,823)	(92,280)	542	
0.84		Total - Buildings			(183,200)	(183,200)	(154,923)	(153,782)	1,141	
Plant & Equipment										
Governance										
0.00		CEO VEHICLE - PURCHASE	9000	153	(50,000)	(50,000)	0	0	0	
0.00		EMCS - ADMINISTRATION VEHICLE	9001	153	(38,000)	(38,000)	0	0	0	
Total - Governance					(88,000)	(88,000)	0	0	0	
Transport										
0.00		WORKS SUPERVISORS VEHICLE	9702	153	(45,000)	(45,000)	0	0	0	
0.00		SECOND HAND LOADER	9703	153	(50,000)	(50,000)	0	0	0	
0.00		UD AUTO TRUCK	9761	153	(180,000)	(180,000)	0	0	0	
1.00		PERUZZO PANTHER HI-LIFT OVAL MOWER	9762	153	(25,000)	(18,900)	(18,900)	(18,900)	0	
Total - Transport					(300,000)	(293,900)	(18,900)	(18,900)	0	
0.05		Total - Plant & Equipment			(388,000)	(381,900)	(18,900)	(18,900)	0	
Furniture & Equipment										
Recreation & Culture										
0.77		TOWN HALL TABLE & CHAIRS	9599	155	(20,000)	(25,760)	(20,000)	(19,946)	54	
Total - Recreation & Culture					(20,000)	(25,760)	(20,000)	(19,946)	54	
Other Property & Services										
0.00		IT - NEW COMPUTERS	9306	155	(18,000)	(18,000)	0	0	0	
Total - Other Property & Services					(18,000)	(18,000)	0	0	0	
0.46		Total - Furniture & Equipment			(38,000)	(43,760)	(20,000)	(19,946)	54	
Infrastructure - Roads										
Transport										
0.00		DOODENANNING - MAWSON ROAD RESEAL	3604	161	1C027	(176,774)	(176,774)	0	0	
1.00		OLD BEVERLEY EAST ROAD - CARRY FORWARD	3604	161	C006	(70,257)	(64,782)	(64,782)	(64,471)	311
0.00		MT STIRLING RD - RESHEETING	3604	161	C012	(136,857)	(136,857)	0	0	
0.43		CARTER - DOODENANNING ROAD	3604	161	C026	(78,662)	(78,662)	(34,000)	(33,608)	392
0.39		DOODENANNING - MAWSON (R2R) CONSTRUCTION	3604	161	C027	(252,459)	(252,459)	(98,167)	(98,171)	(5)
1.00		WINMAR (JUNCTION) RD DRAINAGE (R2R)	3604	161	C133	(64,450)	(64,450)	(64,450)	(64,450)	0
0.00		QUAIRADING - CORRIGIN ROAD RRG	3604	161	C166	(606,079)	(606,079)	0	0	
0.00		GROVES ROAD ACCESS	3604	161	C190	(38,406)	(38,406)	0	0	
0.00		AKV Road Upgrade	3604	161	C195	(3,878)	(3,878)	0	0	
0.93		LIVINGSTONE RD - RESHEETING	3604	161	C198	(101,847)	(101,847)	(95,090)	(94,864)	226
0.03		WSFN STAGE 4 - QUAIRADING-CUNDERDIN (INCLUDES STAGE 3)	3604	161	WSFN4	(299,041)	(299,041)	(10,324)	(10,019)	305
Total - Transport					(1,828,710)	(1,823,235)	(366,813)	(365,582)	1,230	
0.20		Total - Infrastructure - Roads			(1,828,710)	(1,823,235)	(366,813)	(365,582)	1,230	
Infrastructure - Footpaths										
Transport										
0.00		MCLENNAN ST (HARRIS ST - STACEY ST) FOOTPATH	3707	163	F003	(105,498)	(105,498)	(3,000)	0	3,000
0.00		MCLENNAN ST (WOOD ST - HEAL ST) FOOTPATH	3707	163	F004	(73,920)	(73,920)	0	0	0
Total - Transport					(179,418)	(179,418)	(3,000)	0	3,000	
0.00		Total - Infrastructure - Footpaths			(179,418)	(179,418)	(3,000)	0	3,000	



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.

Assets	Account Number	Balance Sheet Category	Job Number	Adopted	Amended		Total YTD	Variance (Under)/Over
				Annual Budget	Annual Budget	YTD Budget		
				\$	\$	\$	\$	\$
Infrastructure - Other								
Community Amenities								
0.00								
				(10,000)	(10,000)	(200)	0	200
				(10,000)	(10,000)	(200)	0	200
Recreation And Culture								
0.89				(50,000)	(50,000)	(50,000)	(44,731)	5,269
0.02				(720,000)	(720,000)	(16,500)	(16,663)	(163)
0.00				(5,000)	(5,000)	0	0	0
0.00				(17,300)	(17,300)	0	0	0
				(792,300)	(792,300)	(66,500)	(61,394)	5,106
Transport								
0.00				(3,720)	(3,720)	0	0	0
0.01				(328,000)	(328,000)	(2,500)	(2,500)	0
0.00				(2,785)	(2,785)	0	0	0
				(334,505)	(334,505)	(2,500)	(2,500)	0
0.06				(1,136,805)	(1,136,805)	(69,200)	(63,894)	5,306
0.25				(4,529,633)	(4,534,318)	(1,148,835)	(1,138,147)	10,688

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

FINANCING ACTIVITIES
NOTE 9

LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2021	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	341,872	0	0	0	23,984	48,332	48,332	317,888	293,540	293,540	3,869	10,028	10,028
Economic Services													
Loan 119 - Park Cottages	128,885	0	0	0	7,143	14,338	14,338	121,743	114,547	114,547	347	1,855	1,855
	470,758	0	0	0	31,126	62,670	62,670	439,631	408,088	408,088	4,216	11,883	11,883
Self supporting loans													
Recreation and Culture													
Loan 115 - Bowling Club	9,228	0	0	0	9,228	0	0	0	9,228	9,228	16	0	0
Loan 117 - Golf Club	3,503	0	0	0	849	1,716	1,716	2,654	1,787	1,787	34	126	126
	12,731	0	0	0	10,077	1,716	1,716	2,654	11,015	11,015	50	126	126
Total	483,488	0	0	0	41,204	64,386	64,386	442,285	419,102	419,102	4,267	12,009	12,009
Current loan borrowings	73,614							32,411					
Non-current loan borrowings	409,874							409,874					
	483,488							442,285					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

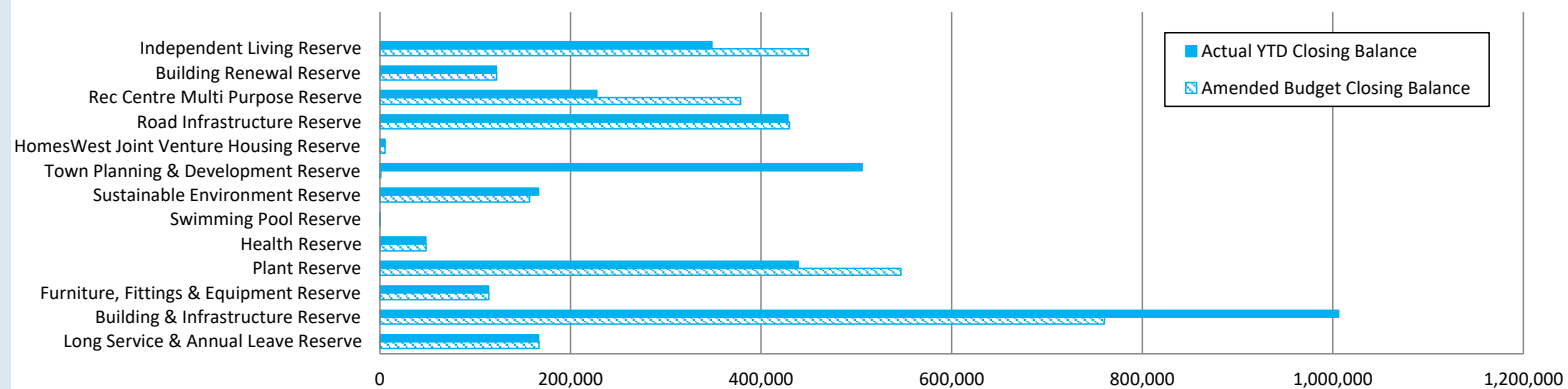
Particulars/Purpose	01 Jul 2021	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, Order & Public Safety													
Lease 1 - CESM Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0
Lease 2 - CESM Vehicle	69,453	0	0	0	10,789	29,779	29,779	58,664	39,674	39,674	228	695	695
Other Property & Services													
Lease 3 - Canon Photocopier	9,892	0	0	0	0	3,542	3,542	9,892	6,350	6,350	0	152	152
	79,345	0	0	0	10,789	33,321	33,321	68,556	46,024	46,024	228	847	847
Total	79,345	0	0	0	10,789	33,321	33,321	68,556	46,024	46,024	228	847	847
Current financing borrowings	29,058							18,269					
Non-current financing borrowings	50,287							50,287					
	79,345							68,556					

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service & Annual Leave Reserve	166,273	642	138	0	0	0	0	166,915	166,410
Building & Infrastructure Reserve	1,005,220	3,209	832	0	0	(247,989)	0	760,440	1,006,052
Furniture, Fittings & Equipment Reserve	113,811	439	94	0	0	0	0	114,250	113,905
Plant Reserve	438,580	1,893	363	363,100	0	(256,900)	0	546,673	438,943
Health Reserve	48,120	186	40	0	0	0	0	48,306	48,160
Swimming Pool Reserve	264	1	0	0	0	0	0	265	264
Sustainable Environment Reserve	166,380	642	138	0	0	(10,000)	0	157,022	166,517
Town Planning & Development Reserve	505,724	2,629	418	75,750	0	(583,300)	0	803	506,143
HomesWest Joint Venture Housing Reserve	5,266	20	4	0	0	0	0	5,286	5,270
Road Infrastructure Reserve	427,983	1,652	354	0	0	0	0	429,635	428,337
Rec Centre Multi Purpose Reserve	227,527	875	188	150,000	0	0	0	378,402	227,716
Building Renewal Reserve	122,047	471	101	0	0	0	0	122,518	122,148
Independent Living Reserve	348,172	1,341	288	100,000	0	0	0	449,513	348,460
	3,575,367	14,000	2,958	688,850	0	(1,098,189)	0	3,180,028	3,578,325

KEY INFORMATION

Note 10 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2021	Liability Increase	Liability Reduction	Closing Balance 30 Nov 2021
		\$	\$	\$	\$
Contract Liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	0	0	0	0
- non-operating	13	0	0	0	0
Total unspent grants, contributions and reimbursements		0	0	0	0
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		0	0	0	0
Provisions					
Annual leave		177,142	0	0	177,142
Long service leave		99,851	0	0	99,851
Total Provisions		276,993	0	0	276,993
Total Other Current Liabilities					276,993
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 30 NOVEMBER 2021

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 2021/22 year is \$10,000 and 10%.

Favourable Variance. ▲
Unfavourable Variance. ▼

Reporting Program	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Economic Services	16,402	12%	▲	S	Timing	Income from Caravan Park charges higher than budgeted. Consistently receiving more income than expected.
Other Property and Services	31,786	145%	▲	S	Timing	Income received that was not budgeted for relating to salaries and wages, being; workers compensation reimbursements and parental leave reimbursements.
Expenditure from operating activities						
Law, Order and Public Safety	(19,616)	(12%)	▼	S	Timing	Increased expenditure over budgeted amounts for CESM vehicle and salaries.
Housing	26,190	30%	▲	S	Timing	Timing of allocation and recovery of housing costs throughout the programs.
Economic Services	77,129	23%	▲	S	Timing	Timing of expenditure under this program generally less than the budget phasing, specifically in relation to Skeleton Weed and Caravan Park expenses.
Other Property and Services	(80,668)	(97%)	▼	S	Timing	Timing of recovery of administration costs allocated, depreciation and allocation of public works overhead. Depreciation to be re-calculated due to changing of asset values. Timing of insurance expenses. Increased expenses for workers compensation and parental leave.

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 NOVEMBER 2021

NOTE 16
 BUDGET AMENDMENTS

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
		Budget Adoption		Closing Surplus/(Deficit)			30,002	30,002
		<i>Opening surplus adjustment (Adjusted 2020/21 Closing Balance)</i>	74-21/22				46,132	76,134
126460		Land Held for Resale - Lot 304 (2) Edwards Way - Expected Loss on Sale of Asset 1203	74-21/22	Operating Expenses	(7,000)			76,134
106410		Plant and Equipment - Mazda Cx9 - Expected Loss on Sale of Asset 8Q0	74-21/22	Operating Expenses	(8,000)			76,134
139920		Plant and Equipment - 2012 Ud Nissan Truck - Expected Loss on Disposal of Asset Q5122	74-21/22	Operating Expenses	(40,000)			76,134
139920		Plant and Equipment - Isuzu Dmax 4X4 Ute - Expected Loss on Disposal of Asset 6Q190	74-21/22	Operating Expenses	(10,000)			76,134
108060		Plant and Equipment - 2020 Mazda Cx-5 Touring - Expected Loss on Sale of Asset 4Q360	74-21/22	Operating Expenses	(5,000)			76,134
109920		FESA Levy - Duplication	74-21/22	Operating Expenses		3,900		80,034
107920		Staff Training Expenses	74-21/22	Operating Expenses			(5,000)	75,034
107940		Accounting Support Expenses - Consultant Support Costs	74-21/22	Operating Expenses			(10,990)	64,044
107940		Accounting Support Expenses - New Chart of Accounts (COA)	74-21/22	Operating Expenses			(47,340)	16,704
106350		Accounting Support Grant - New Chart of Accounts Funding Available	74-21/22	Operating Revenue		5,000		21,704
107940		Accounting Support Expenses - New Monthly Financial Reporting Template following new COA	74-21/22	Operating Expenses			(7,500)	14,204
	B5	74 McLennan Street Expenses - Airconditioning	74-21/22	Operating Expenses			(7,500)	6,704
	B6	8 Murphy Street Expenses - Mould Cleaning & Testing	74-21/22	Operating Expenses			(8,500)	(1,796)
120030		8 Murphy Street Income Loss	74-21/22	Operating Revenue			(2,600)	(4,396)
2074		7 Edwards Way Expenses - Blinds & Flooring	74-21/22	Operating Expenses			(8,500)	(12,896)
103120		Election Expenses	74-21/22	Operating Expenses		4,750		(8,146)

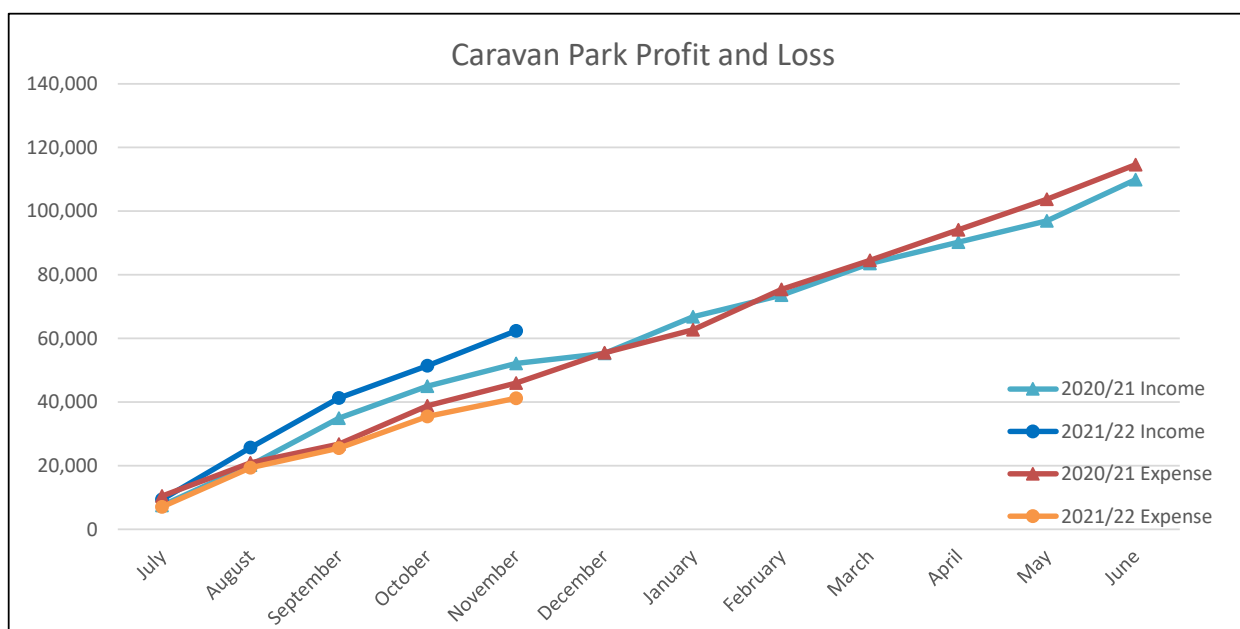
	NRM Small Community Grant - Unspent Grant				(4,795)	
125050	Funding Returned	74-21/22	Operating Expenses			(12,941)
102330	Grants Commission (FAG's) Income	74-21/22	Operating Revenue	54,652		41,711
197620	Peruzzo Panther Hi-Lift Oval Mower Purchase	74-21/22	Capital Expenses	6,100		47,811
	Peruzzo Panther Hi-Lift Oval Mower Funded from				(6,100)	
102720	Reserves	74-21/22	Capital Revenue			41,711
195990	Town Hall Table & Chairs Purchase	74-21/22	Capital Expenses		(5,760)	35,951
126010	Light Industrial Area Subdivision Expenses	74-21/22	Capital Expenses		(10,500)	25,451
	Community Drought Grant Income Carryover					
131040	2020/21	74-21/22	Capital Revenue	170,700		196,151
	Wheatbelt Secondary Freight Network (WSFN)					
	WSFN4 Stage 4 Expenses	74-21/22	Capital Expenses	2,145		198,296
	East Beverley Carry Forward Grant Funding				(17,257)	
136630	Reduction	74-21/22	Capital Revenue			181,039
	C006 Old East Beverley Expenses Reduction	74-21/22	Capital Expenses	5,475		186,514
	Roads to Recovery (R2R) Grant Funding Reduction				(158,378)	
133630		74-21/22	Capital Revenue			786
	C027 Roads to Recovery (R2R) Expenses Reduction	74-21/22	Capital Expenses	105,491		106,277
	Town Planning and Development Reserve Budget				(75,750)	
102710	Error	74-21/22	Capital Revenue			30,527
102710	Plant Reserve Budget Error	74-21/22	Capital Revenue		(23,100)	7,427
	Building and Infrastructure Reserve Budget Error					
102720		74-21/22	Capital Revenue	98,850		106,277
	Self-Supporting Loan 115 Principal Income Error					
191040	(not Budgeted)	74-21/22	Capital Revenue	9,228		115,505
	Self-Supporting Loan 117 Principal Income Error					
191060	(not Budgeted)	74-21/22	Capital Revenue	1,716		117,221
						117,221
						117,221
						117,221
						117,221
				(70,000)	468,007	(323,436)
						144,571

KEY INFORMATION

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 30 NOVEMBER 2021

NOTE 17
CARAVAN PARK

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	Current Budget	VAR %
INCOME				
Caravan Park Charges*	407	\$ 21,960.73	\$ 36,000.00	61%
Cabin and Unit Charges*	258	\$ 40,420.22	\$ 75,000.00	54%
TOTAL INCOME	665	\$ 62,380.95	\$ 111,000.00	56%
EXPENDITURE				
Caravan Park				
Wages inc O/H		\$ 9,665.69	\$ 74,290.08	13%
Materials & Insurance		\$ 8,177.66	\$ 7,747.68	106%
Utilities & Other Costs		\$ 773.46	\$ 17,425.92	4%
Caravan Park Total		\$ 18,616.81	\$ 99,463.68	19%
Cabins (3x 2 bedroom Cabins)				
Wages inc O/H		\$ 12,925.73	\$ 30,783.36	42%
Materials & Insurance		\$ 2,430.00	\$ 8,807.76	28%
Utilities & Other Costs		\$ 706.16	\$ 9,000.00	8%
Cabins Total		\$ 16,061.89	\$ 48,591.12	33%
Units (4x 1 bedroom units)				
Wages inc O/H		\$ 2,987.17	\$ 0.01	
Materials & Insurance		\$ 117.79	\$ 3,264.12	4%
Utilities & Other Costs		\$ -	\$ 6,000.00	0%
Units Total		\$ 3,104.96	\$ 9,264.13	34%
Caretaker Reception				
Wages inc O/H		\$ 982.48	\$ 25,967.76	4%
Materials & Insurance		\$ 2,434.11	\$ 2,554.44	95%
Utilities & Other Costs		\$ -	\$ 1,500.00	0%
Caravan Park Total		\$ 3,416.59	\$ 30,022.20	11%
TOTAL EXPENDITURE		\$ 41,200.25	\$ 187,341.13	22%
Closing Funding Surplus(Deficit)		\$ 21,180.70	-\$ 76,341.13	-28%



*Income received through SecurePay (Australia Post online payments) does not differentiate between the type of accommodation (Caravan Park v.s. Cabin/Unit), therefore some of the income split is estimated based on % of bookings x revenue received

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Appointment of Replacement Fire Control Officer and Fire Weather Monitor

Meeting Date	16 th December 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	CEO Graeme Fardon New CEO Nicole Gibbs

OFFICER RECOMMENDATION

MOVED _____ SECONDED _____

1. That Council note the resignation of CEO Graeme Fardon from the Office of Fire Control Officer and Fire Weather Monitor for the Shire of Quairading as of 17th December 2021.
2. That Council appoint CEO Nicole Gibbs in accordance with the *Bush Fires Act 1954 S38* as an authorised officer in the capacity of Bush Fire Control Officer and Fire Weather Monitor for the Shire of Quairading from the 17th December 2021 until October 2022.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- CEO Graeme Fardon will stand down from the positions of Bush Fire Control and Fire Weather Monitor as of the 17th December 2021.
- CEO Nicole Gibbs has indicated her interest in being appointed as the replacement Bush Fire Control and Fire Weather Monitor.
- CEO Nicole Gibbs nomination is supported.

MATTER FOR CONSIDERATION

That Council approve the replacement appointment for the positions of Bush Fire Control and Fire Weather Monitor for the 2021/22 fire season.

BACKGROUND

Fire Control Officers are appointed by Council under section 38 of the *Bush Fires Act 1954* to issue 'Permits to Burn' and to carry out other actions as set out in the *Bush Fires Act 1954* as required by Local Government.

Council at its Ordinary Meeting held on 28th October 2021 resolved as follows:-

Appointment of Fire Control Officers RESOLUTION: 57-21/22

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

1. *The following persons subject to their acceptance, be elected as Fire Control Officers for the Shire of Quairading for the next 12 Months: -*

Mr N Gelmi, Mr J Smart, Mr P Groves, Mr M Whyte, Mr T Hadlow, Mr N Fraser, Mr C Anderson, Mr L Johnson, Mr B Wilson, Mr A Duncan, Mr G Hughes, Mr M Davies and Mr S Bell.

2. *Mr GA Fardon be appointed as a Fire Control Officer until his departure on 17th December 2021.*

Appointment of Fire Weather Monitors RESOLUTION: 58-21/22

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

The following persons be appointed as Fire Weather Advisors for the forthcoming year: -

<i>Town</i>	<i>Mr G Fardon (until departure on 17/12/2021)</i>
<i>North West Area</i>	<i>Mr J Smart</i>
<i>South West Area</i>	<i>Mr G Richards</i>
<i>South East Area</i>	<i>Mr G Hughes, assisted by Mr P Groves</i>
<i>North East Area</i>	<i>Mr B Wilson</i>
<i>Advisor</i>	<i>Mr S Bell</i>

Subsequent to CEO Graeme Fardon resignation, with his final working day being 17th December 2021, and the recent appointment of the new Chief Executive Officer Ms Nicole Gibbs by Council, CEO Nicole Gibbs has indicated the she is willing to be considered for the vacant positions.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

s.38 Local Government may appoint bush fire control officer

(4)A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for –

(a) carrying out normal brigade activities;

[(b), (c) deleted]

(d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;

(e) procuring the due observance by all persons of the provisions of Part III.

POLICY IMPLICATIONS

There are no plans or policies applicable to this proposal.

FINANCIAL IMPLICATIONS

There is no impost on the Shire's finances in relation to this matter.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

5.1 Shire communication is consistent, engaging and responsive

1. COMMUNITY

1.5 Support emergency services planning, risk mitigation, response and recovery

COMMUNITY CONSULTATION

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

Appointment discussed and supported at the BFAC Meeting on the 14th October 2021.

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low

Operation – Risk Matrix Rating is assessed as Low. Ms Gibbs to undertake FCO Training Course (1 Day) when it is scheduled and delivered in Quairading. Mentoring and Support by CESM & FCO's.

Natural Environment – Risk Matrix Rating is assessed as Low.

12.2 GOV.8 Elected Members Continuing Professional Development Policy

Meeting Date	16 th December 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Elected Members Continuing Professional Development Policy (Revised December 2021)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council, in accordance with Section 5.128 of the Local Government Act 1995 adopt the revised Elected Members Continuing Professional Development Policy as detailed in Attachment (i).

____/____

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

- The *Local Government Act 1995* requires the Shire to review the policy after each ordinary election.
- The WALGA Template was taken into consideration when reviewing the policy.
- The revised Policy is attached with the recommended amendments marked / tracked.

MATTER FOR CONSIDERATION

That Council consider the revised Elected Members Continuing Professional Development Policy for adoption.

BACKGROUND

Pursuant to section 5.128 of the Local Government Act 1995 (the Act), all Councils are required to adopt a policy in relation to the continuing professional development of Elected Members, with a requirement that an up-to-date version of the policy be available on the Shire's website and the policy complying with any prescribed policy, if any. There is no current prescribed policy, nor any proposed by the Department, at this time.

Section 5.128 (5) requires a local government to review the policy after each ordinary election.

In addition, section 5.127 of the Act, requires the Shire to report on the training completed by Elected Members each financial year, and that report is to be published on the Shire's website within 1 month after the end of the financial year.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.128. Policy for continuing professional development

- (1) A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.

*Absolute majority required.

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

**Absolute majority required.*

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.
- (5) A local government –
- (a) must review the policy after each ordinary election; and
 - (b) may review the policy at any other time.

[Section 5.128 inserted: No. 16 of 2019 s. 61.]

POLICY IMPLICATIONS

GOV.8 Elected Members Continuing Professional Development Policy

FINANCIAL IMPLICATIONS

Cost associated with training are allocated in the "Members of Council" section of the Adopted Budget.

Costs associated with accommodation, meals and travel expenses should be taken into consideration for any face-to-face training.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. Council budgets each year appropriate funds to cover Elected Member Training and Capacity Building. Any over-budget expenditure on Elected Member Training is required to be approved by Council before the Training expense is committed.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Legislative requirement to review the Policy after each Ordinary Election.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Shire of Quairading's Annual Budget includes provision for the costs associated with Elected Member training, which could be face-to-face or completed online.

The current Mandatory Training for newly elected Councillors is being delivered via the WALGA e-learning platform. The mandatory training (either online or face to face) once completed is valid for five years.

Should an Elected Member have completed any of the units of training previously, the Elected Member will be required to undertake the on-line assessment component only of the training which will then be auto marked and a Certificate of Achievement automatically issued.

Council Officers liaise with Elected Members to arrange mutually convenient training opportunities.

However, the policy also acknowledges that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region. Individual training requirements can be discussed with the Shire President or Chief Executive Officer.

GOV.8 ELECTED MEMBERS CONTINUING PROFESSIONAL DEVELOPMENT POLICY

Document Status	Under Review
Statutory Environment	Local Government Act (1995) Part 5 Division 10 - Training & Development

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon	26 March 2020	133-19/20	New Policy	
02	Graeme Fardon	17 December 2020	97-20/21	Biennial Policy Review	December 2020
03	Graeme Fardon			Legislative requirement - Local Government Act 1995 s5.128 (5a)	December 2021

PURPOSE

To ensure that Elected Members understand their obligations as Elected Members, make well informed decisions and effectively represent their constituents, and that the Shire provides support for Elected Members to attend conferences, seminars, training and other professional development opportunities in order to develop and enhance their knowledge pertaining to their role.

SCOPE

The *Local Government Act 1995* requires all Elected Members to undertake compulsory training within 12 months of them being elected.

The Shire of Quairading is required under the *Local Government Act 1995* to adopt and report on training and continuing professional development for Elected Members of the Shire of Quairading.

POLICY

This policy applies to Elected Members of the Shire of Quairading (the Shire).

1. Compulsory Elected Member Training

Elected Members of the Shire have significant and complex roles that require a diverse skillset.

All Elected Members elected to Council following the 2019 Election are required under the *Local Government Act 1995* [s5.126\(1\)](#) and [Local Government \(Administration\) Regulation 1996 r.35](#) to complete the Council Member Essentials Course, unless they meet limited exemptions. The training is valid for five years so an Elected Member is only required to undertake the training at every second election. The course must be completed within 12 months of appointment to Council.

2. Continuing Professional Development

2.1 The Shire is committed to supporting the Continuing Professional Development of Councillors to the benefit of Council, the Shire and the community.

2.2 Continuing Professional Development can take several forms including formal qualifications, short-courses, seminars and conferences. Training must relate to the professional development of Councillors in their role as a Councillor.

~~2.2.3~~ [Continuing Professional Development should be delivered by industry recognised training providers, peak bodies or professional organisations.](#)

~~2.3.4~~ In accordance with section 5.128 of the *Local Government Act 1995*, Elected Members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness and address skill gaps as required.

~~2.4.5~~ As the needs of individual Elected Members may vary, each Elected Member is encouraged to seek the assistance of the CEO and Shire President in analysing their particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

~~2.5.6~~ In determining the professional development activities for individuals, Elected Members should consider the current or future strategic direction and activities of the Shire and its priorities and the skills that will be needed to give effect to the direction.

~~2.6.7~~ Training that will exceed the allocated budget amount may only be approved by resolution of Council.

3. Limitations

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Training and continuing professional development is for the purpose of enhancing a Council Member's performance of their role. Therefore, in some instances, approval may not be granted where attendance conflicts with scheduled Council or Committee meetings (i.e. a meeting where important strategic decisions are required or where the meeting may lack a quorum), unless Council has otherwise resolved.

Where attendance at a particular training or professional development event would require an extended absence, no more than two Council Members may attend, unless Council has otherwise resolved.

Approval will not be granted for training or continuing professional development that is scheduled to occur in the last six months of a Council Member's term of office.

4. Sharing of knowledge

In order to realise the maximum benefit for the Shire, Council Members will provide a report on their attendance, key features and benefits of the training or professional development within a reasonable period after completion. Council Members may include ideas and innovations identified through the professional development for discussion at future Council Information Sessions, where the matter relates to the Shire's strategic objectives.

Knowledge sharing may be provided as a presentation or verbal update to an informal Council Information Session, or a written report provided to the Chief Executive Officer and circulated to all Council Members. Where relevant, copies of resources obtained at the event may also be provided to the Chief Executive Officer for circulation to all Council Members.

3.5. Reporting

The Shire is required to report annually on training undertaken by each Elected Member during each financial year, in accordance with s.5.127 of the Act. Completed training for that financial year is to be published on the Shire's website within one month of the end of the financial year. This is to include the Council Member Essentials Course and any continuing professional development undertaken by Elected Members.

ANNEXURE

Part 5, Division 10 of the Local Government Act 1995

Part 10 of the Local Government (Administration) Regulations 1996

Under section 5.128 of the Local Government Act 1995 adoption and modification of this policy requires an Absolute Majority decision by Council.

Policy must be reviewed at least once after each ordinary election.

Policy may be reviewed at any other time.

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12.3 Local Government Legislative Reform

Meeting Date	16 th December 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Council Summary on proposed Reforms (Confidential) (ii) WALGA Council Summary on proposed Reforms - Comments (iii) Local Government Reform Factsheets
Owner/Applicant	n/a
Disclosure of Interest	The Author has an Impartiality Interest that requires disclosure as the reform references how Chief Executive Officer (CEO) Key Performance Indicators might be handled into the future and changes to the role of a CEO.

OFFICER RECOMMENDATION

<p>MOVED _____ SECONDED _____</p> <p>That Council:-</p> <ol style="list-style-type: none"> 1. Make a Formal submission on the Local Government Act Reforms as proposed by the Minister for Local Government 2. Subject to Council deliberation on the Reform Proposals, authorise the Chief Executive Officer to finalise and submit Council's Comments to WALGA (via the Central Country Zone) and the Submission to the Minister for Local Government. <p style="text-align: right;">____/____</p>
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VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- On the 10th November 2021 Local Government Minister John Carey released details of sweeping reforms to the Local Government Act.
- Minister Carey has invited Local Governments to provide feedback on the Proposed Reforms.
- Submissions from individual Councils will be accepted along with a Submission from Industry Peak Body WALGA.
- WALGA are seeking feedback on the Proposed Reforms by Friday 28th January 2022.
- The Executive Officer circulated the Minister's Reform Summary to all Councillors and the CEO for Comment and then collation of the Responses to assist Council in forming a Position on each of the proposed Reforms.
- WALGA have also forwarded their latest Position. Attachment (ii) for Councillors reference.

MATTER FOR CONSIDERATION

Council to consider Local Government proposed Reforms announced on the 10th November 2021, and authorise the Chief Executive Officer to finalise a submission to WALGA (via the CCZ) and the Minister reflecting Council's determined position.

BACKGROUND

In 2017 the McGowan Government announced a review of the *Local Government Act 1995*. Stages 1 and 2 of the review were progressed with several amendments implemented in recent years across local government.

The reforms are based on the findings and recommendations of a number of reports and consultation undertaken over the past five years, and represent the most significant package of reforms to local government in Western Australia since the Local Government Act 1995 was introduced more than 25 years ago. The package is based on six major themes:

1. Earlier intervention, effective regulation and stronger penalties;
2. Reducing red tape, increasing consistency and simplicity;
3. Greater transparency and accountability;
4. Stronger local democracy and community engagement;
5. Clear roles and responsibilities; and
6. Improved financial management and reporting.

Fact sheets have been prepared by the DLGSCI summarising the proposed reforms in line with the six themes Attachment (ii).

In an effort to improve transparency within the sector, the reform package includes a range of new measures including the requirement for all councils to record meetings and make them available online. New online registers will be set up to provide greater accountability to ratepayers covering areas such as leases, community grants, contracts and declared conflicts of interest.

Timeframe:

- Local Governments requested to provide feedback to WALGA by 5pm Friday 28 January 2022
- February 2022 – Zone Meetings to consider a draft sector submission
- Wednesday 23 February at 4pm – WALGA Special Meeting of State Council via video conference to endorse submission
- Friday 25 February - WALGA to present submission to the State Government.

STATUTORY ENVIRONMENT

Local Government Act 1995

The *Local Government Act 1995* provides the framework for Western Australian local government. Local governments are created by the Act which sets out the functions, responsibilities and powers of local government. This review and reform process may have long term impacts of beneficial or other nature for the community, councils and the administration.

POLICY IMPLICATIONS

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

FINANCIAL IMPLICATIONS

There are no know meaningful financial implications relative to this matter in excess of officer time and minor administrative cost. It should be noted that this comment relates to the submission process not the impact of any reform. This is too hypothetical to go into researching costs / savings in relation to the various proposed reforms at this stage.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

5.1 Shire communication is consistent, engaging and responsive

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

5.4 Implement systems and processes that meet legislative and audit obligations

CONSULTATION

The DLGSCI is inviting comments from local governments and the wider community to inform implementation of the proposed local government reforms.

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

Financial - Risk Matrix Rating is assessed as Low. However, a number of the Reform proposals may add significant cost to Council's Operations in the future, if passed in Legislation

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Imperative that Council participate in making Submission on the State Government's Proposed Reforms of the LG Act.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Department of Local Government, Sport and Cultural Industries notes the following:

"Local government benefits all Western Australians. It is critical that local government works with:

- *a culture of openness to innovation and change*
- *continuous focus on the effective delivery of services*
- *respectful and constructive policy debate and democratic decision-making*
- *an environment of transparency and accountability to ensure effective public engagement on important community decisions.*

Since first coming to office in 2017, the McGowan Government has already progressed reforms to improve specific aspects of local government performance. This includes new laws that work to improve transparency, cut red tape, and support jobs growth and economic development - ensuring that local government works for the benefit of local communities.

Based on the significant volume of research and consultation undertaken over the past five years, the Minister for Local Government has now announced the most significant package of major reforms to local government in Western Australia since the Local Government Act 1995 was passed more than 25 years ago. The package is based on six major themes:

1. *Earlier intervention, effective regulation and stronger penalties*
2. *Reducing red tape, increasing consistency and simplicity*
3. *Greater transparency and accountability*
4. *Stronger local democracy and community engagement*

5. *Clear roles and responsibilities*
6. *Improved financial management and reporting.*

A large focus on the new reform is oversight and intervention where there are significant problems arising within a local government. The introduction of new intermediate powers for intervention will increase the number of tools available to more quickly address problems and dysfunction within local governments. The proposed system for early intervention has been developed based on similar legislation in place in other jurisdictions, including Victoria and Queensland.

This will deliver significant benefits for small business, residents and ratepayers, industry, elected members and professionals working in the sector”.

Elected Members should refer to the Attachments for the Summary of the Elected Members’ responses and WALGA’s current Position on each of the Proposals.

It is pleasing to see the Minister has listened to some of the concerns of the sector in relation to ‘size and scale’ with compliance and reporting.

Local Government Reform - Summary of Proposed Reforms

WALGA Advocacy Positions and Recommendations

November 2021

About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 139 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organization representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,220 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

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Local Government Act Review Process

WALGA through consultation with the Local Government Sector endorsed sector advocacy positions relating to Local Government Act amendments in March 2019 and December 2020. These advocacy positions were developed considering (but not limited to);

- The Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The City of Perth Inquiry Report (mid 2020)
- The State Parliament's Select Committee Report into Local Government (late 2020)

In December 2020, WALGA endorsed the following principles for any review of the Local Government Act.

Local Government Reform – WALGA Principles

That the following key principles be embodied in the Local Government Act:

1. Uphold the general competence principle currently embodied in the Local Government Act
2. Provide for a flexible, principles-based legislative framework
3. Promote a size and scale compliance regime
4. Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration Local Governments' role in creating a sustainable and resilient community through:
 - i. Economic development
 - ii. Environmental protection, and
 - iii. Social advancement
5. Avoid red tape and 'de-clutter' the extensive regulatory regime that underpins the Local Government Act, and
6. The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.

It is worth noting that of the above principles, items 1, 2, and 3 are addressed in these legislative reform proposals and principles 4 and 5 are partially addressed.

Local Government Reform – Consultation on Proposed Reforms

Theme 1: Early Intervention, Effective Regulation and Stronger Penalties

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
1.1 Early Intervention Powers		
<ul style="list-style-type: none"> • The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to: <ul style="list-style-type: none"> ○ Suspend or dismiss councils ○ Appoint Commissioners ○ Suspend or, order remedial action (such as training) for individual councillors. • The Act also provides the Director General with the power to: <ul style="list-style-type: none"> ○ Conduct Authorised Inquiries ○ Refer allegations of serious or recurrent breaches to the State Administrative Tribunal ○ Commence prosecution for an offence under the Act. • Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government. • The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight. 	<ul style="list-style-type: none"> • It is proposed to establish a Chief Inspector of Local Government (the Inspector), supported by an Office of the Local Government Inspector (the Inspectorate). • The Inspector would receive minor and serious complaints about elected members. • The Inspector would oversee complaints relating to local government CEOs. • Local Governments would still be responsible for dealing with minor behavioural complaints. • The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified. • The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the <i>Corruption, Crime and Misconduct Act 2003</i>, the <i>Occupational Safety and Health Act 1984</i>, the <i>Building Act 2011</i>, and other legislation. • The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism. • The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations. • The Inspector would be supported by a panel of Local Government Monitors (see item 	<p><u>Current Local Government Position</u></p> <p>Items 1.1, 1.2 and 1.3 generally align with WALGA Advocacy Position 2.6.8 - ‘Establish Office of Independent Assessor’</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> 1. <i>Establishing an Office of the Independent Assessor to replace the Standards Panel to provide an independent body to receive, investigate and assess complaints against Elected Members and undertake inquiries.</i> 2. <i>Remove the CEO from being involved in processing complaints.</i> 3. <i>That an early intervention framework of monitoring to support Local Governments be provided with any associated costs to be the responsibility of the State Government.</i> 4. <i>An external oversight model for local level behavioural complaints made under Council Member, Committee Member and Candidate Codes of Conduct, that is closely aligned to the Victorian Councillor Complaints Framework.</i> <p>Comment</p> <p>The Local Government sector is in favour of early intervention and a swift response to potentially disruptive or dysfunctional behaviours. The Proposed Reforms state ‘<i>Local Governments would still be responsible for dealing with minor behavioural complaints</i>’ and therefore do not go as far as the Sector’s recent request for an external</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>1.2).</p> <ul style="list-style-type: none"> The existing Local Government Standards Panel would be replaced with a new Conduct Panel (see item 1.3). Penalties for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4). These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6). 	<p>oversight model for the independent assessment of local level complaints (State Council Res: 264.5/2021 – September 2021). However this will be mitigated with the Inspector able to respond to a Local Government having unresolved matters by appointing a monitor to assist the Local Government.</p> <p>It is expected the Local Government Inspector would be funded by the State Government, however it is noted that the cost of the Local Government Monitors and the Conduct Panel would be borne by the Local Government concerned.</p> <p>Recommendation</p> <ol style="list-style-type: none"> Support the proposed reforms as they align with the sectors position on external oversight and support. Request the Minister to explore alternate mechanisms for resolving local level complaints.
1.2 Local Government Monitors		
<ul style="list-style-type: none"> There are currently no legislative powers for the provision of monitors/ temporary advisors. The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases. 	<ul style="list-style-type: none"> A panel of Local Government Monitors would be established. Monitors could be appointed by the Inspector to go into a local government and try to resolve problems. The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence. Monitors would be qualified specialists, such 	As above

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>as:</p> <ul style="list-style-type: none"> ○ Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators ○ Dispute resolution experts - to address the breakdown of professional working relationships ○ Certified Practising Accountants and other financial specialists - to assist with financial management and reporting issues ○ Governance specialists and lawyers - to assist councils resolve legal issues ○ HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction. <ul style="list-style-type: none"> ● Only the Inspector would have the power to appoint Monitors. ● Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose. <p>Monitor Case Study 1 – Financial Management</p> <p>The Inspector receives information that a local government is not collecting rates correctly under the <i>Local Government Act 1995</i>. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers.</p>	

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>Monitor Case Study 2 – Dispute Resolution</p> <p>The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council.</p> <p>The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council’s code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.</p>	
1.3 Conduct Panel		
<ul style="list-style-type: none"> • The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour. • Currently, the Panel makes findings about alleged breaches based on written submissions. • The City of Perth Inquiry report made various recommendations that functions of the Local Government Standards Panel be reformed. 	<ul style="list-style-type: none"> • The Standards Panel is proposed to be replaced with a new Local Government Conduct Panel. • The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel. • The Inspector would provide evidence to the Conduct Panel for adjudication. • The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend councillors for 	<p>As above</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>up to three months, with an appeal mechanism.</p> <ul style="list-style-type: none"> For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts. Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision. 	
1.4 Review of Penalties		
<ul style="list-style-type: none"> There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act. 	<ul style="list-style-type: none"> Penalties for breaching the Local Government Act are proposed to be strengthened. It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion. Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address). It is proposed that a councillor who is suspended multiple times may become disqualified from office. Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances. 	<p><u>Current Local Government Position</u></p> <p>Items 1.4 and 1.5 <u>expand upon</u> Advocacy Position 2.6.9 - 'Stand Down Proposal'</p> <p><i>WALGA supports, in principle, a proposal for an individual elected member to be 'stood down' from their duties when they are under investigation, have been charged, or when their continued presence prevents Council from properly discharging its functions or affects the Council's reputation, subject to further policy development work being undertaken. Further policy development of the Stand Down Provisions must involve active consultation with WALGA and specific consideration of the following issues of concern to the Sector:</i></p> <ol style="list-style-type: none"> <i>That the Department of Local Government endeavour to ensure established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions; and</i> <i>That activities associated with the term 'disruptive behaviour', presented as reason to</i>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
		<p><i>stand down a defined Elected Member on the basis their continued presence may make a Council unworkable, are thoroughly examined and clearly identified to ensure there is awareness, consistency and opportunity for avoidance.</i></p> <p>Comment The Local Government sector has long-standing advocacy positions supporting stronger penalties as a deterrent to disruptive Council Member behaviours. Clear guidance will be required to ensure there is consistent application of the power given to Presiding Members.</p> <p>Recommendation</p> <p>Supported</p>
1.5 Rapid Red Card Resolutions		
<ul style="list-style-type: none"> • Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws. • Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings. • Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings. 	<ul style="list-style-type: none"> • It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1). • It is proposed that Presiding Members have the power to “red card” any attendee (including councillors) who unreasonably and repeatedly interrupt council meetings. This power would: <ul style="list-style-type: none"> ○ Require the Presiding Member to issue a clear first warning ○ If the disruptions continue, the Presiding Member will have the power to “red card” that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions 	<p>As above</p>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> ○ If the person continues to be disruptive, the Presiding Member can instruct that they leave the meeting. ● Any Presiding Member who uses the “red card” or ejection power will be required to notify the Inspector. ● Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector. 	
1.6 Vexatious Complaint Referrals		
<ul style="list-style-type: none"> ● No current provisions. ● The Act already provides a requirement for Public Question Time at council meetings. 	<ul style="list-style-type: none"> ● Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government’s operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner. ● Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person’s query. ● It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person’s complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious. 	<p><u>Current Local Government Position</u> Item 1.6 expands upon Advocacy Position 2.6.11 – ‘Vexatious complainants in relation to FOI applications’ <i>WALGA advocates for the Freedom of Information Act 1992 (WA) to be reviewed, including consideration of:</i></p> <ol style="list-style-type: none"> 1. <i>Enabling the Information Commissioner to declare vexatious applicants similar to the provisions of section 114 of the Right to Information Act 2009 (QLD);</i> 2. <i>Enabling an agency to recover reasonable costs incurred through the processing of a Freedom of Information access application where the application is subsequently withdrawn; and</i> 3. <i>Modernisation to address the use of electronic communications and information.</i> <p>Comment</p>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
		<p>The Act has been expanded significantly in recent years to permit an increased level of public involvement, scrutiny and access to information relating to the decisions, operations and affairs of Local Government in WA. Introducing a means to limit capacity for unreasonable complainants to negatively impact Local Governments will provide a necessary balance between the openness and transparency of the sector and the reasonable entitlement of citizens to interact with their Local Government.</p> <p>Recommendation</p> <p>Supported</p>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
1.7 Minor Other Reforms		
<ul style="list-style-type: none"> Other minor reforms are being considered to enhance the oversight of local government. Ministerial Circulars have traditionally been used to provide guidance to the local government sector. 	<ul style="list-style-type: none"> Potential other reforms to strengthen guidance for local governments are being considered. For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed. It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations. 	<p><u>Current Local Government Position</u></p> <p>Item 1.7 aligns with Advocacy Position 2.6 - ‘Support DLGSC as service provider / capacity builder’</p> <p><i>WALGA supports the continuance of the Department of Local Government, Sport and Cultural Industries as a direct service provider of compliance and recommend the Department fund its capacity building role through the utilisation of third party service providers. In addition, WALGA calls on the State Government to ensure there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995.</i></p> <p>Comment</p> <p>Operational guidance from the Department of Local Government, Sport and Cultural Industries leads to consistent understanding and application of statutory provisions by Local Government. The proposed reform that the Inspector issue non-compliance notices appears to replicate the Minister’s powers under Section 9.14A – ‘Notice to prevent continuing contravention’</p> <p>Recommendation</p> <p>Supported</p>

Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.1 Resource Sharing		
<ul style="list-style-type: none"> The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs. Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing. 	<ul style="list-style-type: none"> Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees. Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1. 	<p><u>Current Local Government Position</u></p> <p>Item 2.1 aligns with Advocacy Position 2.6 – Local Government Legislation – ‘<i>Avoid red tape and ‘de-clutter’ the extensive regulatory regime that underpins the Local Government Act</i>’ and Advocacy Position 2.3.1 - ‘Regional Collaboration’.</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p>Comment</p> <p>The proposed reforms will rely upon statutory provisions that enable and enhance regional collaboration. Recent over-regulation of Regional Subsidiaries in 2016 resulted in no subsidiaries being formed since that time.</p> <p>Recommendation</p> <p>Supported</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.2 Standardisation of Crossovers		
<ul style="list-style-type: none"> Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences. This can create confusion and complexity for homeowners and small businesses in the construction sector. 	<ul style="list-style-type: none"> It is proposed to amend the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> to standardise the process for approving crossovers for residential properties and residential developments on local roads. A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this. The DLGSC will work with the sector to develop standardised design and construction standards. 	<p><u>Current Local Government Position</u> Comment</p> <p>WALGA developed the Template Crossover Guideline and Specification resource in 2017 and have been part of the Minister’s working group on red tape reduction that has been looking at standardisation of crossovers.</p> <p>Recommendation</p> <p>Supported</p>
2.3 Introduce Innovation Provisions		
<ul style="list-style-type: none"> The <i>Local Government Act 1995</i> currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket). 	<ul style="list-style-type: none"> New provisions are proposed to allow exemptions from certain requirements of the <i>Local Government Act 1995</i>, for: <ul style="list-style-type: none"> Short-term trials and pilot projects Urgent responses to emergencies. 	<p><u>Current Local Government Position</u></p> <p>There is currently no advocacy position in relation to Item 2.3.</p> <p>Comment</p> <p>It is arguable communities expect all levels of Government will apply innovative solutions to complex and emerging issues difficult to resolve by traditional means. Exemptions constructed with appropriate checks and balances, particularly where expenditure of public funds are concerned, has potential to facilitate efficient and effective outcomes.</p> <p>Recommendation</p> <p>Supported</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.4 Streamline Local Laws		
<ul style="list-style-type: none"> Local laws are required to be reviewed every eight years. The review of local laws (especially when they are standard) has been identified as a burden for the sector. Inconsistency between local laws is frustrating for residents and business stakeholders. 	<ul style="list-style-type: none"> It is proposed that local laws would only need to be reviewed by the local government every 15 years. Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer applicable. Local governments adopting Model Local Laws will have reduced advertising requirements. 	<p><u>Current Local Government Position</u></p> <p>Items 2.4, 2.5 and 2.6 expand upon Advocacy Position 2.6.35 - ‘Local law-making process should be simplified’.</p> <p><i>The Local Law making process should be simplified as follows:</i></p> <ul style="list-style-type: none"> <i>The requirement to give state-wide notice should be reviewed, with consideration given to Local Governments only being required to provide local public notice;</i> <i>Eliminate the requirement to consult on local laws when a model is used;</i> <i>Consider deleting the requirement to review local laws periodically. Local Governments, by administering local laws, will determine when it is necessary to amend or revoke a local law; and</i> <i>Introduce certification of local laws by a legal practitioner in place of scrutiny by Parliament’s Delegated Legislation Committee.</i> <p>Comment</p> <p>Proposed reforms meet the Sector’s preference for simplified local law-making processes. Model local laws are supported, whilst recognising the models themselves will require review by State Government departments with the relevant head of power. For example, the Model Local Law (Standing Orders) 1998 formed the basis of many Local Government meeting procedures local laws but no review was completed. This model was</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>superseded by individual local laws with added contemporary provisions. This pattern will repeat itself if model local laws are not reviewed to remain contemporary to the Sector's requirements.</p> <p>Recommendation</p> <p>Supported</p>
<p>2.5 Simplifying Approvals for Small Business and Community Events</p>		
<ul style="list-style-type: none"> • Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities. 	<ul style="list-style-type: none"> • Proposed reforms would introduce greater consistency for approvals for: <ul style="list-style-type: none"> ○ alfresco and outdoor dining ○ minor small business signage rules ○ running community events. 	<p>As above</p>
<p>2.6 Standardised Meeting Procedures, Including Public Question Time</p>		
<ul style="list-style-type: none"> • Local governments currently prepare individual standing order local laws. • The <i>Local Government Act 1995</i> and regulations require local governments to allocate time at meetings for questions from the public. • Inconsistency among the meeting procedures between local governments is a common source of complaints. 	<ul style="list-style-type: none"> • To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State. • Regulations would introduce standard requirements for public question time, and the procedures for meetings generally. • Members of the public across all local governments would have the same opportunities to address council and ask questions. 	<p>As above</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.7 Regional Subsidiaries		
<ul style="list-style-type: none"> • Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal “organisations of councils”, such as NEWROC and WESROC. • These initiatives typically have to be managed by a lead local government. • In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the <i>Local Government (Regional Subsidiaries) Regulations 2017</i>. • So far, no Regional Subsidiary has been formed. 	<ul style="list-style-type: none"> • Work is continuing to consider how Regional Subsidiaries can be best established to: <ul style="list-style-type: none"> ○ Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments ○ Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds ○ Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk ○ Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments. 	<p><u>Current Local Government Position</u></p> <p>Item 2.7 aligns with Advocacy Position 2.3.1 - ‘Regional Collaboration’</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p>Comment</p> <p>Under the Regional Subsidiary model, two or more Local Governments are able to establish a regional subsidiary to undertake a shared service function on behalf of its constituent Local Governments. The model provides increased flexibility when compared to the Regional Local Government model because regional subsidiaries are primarily governed and regulated by a charter rather than legislation. While the regional subsidiary model’s governance structure is primarily representative, the model also allows independent and commercially focussed directors to be appointed to the board of management.</p> <p>A key advantage of the regional subsidiary model is the use of a charter, as opposed to legislation, as the primary governance and regulatory instrument. Accordingly, the legislative provisions governing the establishment of regional subsidiaries should be light, leaving most of the regulation to the regional subsidiary charter, which can be adapted to suit the specific circumstances of each regional subsidiary.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>Recommendation</p> <p>Supported</p>

Theme 3: Greater Transparency & Accountability

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>3.1 Recordings and Live-Streaming of All Council Meetings</p>		
<ul style="list-style-type: none"> • Currently, local governments are only required to make written minutes of meetings. • While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings. • Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments. • Local governments are divided into bands with the largest falling in bands 1 and 2, and 	<ul style="list-style-type: none"> • It is proposed that all local governments will be required to record meetings. • Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives. • Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment. • Band 1 and 2 local governments would be required to livestream meetings, and make 	<p><u>Current Local Government Position</u></p> <p>Item 3.1 <u>expands upon</u> Advocacy Position 2.6 – ‘Promote a size and scale compliance regime’ and Advocacy Position 2.6.31 - ‘Attendance at Council Meetings by Technology’</p> <p><i>A review of the ability of Elected Members to log into Council meetings should be undertaken.</i></p> <p>Comment</p> <p>Local Governments introducing electronic meeting procedures and the means for remote public attendance in response to the COVID-19</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors¹ such as:</p> <ul style="list-style-type: none"> ○ Growth and development ○ Strategic planning issues ○ Demands and diversity of services provided to the community ○ Total expenditure ○ Population ○ Staffing levels. 	<p>video recordings available as public archives.</p> <ul style="list-style-type: none"> • Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings. • Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used. • Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings. • All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving. 	<p>pandemic led to a swift uptake of streaming Council meetings. The proposed reform that Band 1 and 2 Local Governments will only be problematic where technical capability such as reliable bandwidth impact the district.</p> <p>Recommendation</p> <p>Supported</p>

¹ See page 3 of the [2018 Salaries and Allowance Tribunal Determination](#)

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.2 Recording All Votes in Council Minutes		
<ul style="list-style-type: none"> A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting. The existing provision does not mandate transparency. 	<ul style="list-style-type: none"> To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber. Regulations would prescribe how votes are to be consistently minuted. 	<p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.2.</p> <p>Comment There is an evolving common practice that Council Minutes record the vote of each Council Member present at a meeting.</p> <p>Recommendation</p> <p>Supported</p>
3.3 Clearer Guidance for Meeting Items that may be Confidential		
<ul style="list-style-type: none"> The Act currently provides broad definitions of what type of matters may be discussed as a confidential item. There is limited potential for review of issues managed as confidential items under the current legislation. 	<ul style="list-style-type: none"> Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances. It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public. Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector. All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC. 	<p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.3.</p> <p>Comment Clarifying the provisions of the Act has broad support within the sector. New reforms requiring Local Governments to video or audio record Council meetings (Item 3.1) will add to the formal record of proceedings that includes written Minutes. While being supported, the requirement to provide audio recordings of confidential matters to the DLGSC is queried on the basis that written and audio records can be readily accessed from a Local Government if required.</p> <p>Recommendation</p> <p>Supported</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.4 Additional Online Registers		
<ul style="list-style-type: none"> Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online. Consistent online publication of information can substitute for certain material in annual reports. Consistency in online reporting across the sector will provide ratepayers with better information. These registers supplement the simplification of financial statements in Theme 6. 	<ul style="list-style-type: none"> It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included. <p>The following new registers, each updated quarterly, are proposed:</p> <ul style="list-style-type: none"> Lease Register to capture information about the leases the local government is party to (either as lessor or lessee) Community Grants Register to outline all grants and funding provided by the local government Interests Disclosure Register which collates all disclosures made by elected members about their interests related to matters considered by council Applicant Contribution Register accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking Contracts Register that discloses all contracts above \$100,000. 	<p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.4.</p> <p>Comment This proposal follows recent Act amendments that ensure a range of information is published on Local Government websites. WALGA has sought clarity that the contracts register excludes contracts of employment.</p> <p>Recommendation</p> <p>Supported</p>
3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published		
<ul style="list-style-type: none"> It is a requirement of the <i>Local Government Act 1995</i> that CEO performance reviews are conducted annually. The Model Standards for CEO recruitment and selection, performance review and 	<ul style="list-style-type: none"> To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: <ul style="list-style-type: none"> Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period) 	<p><u>Current Local Government Position</u> There is currently no advocacy position in relation to Item 3.5.</p> <p>Comment In principle, this proposal has some merit and would be particularly effective if all CEO KPIs</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>termination require that a local government must review the performance of the CEO against contractual performance criteria.</p> <ul style="list-style-type: none"> • Additional performance criteria can be used for performance review by agreement between both parties. 	<ul style="list-style-type: none"> ○ The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period) ○ The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs). 	<p>consistently reflect Strategic Community Plans and Corporate Business Plans of Local Governments, together with KPIs reflective of the CEO's statutory functions under Section 5.41 of the Act. This approach would inform the community of the CEO's performance related to the strategic direction and operational function of the Local Government.</p> <p>In practice, the drafting of statutory provisions will require sensitive consideration of certain KPIs i.e. those relating to issues affecting the workplace or identified risk-based concerns, to reflect the way Audit Committees currently deal with some internal control, risk and legislative compliance issues confidentially. This approach will protect the interests of Local Governments and other parties associated with such KPIs. It would be prudent for exemptions to be provided, based on matters of confidentiality.</p> <p>The proposed reforms and recent Act amendments signal a clear intent to permit closer community involvement and scrutiny of Local Government. However, negative consequences are likely if Local Government Council's responsibility as the employing authority of the CEO became blurred due to perceived community entitlement to comment, question and influence KPIs and the performance review process.</p> <p>Additionally, the publication of CEO KPI's will elevate this employment position to a high degree of public scrutiny seldom evident in the public or private sector, if at all. It is worth investigating whether the proposed reforms</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>considered whether this factor could impact on the recruitment of CEO's, particularly from outside the Local Government sector.</p> <p>The results of performance reviews should be confidential information between the employer and employee and should not be published and should remain within the confidential human resource records of the organisation.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Conditionally Support the reporting of CEO KPIs that are consistent with the strategic direction and operational function of the Local Government, subject to exemptions for publishing KPI's of a confidential nature; 2. Do not support the results of performance reviews being published.

Theme 4: Stronger Local Democracy and Community Engagement

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.1 Community and Stakeholder Engagement Charters		
<ul style="list-style-type: none"> • There is currently no requirement for local governments to have a specific engagement charter or policy. • Many local governments have introduced charters or policies for how they will engage 	<ul style="list-style-type: none"> • It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with 	<p><u>Current Local Government Position</u></p> <p>Items 4.1 and 4.2 generally align with Advocacy Position 2.6.34 - 'Support responsive, aspirational and innovative community</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>with their community.</p> <ul style="list-style-type: none"> Other States have introduced a specific requirement for engagement charters. 	<p>their community.</p> <ul style="list-style-type: none"> A model Charter would be published to assist local governments who wish to adopt a standard form. 	<p>engagement principles'</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <i>1. Responsive, aspirational and innovative community engagement principles</i> <i>2. Encapsulation of aims and principles in a community engagement policy, and</i> <i>3. The option of hosting an Annual Community Meeting to present on past performance and outline future prospects and plans.</i> <p>Comment</p> <p>As indicated in Item 4.1 commentary, many Local Governments have already developed stakeholder engagement charters, or similar engagement strategies, that reflect their unique communities of interest. The development of guidance by the DLGSC, based on standards such as the International Standard for Public Participation practice, is supported in favour of taking a prescriptive approach or conducting a survey for the sake of a survey.</p> <p>Item 4.2 has potential to provide benchmarking of community satisfaction levels across Band 1 and 2 Local Governments.</p> <p>Recommendation</p> <p>Supported</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)		
<ul style="list-style-type: none"> Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers. These surveys provide valuable data on the performance of local governments. 	<ul style="list-style-type: none"> It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey. Results would be required to be reported publicly at a council meeting and published on the local government's website. All local governments would be required to publish a response to the results. 	As above
4.3 Introduction of Preferential Voting		
<ul style="list-style-type: none"> The current voting method for local government elections is first past the post. The existing first-past-the-post does not allow for electors to express more than one preference. The candidate with the most votes wins, even if that candidate does not have a majority. Preferential voting better captures the precise intentions of voters and as a result may be regarded as a fairer and more representative system. Voters have more specific choice. 	<ul style="list-style-type: none"> Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections. In preferential voting, voters number candidates in order of their preferences. Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect. All other states use a form of preferential voting for local government. 	<p><u>Current Local Government Position</u></p> <p>Item 4.3 does not align with Advocacy Position 2.5.1 – ‘First Past the Post voting system’</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> Four year terms with a two year spill Greater participation in Local Government elections The option to hold elections through: <ul style="list-style-type: none"> Online voting Postal voting, and In-person voting Voting at Local Government elections to be voluntary The first past the post method of counting votes <p>Comment</p> <p>It should be noted that the sector's advocacy against compulsory voting and “All in All out” 4 year terms has been successful and these items are not included in the reform proposals.</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>The introduction of preferential voting will be a return to the system of voting prior to the <i>Local Government Act 1995</i>. The Local Government Advisory Board reported on voting systems in 2006 (<i>Local Government Structural Reform in Western Australia: Ensuring the Future Sustainability of Communities</i>) and provided the following comments in support of both first past the post voting and preferential voting:</p> <p><i>‘Comments in support of retaining first past the post include:</i></p> <ul style="list-style-type: none"> <i>• Quick to count. Preferential voting is time consuming to count.</i> <i>• Easily understood.</i> <i>• Removes politics out of campaigning. Preferential will encourage alliances formed for the distribution of preferences and party politics into local government.</i> <i>• Preferential voting allows election rigging through alliances or ‘dummy’ candidates.</i> <i>• In a preferential system, the person that receives the highest number of first preference votes does not necessarily get elected.’</i> <p><i>‘Comments in support of replacing first past the post include:</i></p> <ul style="list-style-type: none"> <i>• Preferential voting is more democratic and removes an area of confusion.</i> <i>• Preferential voting ensures that the most popular candidates are elected who best reflect the will of the voters.</i> <i>• Preferential system should be introduced. In FPP elections, candidates work together to get votes for each other. Preferential would make it more difficult for this practice to take place.</i>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<ul style="list-style-type: none"> • <i>FPP does not adequately reflect the wishes of electors when there are three candidates or more.</i> • <i>FPP is unsuitable when there is more than one vacancy.</i> • <i>Allows for a greater representation from a range of interest groups and prevents domination of elections by mainstream party politics.'</i> <p>The Sector supports first past the post voting for its simplicity and fundamental apolitical nature, therefore the proposed reforms are not supported. Feedback is sought to ensure the advocacy position for first past the post elections remains the preferred option.</p> <p>Recommendation Not currently supported - Local Government feedback requested</p>
4.4 Public Vote to Elect the Mayor and President		
<ul style="list-style-type: none"> • The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either: <ul style="list-style-type: none"> ○ by the electors of the district through a public vote; or ○ by the council as a resolution at a council meeting. 	<ul style="list-style-type: none"> • Mayors and Presidents of all local governments perform an important public leadership role within their local communities. • Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4. • Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system. • A number of Band 1 and Band 2 councils have already moved towards Public Vote to 	<p><u>Current Local Government Position</u></p> <p>Item 4.4 <u>does not align</u> with Advocacy Position 2.5.2 - 'Election of Mayors and Presidents be at the discretion of Local Government.'</p> <p><i>Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.</i></p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham.</p>	<p>Comment There are 43 Band 1 and 2 Local Governments with 22 popularly electing the Mayor or President: Band 1 - 15 Band 2 - 7</p> <p>The remaining 21 Local Governments have a Council-elected Mayor or President. The cited examples of the City of Rockingham and City of Stirling electors determining by referendum to change the process for electing the Mayor are examples of the current system working as intended. There is no evidence of elector support for uniform direct election of Mayors.</p> <p>Recommendation</p> <p>Not currently supported - Local Government feedback requested</p>
4.5 Tiered Limits on the Number of Councillors		
<ul style="list-style-type: none"> The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister. The Panel Report recommended electoral reforms to improve representativeness. 	<ul style="list-style-type: none"> It is proposed to limit the number of councillors based on the population of the entire local government. Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers. The Local Government Panel Report proposed: <ul style="list-style-type: none"> For a population of up to 5,000 – five councillors (including the President) population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President) 	<p><u>Current Local Government Position</u></p> <p>Item 4.5 does not align with Advocacy Position 2.5.1 – ‘<i>Councils consist of between six and 15 (including the Mayor/President)</i>’</p> <p><i>Local Governments being enabled to determine the number of Elected Members required on the Council between six and 15 (including the Mayor/President)</i></p> <p>Comment</p> <p>The proposed reform to restrict Local Governments with populations under 5,000 to 5</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> ○ population of above 75,000 – nine to fifteen councillors (including Mayor). 	<p>Council Members does not reflect the varied communities of interest within this grouping. Some Local Governments are essentially regional centres such as the Shires of Katanning (9), Dandaragan (9), Merredin (9), Moora (9) and Northampton (9) (current Councillor numbers bracketed). Local Governments such as the Shire of Ngaanyatjarraku (9) manage substantial land areas, manage isolated communities such as the Shire of Meekatharra (7) and culturally diverse communities such as the Shire of Christmas Island (9). Some Local Governments with populations up to 5,000 warrant a greater number of Councillors to effectively share the representative role that Council Members play within their communities.</p> <p>The additional proposed reforms in population categories over 5,000 generally reflect the current Councillor numbers.</p> <p>Recommendation</p> <p>Recommend 5 to 7 Council Members for populations up to 5,000 and support the remaining proposed reforms.</p>
<p>4.6 No Wards for Small Councils (Band 3 and 4 Councils only)</p>		

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> A local government can make an application to be divided into wards, with councillors elected to those wards. Only about 10% of band 3 and 4 local governments currently have wards. 	<ul style="list-style-type: none"> It is proposed that the use of wards for councils in bands 3 and 4 is abolished. Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election. In smaller local governments, the population of wards can be very small. These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes. There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards. 	<p><u>Current Local Government Position</u> There are no advocacy positions in relation to Items 4.6, 4.7, 4.8 or 4.9.</p> <p>Comment The proposed reform to discontinue wards in Band 3 and 4 Local Governments brings alignment with the majority and provides that affected Local Governments will no longer have to conduct 8 year ward reviews or make representation to the Local Government Advisory Board to revert to a no wards system.</p> <p>Remaining proposed reforms will improve and clarify election processes.</p> <p>Recommendation</p> <p>Supported</p>

4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility

<ul style="list-style-type: none"> A person with a lease in a local government district is eligible to nominate as a candidate in that district. A person with a lease in a local government district is eligible to apply to vote in that district. The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors. 	<ul style="list-style-type: none"> Reforms are proposed to prevent the use of “sham leases” in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council. The City of Perth Inquiry Report identified sham leases as an issue. Electoral rules are proposed to be strengthened: <ul style="list-style-type: none"> A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council. 	<p>As above</p>
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	<ul style="list-style-type: none"> ○ Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address. ○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council. ● The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases. ● The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors. 	
4.8 Reform of Candidate Profiles		
<ul style="list-style-type: none"> ● Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words. 	<ul style="list-style-type: none"> ● Further work will be undertaken to evaluate how longer candidate profiles could be accommodated. ● Longer candidate profiles would provide more information to electors, potentially through publishing profiles online. ● It is important to have sufficient information available to assist electors make informed decisions when casting their vote. 	As above
4.9 Minor Other Electoral Reforms		
<ul style="list-style-type: none"> ● Other minor reforms are proposed to improve local government elections. 	<ul style="list-style-type: none"> ● Minor other electoral reforms are proposed to include: <ul style="list-style-type: none"> ○ The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where 	As above

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	<p>there is a margin of less than 10 votes a recount will always be required)</p> <ul style="list-style-type: none"> ○ The introduction of more specific rules concerning local government council candidates' use of electoral rolls. 	
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Theme 5: Clear Roles and Responsibilities

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.1 Introduce Principles in the Act		
<ul style="list-style-type: none"> • The Act does not currently outline specific principles. • The Act contains a short “Content and Intent” section only. • The Panel Report recommended greater articulation of principles 	<ul style="list-style-type: none"> • It is proposed to include new principles in the Act, including: <ul style="list-style-type: none"> ○ The recognition of Aboriginal Western Australians ○ Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal) ○ Community Engagement ○ Financial Management. 	<p><u>Current Local Government Position</u> Item 5.1 generally aligns with Advocacy Position 2.6 - Legislative Intent <i>Provide flexible, principles-based legislative framework.</i> Recommendation Supported</p>
5.2 Greater Role Clarity		
<ul style="list-style-type: none"> • The Act provides for the role of council, councillor, mayor or president and CEO. • The role of the council is to: <ul style="list-style-type: none"> ○ govern the local government’s affairs ○ be responsible for the performance of the local government’s functions. 	<ul style="list-style-type: none"> • The Local Government Act Review Panel recommended that roles and responsibilities of elected members and senior staff be better defined in law. • It is proposed that these roles and responsibilities are further defined in the legislation. • These proposed roles will be open to further consultation and input. • These roles would be further strengthened through Council Communications Agreements (see item 5.3). 	<p><u>Current Local Government Position</u> Item 5.2 aligns with Advocacy Position 2.6.36 - ‘Roles and Responsibilities’ <i>That clarification of roles and responsibilities for Mayors/ Presidents, Councillors and CEOs be reviewed to ensure that there is no ambiguity.</i> Recommendation Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>5.2.1 - Mayor or President Role</p> <ul style="list-style-type: none"> • It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for: <ul style="list-style-type: none"> ○ Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council ○ Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act ○ Developing and maintaining professional working relationships between councillors and the CEO ○ Performing civic and ceremonial duties on behalf of the local government ○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government. 	<p>As above</p>
	<p>5.2.2 - Council Role</p> <ul style="list-style-type: none"> • It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council 	<p>As above</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>is responsible for:</p> <ul style="list-style-type: none"> ○ Making significant decisions and determining policies through democratic deliberation at council meetings ○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council ○ Providing a safe working environment for the CEO; ○ Providing strategic direction to the CEO; ○ Monitoring and reviewing the performance of the local government. 	
	<p>5.2.3 - Elected Member (Councillor) Role</p> <ul style="list-style-type: none"> • It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for: <ul style="list-style-type: none"> ○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward) ○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council ○ Applying relevant law and policy in 	<p>As above</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>contributing to the decision-making of the council</p> <ul style="list-style-type: none"> ○ Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions ○ Communicating the decisions and resolutions of council to stakeholders and the public ○ Developing and maintaining professional working relationships with all other councillors and the CEO ○ Maintaining and developing their knowledge and skills relevant to local government ○ Facilitating public engagement with local government. <ul style="list-style-type: none"> ● It is proposed that elected members should not be able to use their title (e.g. "Councillor", "Mayor", or "President") and associated resources of their office (such as email address) unless they are performing their role in their official capacity. 	
	<p>5.2.4 - CEO Role</p> <ul style="list-style-type: none"> ● The <i>Local Government Act 1995</i> requires local governments to employ a CEO to run the local government administration and implement the decisions of council. ● To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs. ● While input and consultation will inform precise wording, it is proposed that the Act is 	<p>As above</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>amended to generally outline that the CEO of a local government is responsible for:</p> <ul style="list-style-type: none"> ○ Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions ○ Facilitating the implementation of council decisions ○ Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council ○ Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council ○ Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3) ○ Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council ○ Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council. 	

5.3 Council Communication Agreements		
<ul style="list-style-type: none"> • The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the 	<ul style="list-style-type: none"> • In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided. 	<p><u>Current Local Government Position</u></p> <p>There is no advocacy position in relation to Item 5.3.</p>

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<p>member in their functions.</p> <ul style="list-style-type: none"> The availability of information is sometimes a source of conflict within local governments. 	<ul style="list-style-type: none"> It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO. These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided. A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election. 	<p>Comment</p> <p>The availability of information not already in the public domain to Councillors under Section 5.92 of the Act can become contentious in the absence of a clear statement in support of the function the Council Member is performing. This can place CEO's in the invidious position of ruling on the availability of a record of the Local Government, when it is also their function under Section 5.41(h) of the Act to <i>'ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law'</i>.</p> <p>Consistent availability of information motivates this proposed reform and it does not appear that individual Council Communication Agreements will be a means to that end. There is a better case for a uniform approach in the form of a regulated Agreement, in much the same way that the Communication Agreements between Ministers and agencies are based on provisions of the <i>Public Sector Management Act 1994</i>.</p> <p>Recommendation</p> <p>Support a consistent, regulated Communications Agreement.</p>
<p>5.4 Local Governments May Pay Superannuation Contributions for Elected Members</p>		
<ul style="list-style-type: none"> Elected members are eligible to receive sitting fees or an annual allowance. Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund. Councils should be reflective and 	<ul style="list-style-type: none"> It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances. Superannuation is widely recognised as an important entitlement to provide long term 	<p>Current Local Government Position</p> <p>There is no advocacy position in relation to Item 5.4.</p> <p>Comment</p> <p>WALGA was in the process of consulting with the sector when this reform was announced. The feedback to date from Local Governments varied.</p>

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<p>representative of the people living within the district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils.</p>	<p>financial security.</p> <ul style="list-style-type: none"> • Other states have already moved to allow councils to make superannuation contributions for councillors. • Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people. • Providing superannuation to councillors recognises that the commitment to elected office can reduce a person's opportunity to undertake employment and earn superannuation contributions. 	<p>The proposed discretionary approach will permit Local Governments to exercise general competence powers to make their own determination on paying superannuation to Council Members.</p> <p>Recommendation</p> <p>Supported</p>
<p>5.5 Local Governments May Establish Education Allowances</p>		
<ul style="list-style-type: none"> • Local government elected members must complete mandatory training. • There is no specific allowance for undertaking further education. 	<ul style="list-style-type: none"> • Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council. • Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members. • Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government. • Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors. 	<p><u>Current Local Government Position</u></p> <p>Item 5.5 <u>generally aligns</u> with Advocacy Position 2.8 - Elected Member Training</p> <p><i>Support Local Governments being required to establish an Elected Member Training Policy to encourage training and include budgetary provision of funding for Elected Members;</i></p> <p>Comment</p> <p>The proposal augments recent Act amendments that require Local Governments to adopt a professional development policy for Council Members. Many Local Governments now budget for training requirements that align with the policy statement.</p> <p>Recommendation</p> <p>Supported</p>

5.6 Standardised Election Caretaker period		
<ul style="list-style-type: none"> • There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures. • This is commonly a point of public confusion. 	<ul style="list-style-type: none"> • A statewide caretaker period for local governments is proposed. • All local governments across the State would have the same clearly defined election period, during which: <ul style="list-style-type: none"> ○ Councils do not make major decisions with criteria to be developed defining 'major' ○ Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities. ○ There are consistent election conduct rules for all candidates. 	<p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 5.6</p> <p>Comment WALGA developed a template Caretaker Policy in 2017 on request for a consistent approach. There are no know instances where Caretaker Policy have led to unforeseen or unmanageable consequences impacting on decision-making functions.</p> <p>Recommendation</p> <p>Supported</p>

5.7 Remove WALGA from the Act		
<ul style="list-style-type: none"> • The Western Australian Local Government Association (WALGA) is constituted under the <i>Local Government Act 1995</i>. • The Local Government Panel Report and the Select Committee Report included this recommendation. 	<ul style="list-style-type: none"> • The Local Government Panel Report recommended that WALGA not be constituted under the <i>Local Government Act 1995</i>. • Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity. 	<p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 5.7.</p> <p>Comment WALGA is conducting its own due diligence on this proposal, previously identified in the Local Government Review Panel Report. The outcome of this reform would require a transition of WALGA from a body constituted under the Act to an incorporated association. It is important to the Local Government sector that the provisions relating to the mutual self-insurance scheme and tender exempt prequalified supply panels remain in the Act and are not affected by this proposal. Further work is being carried out by WALGA to fully understand the effect this proposal will have on WALGA and the sector.</p> <p>Recommendation WALGA to undertake its due diligence on this proposal and advise the sector accordingly.</p>

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5.8 CEO Recruitment		
<ul style="list-style-type: none"> Recent amendments introduced provisions to standardise CEO recruitment. The recruitment of a CEO is a very important decision by a local government. 	<ul style="list-style-type: none"> It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels. Councils will be able to select an independent person from the approved list. Councils will still be able to appoint people outside of the panel with the approval of the Inspector. 	<p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 5.8.</p> <p>Comment The proposed reform augments the CEO Standards in relation to recruitment introduced in February 2021.</p> <p>Recommendation</p> <p>Supported</p>

Theme 6: Improved Financial Management and Reporting

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.1 Model Financial Statements and Tiered Financial Reporting		
<ul style="list-style-type: none"> The financial statements published in the Annual Report is the main financial reporting currently published by local governments. Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity. The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information. 	<ul style="list-style-type: none"> The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government. It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects. Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments. 	<p><u>Current Local Government Position</u></p> <p>Items 6.1 and 6.2 generally align with Advocacy Position 2.6 – Support a size and scale compliance regime and Advocacy Position 2.6.24 – Financial Management and Procurement.</p> <p><i>The Local Government sector:</i></p> <ol style="list-style-type: none"> 1. Requests the Minister for Local Government to direct the Department of Local Government to prepare a Model set of Financial Statements and Annual Budget Statements for the Local Government sector, in consultation with the Office of the Auditor General. 2. Requests the Department of Local Government to re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized entities as

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> The Office of the Auditor General has identified opportunities to improve financial reporting, to make statements clearer, and reduce unnecessary complexity. Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments. It is proposed to establish standard templates for Annual Financial Statements for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4. Online Registers, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments. Simpler Strategic and Financial Planning (item 6.2) would also improve the budgeting process. 	<p><i>suggested by the Office of Auditor General.</i></p> <p>Comment</p> <p>The Sector has a long-standing position for a broad review of the financial management and reporting provisions of the Act, which remain largely unchanged since commencing in 1996.</p> <p>Recommendation</p> <p>Supported</p>
6.2 Simplify Strategic and Financial Planning		
<ul style="list-style-type: none"> Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations. There is also the Integrated Planning and Reporting (IPR) framework. While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for 	<ul style="list-style-type: none"> Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making. The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public. 	As above

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>smaller local governments.</p>	<ul style="list-style-type: none"> • In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers. • Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments. • It is proposed that the plans that are required are: <ul style="list-style-type: none"> ○ Simplified Council Plans that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC ○ Simplified Asset Management Plans to consistently forecast costs of maintaining the local government’s assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape ○ Simplified Long Term Financial Plans will outline any long term financial management and sustainability issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years 	

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> ○ A new Rates and Revenue Policy (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years) ○ The use of simple, one-page Service Proposals and Project Proposals that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become Service Plans and Project Plans added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments. 	
6.3 Rates and Revenue Policy		
<ul style="list-style-type: none"> ● Local governments are not required to have a rates and revenue policy. ● Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure. 	<ul style="list-style-type: none"> ● The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure. ● A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services. ● The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs. ● A template would be published for use or adaption by all local governments. 	<p><u>Current Local Government Position</u></p> <p>Item 6.3 generally aligns with Advocacy Position 2.1.6 - Rate Setting and WALGA's <u>Rate Setting Policy Statement</u>.</p> <p><i>Councils' deliberative rate setting processes reference their Integrated Planning Framework – a thorough strategic, financial and asset management planning process – and draw upon the community's willingness and capacity to pay.</i></p> <p>Recommendation</p> <p>Supported</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> The Local Government Panel Report included this recommendation. 	
6.4 Monthly Reporting of Credit Card Statements		
<ul style="list-style-type: none"> No legislative requirement. Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds. 	<ul style="list-style-type: none"> The statements of a local government's credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis. This provides oversight of incidental local government spending. 	<p><u>Current Local Government Position</u></p> <p>There is no advocacy position in relation to Item 6.4.</p> <p>Comment This proposed reform reflects widespread common practice for credit card transactions to be included in monthly financial reports and lists of accounts paid.</p> <p>Recommendation</p> <p>Supported</p>
6.5 Amended Financial Ratios		
<ul style="list-style-type: none"> Local governments are required to report seven ratios in their annual financial statements. These are reported on the MyCouncil website. These ratios are intended to provide an indication of the financial health of every local government. 	<ul style="list-style-type: none"> Financial ratios will be reviewed in detail, building on work already underway by the DLGSC. The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful. 	<p><u>Current Local Government Position</u></p> <p>Item 6.5 aligns with Advocacy Position 2.6.25 - Review and reduce financial ratios. <i>Advocate to the Minister for Local Government to amend the Local Government (Financial Management) Regulations 1996 to prescribe the following ratios:</i></p> <ol style="list-style-type: none"> Operating Surplus Ratio, Net Financial Liabilities Ratio, Debt Service Coverage Ratio, and Current Ratio. <p>Recommendation</p> <p>Supported</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.6 Audit Committees		
<ul style="list-style-type: none"> Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members. The Audit Committee is to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under the Act. The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management. 	<ul style="list-style-type: none"> To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government. Audit Committees would also need to consider proactive risk management. To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees. The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson. 	<p><u>Current Local Government Position</u></p> <p>Item 6.6 <u>does not align</u> with Advocacy Position 2.2.4 – Accountability and Audit <i>That audit committees of Local Government, led and overseen by the Council, have a clearly defined role with an Elected Member majority and chair.</i></p> <p>Comment</p> <p>The Sector's view is well established, that the Council must maintain, and be seen by the community to have, majority involvement and investment in the purpose of an Audit Committee. There is sector support for some independent members on the Audit Committee, however not a majority.</p> <p>The dual effect of the proposed reform is to guarantee a place for a majority of independent persons on Audit Committees, with the additional requirement that an independent person Chair this Committee. Presently, not all Local Government Audit Committees are able to include an independent person. This may be for a variety of reasons not least of which is a lack of suitable, available candidates with the required qualification, skill and experience.</p> <p>It would be counter-productive if the proposed reforms led to the appointment of unsuitable independent persons to a skills-based role. The concept of Regional Audit Committees has apparent merit in this case but there is no detail regarding practicalities; for example, is the</p>

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CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>Regional Audit Committee intended to include the same independent persons who will meet separately with each Local Government within the region?</p> <p>There is too little certainty that the imperative question of appropriate representation will be managed as a consequence of the proposed reforms for it to be supported.</p> <p>The proposal for the Audit Committees to also consider proactive risk management is supported.</p> <p>Recommendation</p> <ol style="list-style-type: none"> 1. Do not support majority independent members of the Audit Committee 2. Support Audit Committees of Local Government with an Elected Member majority including independent members, and to consider proactive risk management issues.
6.7 Building Upgrade Finance		
<ul style="list-style-type: none"> • The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements. • This is not currently provided for under the Act. • The Local Government Panel Report included this recommendation. 	<ul style="list-style-type: none"> • Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures. • This would allow local governments to lend funds to improve buildings within their district. • Limits and checks and balances would be established to ensure that financial risks are proactively managed. 	<p><u>Current Local Government Position</u></p> <p>Item 6.7 aligns with Advocacy Position 2.6.26 - Building Upgrade Finance.</p> <p><i>The Local Government Act 1995 should be amended to enable a Building Upgrade Finance mechanism in Western Australia.</i></p> <p>Comment</p> <p>Building Upgrade Finance would enable Local Governments to guarantee finance for building upgrades for non-residential property owners. In</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>addition to building upgrades to achieve environmental outcomes, Local Governments have identified an opportunity to use this approach to finance general upgrades to increase the commercial appeal of buildings for potential tenants. In this way, BUF is viewed as means to encourage economic investment to meet the challenges of a soft commercial lease market and achieve economic growth.</p> <p>Recommendation</p> <p>Supported</p>
<p>6.8 Cost of Waste Service to be Specified on Rates Notices</p>		
<ul style="list-style-type: none"> • No requirement for separation of waste changes on rates notice. • Disclosure will increase ratepayer awareness of waste costs. • The Review Panel Report included this recommendation. 	<ul style="list-style-type: none"> • It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service). • This would provide transparency and awareness of costs for ratepayers. 	<p><u>Current Local Government Position</u> There is no advocacy position in relation to Item 6.8.</p> <p>Comment This proposed reform will require a relatively simple calculation,</p> <p>Recommendation</p> <p>Supported</p>

Local Government Reform

Earlier intervention, effective regulation and stronger penalties

Problems, disputes and dysfunction within local government impacts upon ratepayers, local businesses, and local government services.

Complaints relating to local governments should be resolved quickly to reduce the risk of damage that may be done when there are serious problems in how a local government is functioning.

Local government oversight needs to be focused on targeting and fixing significant problems and stopping misconduct.



The Local Government Inspector

A new oversight Inspector for local government will be appointed to handle complaints, manage investigations, and coordinate the proactive resolution of significant problems identified within local governments. The Inspector will have the authority to receive complaints about local government CEOs.



Local Government Monitors

Specialist independent Monitors appointed by the Inspector will visit and work with local governments to fix problems, to provide for faster resolution where problems are identified.



Stronger Penalties

Stronger penalties will be imposed by a new Conduct Panel. This will include short-term disqualification or withholding of allowances for elected members who have been found to be in breach of the Local Government Act or Regulations.



Mandatory Training

Elected members who do not complete mandatory training within a certain time will not be eligible for any allowances or sitting fees. They will also be liable for other penalties.



Rapid Red Card Resolutions

Mayors and Presidents will have consistent powers to eject anyone who disrupts a council meeting, with appropriate checks and balances by the Local Government Inspector, to prevent the misuse of these powers. This reform will also be supported by mandatory audio or video recording of council meetings.



Other Amendments

Other amendments may further strengthen oversight of local government. Early intervention and oversight reforms will also be supported by the other reforms, especially new transparency and democratic decision-making reforms.



Local Government Reform

Reducing red tape, increasing consistency and simplicity

The State Government is reducing unnecessary red tape to help facilitate delivery of small projects and support small business. Changes to the *Local Government Act 1995* and associated legislation will include a streamlined approach to facilitating alfresco dining, minor signage, and driveway approvals.

Improving the efficiency and consistency of local government will deliver significant benefits for small businesses, community organisations, and residents and ratepayers.



Standardised Meeting Procedures across all Local Governments

The procedures for all council meetings, including for public question time, will be standardised across the State. This will improve consistency, and make engaging with council decisions simpler and easier.



Greater Consistency for Small Business

Reforms will introduce standard approvals for key local government regulations and approvals, including:

- alfresco and outdoor dining
- minor small business signage rules
- community events

Many of these reforms build on the planning reforms already implemented by the State Government. They also complement the ongoing innovations by local governments, and initiatives by the Small Business Development Corporation and StreamlineWA.



Streamlining Local Laws

Local laws will be streamlined to create greater consistency and reduce the complexity of regulation, particularly for rules about installing minor signage for small business, and the planning of community events. There will be new, simple model local laws that local governments can easily adopt.



Creating Flexibility to Enable Resource-Sharing

Legislation will specifically enable and encourage local governments to share resources, including CEOs and senior employees. For instance, it will be easier for two or three local governments to hire one shared CEO.



Standardising Residential Crossovers/Driveways on Local Roads

Reforms to standardise and simplify the approval of crossovers (the part of driveways connecting to the road) for residential developments on local roads as part of the Phase 2 Planning and Local Government Reforms, announced jointly by the Minister for Planning and the Minister for Local Government, will be implemented.



Local Government Reform

Greater transparency and accountability

Ratepayers and the public expect local government decision making to be clear and transparent. During the COVID-19 pandemic, councils across the State demonstrated how online engagement can bolster public participation in local government decision-making.



Mandatory Recording of Council Meetings

Large local governments will be required to livestream meetings, and post recordings online. Smaller local governments will be required to record and publish audio recordings.



Guidance for Confidential Meeting Items

Clear rules will define the types of decisions that can be made by councils in confidential meetings, and recordings of those decisions will be required to be stored as permanent records.



Transparency and Accountability through Online Registers

There will be new state-wide standards for reporting of important local government transactions online, including:

- a Lease Register about the leases the local government is party to (either as lessor or lessee)
- a Community Grants Register to outline all grants and funding provided by the local government
- a Contracts Register that discloses all contracts or procurement with a value of \$100,000 or more
- an Interest Disclosure Register which collates all disclosures made by elected members about their interests related to matters considered by council
- an Applicant Contribution Register accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space or car parking



Transparency of CEO Key Performance Indicators

The Key Performance Indicators (KPI) used to measure the performance of the CEO will be made publicly available, and the results will also be reported. The CEO will also have the right to publish comments to provide context to the results.



Consistent Recording of all Votes

To provide consistent transparency of decision-making across all local governments, all votes cast by all councillors for all decisions on council will be required to be reported in council minutes.





Local Government Reform

Stronger local democracy and community engagement

Election and community engagement reforms are proposed to empower ratepayers to participate in local democracy and decision-making.



Direct Election of the Mayor or President

All electors in large local governments will be able to vote directly for the Mayor or President, giving ratepayers more power to choose the leadership of their council. This reflects a broader trend, with councils such as Stirling and Rockingham already having moved to a public vote for the election of their Mayors.



No Wards for Small Local Governments

Wards in small local governments can cover very limited areas, with small populations. This means that councillors are more likely to be elected unopposed, or with a very small number of votes. In line with a broader trend, it is proposed that wards for all small local governments be abolished.



Reforms to Ensure Valid Candidate and Voter Eligibility

Rules for who is eligible to vote or run for council will be tightened, ensuring that only legitimate residents or businesses will be eligible. New laws will prevent candidates from using sham leases in council elections. The basis for why a candidate is eligible to run will also be required to be publicly disclosed.



Preferential Voting

Local government elected members will be elected by preferential voting, which is the same as State and Federal elections. Preferential voting ensures the elected council best reflects community views.



Community Engagement Charter

Local governments will be required to establish a Charter which sets out how it will engage with ratepayers and the community about the local government's proposed policies, initiatives, and projects. A model Charter will be published to assist local governments who wish to adopt a standard Charter.



Consistent Number of Elected Members

To increase consistency, the number of elected members on any council will be set based upon the population within that local government. The Local Government Panel Report recommended a number of elected members as follows:

- population of up to 5,000 – 5 councillors (including the President)
- population of between 5,000 and 75,000 – 5 to 9 councillors (including the Mayor/President)
- population of above 75,000 – 9 to 15 councillors (including the Mayor)



Other Amendments

There are also more reforms proposed to further enhance local government democracy and community engagement, including proposed minor changes to the annual meeting.




Local Government Reform


Clearer Roles and Responsibilities


The *Local Government Act 1995* (the Act) outlines the role of council, elected members and the Chief Executive Officer (CEO). Ambiguity in these roles can be a source of dispute within local governments. Amendments to further define these roles and responsibilities in the Act will help to address this.


Principles

New principles will be included in the Act to foster a culture of better practice, based on the recommendations of the Local Government Review Panel Report. New principles will include:

- 

recognition of the unique status of Aboriginal Western Australians
- 

recognition of tiers (based on SAT bands)
- 

guidance for community engagement
- 

guidance for financial management



Communication agreements

Local governments will be required to introduce a communications agreement outlining communications process between councillors and the CEO.



Elected members

Elected members will only be able to use the title of their local government position while performing their role in an official capacity.



Statewide Caretaker Period

A statewide caretaker period for local governments is proposed. This means that all local governments across the State will have the same clearly defined election period, during which all councils operate on a caretaker basis.



Superannuation allowances

Local governments will be able to decide to make superannuation contributions for elected members. Councils will also be able to decide to cover tuition fees for elected members who undertake further study related to local government.



CEO recruitment

DLGSC will establish an approved panel of CEO recruitment panel members for the role of independent person on a recruitment and selection panel. Local governments will be able to appoint people outside of the designated panel with approval from the Local Government Inspector.



The role of CEOs

Roles will be further defined, providing a greater understanding of the CEO's responsibilities and clear delineation between the functions of council and the CEO, as leader of the administration.



In accordance with the Local Government Review Panel Report's recommendation, WALGA will no longer be constituted under the *Local Government Act 1995*. This will provide clarity that WALGA is not a State Government entity.





Local Government Reform

Improved financial management and reporting

Clear and accurate financial management and reporting is critical for public confidence in local government. Currently, local governments across Western Australia have to comply with the same financial reporting requirements, even though local governments range from less than 200 residents to a population of more than 200,000 people.



Model Financial Statements

New standardised templates will be established for local government financial statements:

- Large (band 1 and 2) local governments will have financial statements similar to those already used, with minor amendments and streamlining where possible
- Smaller (band 3 and 4) local governments will have more streamlined standard financial statements, reflecting the generally less complex operations of smaller local governments



Rates and Revenue Policy

All local governments will adopt a short Rates and Revenue Policy. The Policy will provide greater clarity for ratepayers by linking the cost of services and the maintenance of assets (such as roads and recreation facilities) to the setting of rates.



Reforms for Financial Ratios

The financial metrics reported on the MyCouncil website will be reviewed and adjusted to ensure they best reflect the underlying financial position of the local government.



Credit Card Statements Publicly Reported to Council

New reforms will introduce a requirement that employee credit card statements are to be provided to council at meetings on a monthly basis.



Other Minor Reforms

Other changes to the legislation will provide for general improvements for financial management:

- Changes to require Audit and Risk Committees to bolster local government oversight, and allowing regional local governments to share Audit and Risk Committees to reduce costs
- Reforms will allow local governments to provide fixed-interest loans to building owners to fund specific building upgrade finance, such as for green energy investments, and for heritage preservation works
- The cost of waste collection services provided to a property will be required to be separately stated on any rates notice for that property. This provides ratepayers with clear transparency for what waste collection services cost

The State Government is also considering potential further reform for regional subsidiaries, and other financial and risk management initiatives.



12.4 Review of the Community Grants Process

Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Jen Green
Attachments	(i) CS.4 COMMUNITY GRANTS POLICY_2022 (ii) CS.4 COMMUNITY GRANTS – COUNCIL ASSESSMENT CRITERIA_2022 (iii) SOQ COMMUNITY _GRANT1APPLICATIONFORM_2022 (iv) SOQ COMMUNITY _GRANT2APPLICATIONFORM_2022 (v) SOQ COMMUNITY _GRANT3APPLICATIONFORM_2022 (vi) SOQ COMMUNITY _GRANT4APPLICATIONFORM_2022
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____	SECONDED _____
<ol style="list-style-type: none"> Council adopt the revised Community Grants Policy and supporting documentation; and That the revised Funding Program be publicised to all Community Groups and Clubs with an application deadline of 31st March 2022 for Round 1. 	

VOTING REQUIREMENTS: Simple Majority

IN BRIEF

- Five rounds of the Community Grant Process have been delivered with a total of 70 grant applications being funded.
- This is the fourth review of the process and includes revisions to the Community Grant Policy.
- The Current review will add greater clarity and further streamline the process.

MATTER FOR CONSIDERATION

Adoption of revised Community Grants Policy.

BACKGROUND

In 2018/19 the Shire introduced a Community Grants Process. This entailed the drafting and adoption of a Community Grant Policy and Strategy, Assessment Criteria, and Grant Application Forms.

First round was held in 2nd Quarter of 2018 with nine applications being received.

A review of Community Grant Documents and Application Forms was conducted in November 2018 with the revisions being adopted by Council in December 2019.

In 2019, a second iteration of the process was conducted with two rounds (March 2019 and September 2019). 15 applications were received in Round 1, a further 5 applications (Grant 2 – Small Grants) in the second round. A total of 7 applications have been received for Grant 1 – in-Kind grants.

In 2020, a third iteration of the process was conducted with two rounds (March 2020 and September 2020). Seven applications were received in Round 1, a further five applications (Grant 2 – Small Grants) in the second round. A total of three applications have been received for Grant 1 – in-Kind grants.

In 2021, a fourth iteration of the process was conducted with two rounds (March 2021 and September 2021). Thirteen applications were received in Round 1, a further three applications (Grant 2 – Small Grants)

in the second round. To date a total of six applications have been received for Grant 1 – in-Kind grants this Financial Year.

In November 2021, the Grants Team conducted a further review of the Community Grant Process and is presenting a revised Policy document to Council for deliberation.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Revisions to existing Community Grants Policy and supporting documentation

FINANCIAL IMPLICATIONS

2021-2022 Budget – Subject to Applications received and supported.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 – 2027

1. COMMUNITY

1.2 Provide social and cultural activities for all members of the community

3. BUILT ENVIRONMENT

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

5. GOVERNANCE AND LEADERSHIP

5.1 Shire communication is consistent, engaging and responsive

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

COMMUNITY CONSULTATION

Feedback from participants in the 2021-22 Program is requested through the acquittal process. The Community Grants Program is advertised throughout the year via local newsletters, direct email to community groups and social media.

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

Financial – Risk Matrix Rating assessed as Low.

- Further refinements to the Community Grant Process will reduce risk to Council and the Clubs / Organisations through better planning and delivery of Projects supported by the Shire

Health – Low Risk

Reputation – Low Risk

- Further refinements to the Community Grant Process will increase transparency and accountability of both the Shire, the clubs and organisations.
- It will also streamline the process.

Operation – Low Risk

Natural Environment – Low Risk.

COMMENT

- Council is required to ensure that adequate resources are allocated for the second round of applicants (Closing 30th September)
- There is still the question as to whether there should be a distinction and separation between
 - Grant 4 – Recurrent funding applications (subsidising of O&M costs); and
 - Grant 1-3 – Applications for programs, events and activities.
- There is a need for clarity as to where Grant 1 (In-Kind) expenditure is assigned in the accounting system. The Management Team to address this issue to ensure better transparency on the Value of Grant 1 Approved Applications.
- A free workshop will be provided to all non-for-profit Quairading groups and clubs on the 3rd of February 2022, run by Whitney Consulting. This workshop will complement the Grants Program by building capacity among clubs to apply for external grant funding in the future.

CS.3 COMMUNITY GRANTS POLICY

Document Status	Under Review
Statutory Environment	Local Government Act (1995)

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon	29 March 2018	169-17/18	New Policy	
02	Graeme Fardon/ Richard Bleakley			Policy Review Project	5/12/2018
03	A&R Committee	20 December 2018	115-18/19	Revised 12/12/2018	
04	Grants Team	19 December 2019	94-19/20	Revised document	5/12/2019
05	Grants Team	17 December 2020	104-20/21	Revised Document	3/12/2020
06	Grants Team			Revised Document	2/12/2021

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.

OBJECTIVE

- Enhance Community Organisation's capacity to provide one off projects / services / events.
- Improve the quality and opportunities for user accessibility and / or safety of Community space.
- Increase Community participation in Community activities.
- 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

Funding is available to assist community groups in establishing and or continuing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.

Allocation of Resources

Council will review and confirm allocation of resources annually as part of their Annual Budget processes.

- **In-Kind** - A single tranche allocated and available to Groups / Clubs throughout the financial year from the adoption of the Annual Budget.
- **Small Grants** - Grant funding allocation divided into two tranches:
 - Grant submissions (closure 31st March) 75%
 - Grant submissions (closure 30th September) 25%
- **Major Projects and Events** - A single tranche allocated and available to Groups / Clubs from the adoption of the Annual Budget
- **Annual Recurrent Funding** - A single tranche allocated and available to Groups / Clubs from the adoption of the Annual Budget.

Category of Grants

Grants will be categorised as either In-kind, Small Grants, Major Projects and Events, or Annual Recurrent Funding.

- **In-Kind Contribution** - Each community group can apply to the CEO for in-kind contributions towards events or projects throughout the year. CEO has delegated authority to approve / reject applications. This may include access to venues, equipment or staff (max \$500 annually). Applications must be received at least 4 weeks prior to the event or project commencement.
- **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 third from Council, and two thirds 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 third from Council, and two thirds 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.

In-Kind, Small Grants and Major Projects and Events grant funding is for projects, events and activities, and **not** for operational costs.

- **Annual Recurrent Funding** is financial support extended to community groups that maintain or operate in Shire-owned or club-owned venues / clubrooms. Groups must submit an application form each year by 31st March. 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.

Eligibility

- Applicant groups must be based within the Shire of Quairading.
- All successful project activities and events are to be completed by the end of the financial year in which funding was awarded.
- Applicants should demonstrate a link to the Shire's strategic plans and strong community benefit for their project or event.
- Incorporation is desirable but not essential.
- Verification by applicant that request is not covered by insurance.
- Funding will not be awarded to private businesses or individuals.
- Requests for funding or support cannot be for a project / event / activity that has already occurred.

General Conditions - Grant 1 - In-Kind Funding

- Applications are welcome all year-round.
- An In-Kind grant is an offer by the Shire to provide a service, piece of equipment or a facility, which is normally charged at a set fee, free of charge or at a reduced cost.
- Bond fees are still applicable.
- CEO has delegated authority to approve / reject applications. This may include access to venues, equipment or staff (max \$500 annually).
- Applications must be received at least 4 weeks prior to the event or project commencement.
- Budget allocation for the Community Grants Program will be determined during the Council's Annual Budgeting Process.
- Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.

General Conditions - Grants 2 & 3 - Major Grants & Events / Small Grants Funding

- Grants 2 & 3 are for minor capital works or the purchase of equipment or events and activities.
- Grants 2 & 3 may be used as additional leverage for external funding.
- Council's position is to fund to a maximum of one third 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.
- 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. Volunteer hourly rate should be included at \$20.00/hour.
- Council may opt to use their employees or equipment in lieu of a cash contribution.

- Council reserves the right to carry out a Progress Inspection or request a Progress Report at any stage of the project.
- Budget allocation for the Community Grants Program will be determined during the Council's Annual Budgeting Process.
- Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.
- The Chief Executive Officer is given delegated authority to approve or reject [changes-variations](#) to the Applicant's project Budget following approval of the grant from Council.

General Conditions – Grant 4 – Recurrent Funding

- A single round of funding with applications to be submitted by 31st March.
- Application is for support of operational and maintenance costs of the club / organisation.
- Application is **not** for capital works, events or activities.
- Budget allocation for the Community Grants Program will be determined during the Council's Annual Budgeting Process.
- Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.

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:

- Completed Acquittal Form (to be provided);
- Proof the project, activity or event took place (e.g. photographs etc.);
- Proof of expenditure (e.g. copy of financial records and invoices paid); and
- Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.).

Assessment Process

- Applications will be assessed by the Grants Team based on Grant Criteria and a recommendation made to Council.
- Applications will be presented to Council and assessed based on eligibility and merit.
- Allocation of grant funding is at the discretion of the Council.
- All applicants will be contacted regarding the outcome of the application process by post.

Submission Deadline

All applications must be received by COB 31st March or 30th September annually. Applications can be received via mail, email or printed copies dropped into the Front Counter at Shire Administration Office. Late applications will not be accepted.

GUIDELINES

[Annexure A - Assessment Criteria](#)

[Annexure B - Community Grant Scheme Funding Process \(Attached\).](#)

Community Grants Application Form (Separate Document).

Annexure A

Assessment Criteria

Each Small and Major Grant Submission will be assessed based on the following criteria

Criteria 1 – Community Benefit:

- Does the project align with Shire’s Strategic Community Plan?
- Is there identified and demonstrated community need?
- What are the benefits (value adding) to the Quairading community?

Criteria 2 – Organisation:

- Incorporated body? Y/N
- Purpose of organisation including the type and number of activities they undertake annually
- Current Membership
- Current Financial Position (incl. Financial Statement)
- Sustainability of organisation

Criteria 3 – Project Cycle:

- Planning and design of project
- Management and delivery of project (incl. milestones and works schedule)
- Project Budget
- Financial contribution - \$; In-Kind, External
- Evaluation of project
- Sustainability of project

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).

Weighting

Weighting for each criteria to be determined by the Council.

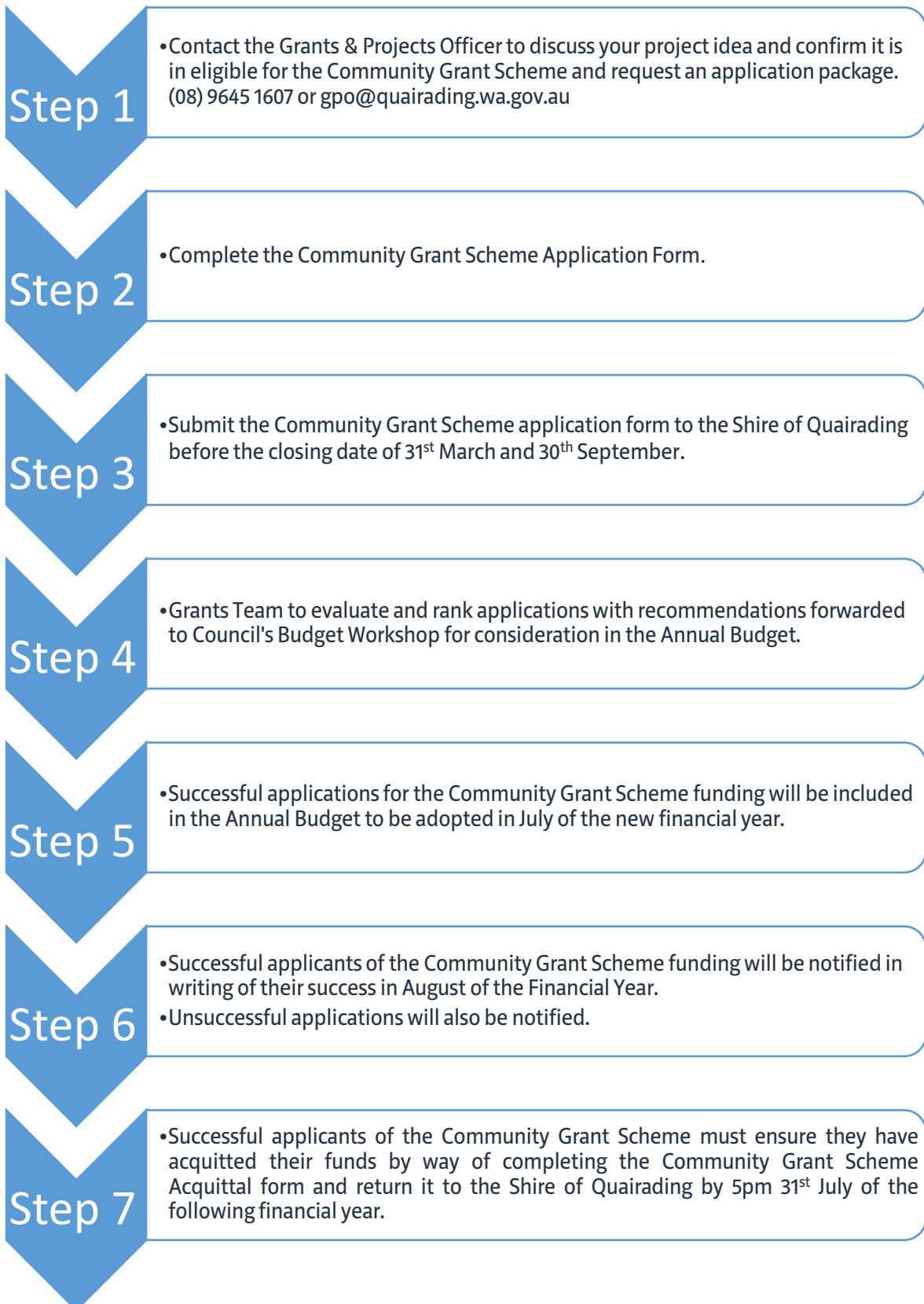
Proposed weighting is: -	
Community Benefit -	40%
Organisation -	20%
Project Planning -	40%

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 Grant Scheme Funding Process**



COMMUNITY GRANTS 2022-23
ASSESSMENT CRITERIA

(Council Use Only)

FUNDING OBJECTIVES

- To enhance community organisations capacity to provide one-off projects / services / events.
- Improve the quality and opportunities for user accessibility and/or safety of community space.
- Increase community participation in community activities.
- 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.

ASSESSMENT CRITERIA – MAJOR GRANTS / SMALL GRANTS / ANNUAL RECURRENT FUNDING

Each Grant Submission will be assessed based on the following criteria

Criteria 1 – Community:

- Does the project align with Shire’s Strategic Community Plan?
- Identified and demonstrated community need?
- Benefits to the Community

Criteria 2 – Organisation:

- Incorporated body? Yes / No Does it have a Constitution? Yes / No
- Structure and Mode of Operation
- Type of activities
- Membership
- Ownership of assets
- Financial management (incl. Financial Statement)
- Insurance
- Sustainability

Criteria 3 – Project:

- Type of Project
- Planning and design of project
- Management and delivery of project (incl. schedule)
- Project Budget
- Financial contribution
 - \$
 - In Kind
 - External
- Evaluation
- Sustainability of project

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).

WEIGHTING

Weighting for each criteria to be determined by the Council.

Proposed weighting is: -	
1. Community	40%
2. Organisational	20%
3. Project -	40%

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.

CS.4 COMMUNITY GRANTS - COUNCIL ASSESSMENT CRITERIA

Applicant Information			
Name of Club/ Organisation			
Project			
Contact Person			
Position			
Phone		Email	

Criteria 1 - Community	SCORE	
• Does the project align with Shire's Strategic Community Plan?		
• Identified and demonstrated community need?		
• Benefits to the Community		

Criteria 2 - Organisation	SCORE	
• Incorporated body? Does it have a Constitution?		
• Structure and Activities		
• Membership numbers		
• Financial management (strong v weak)		
• Capacity to complete project (strong v weak)		

Criteria 3 - Project	SCORE	
• Planning and design of project		
• Management and delivery of project (incl. schedule)		
• Project Budget Breakdown – Total Project Cost		
Applicant Group / Club		
Council		
Other External Funding		

Comments:	
-----------	--

SCORE:

- 1 POOR
5 EXCELLENT

ASSESSMENT PROCESS - IN-KIND GRANTS

- Application Form received through Admin Office and forwarded to GPO.
- Brief assessment undertaken by GPO based on following Criteria:
 - Criteria 1 – Community:***
 - Does the project align with Shire’s Strategic Community Plan?
 - Benefits to the Community
 - Criteria 2 – Project:***
 - Type of Project
 - Timeframe
 - Project Budget
 - Financial contribution
- GPO Submits Memo to CEO with all details of application, amount requested and any relevant details.
- CEO to sign Memo once approved.
- GPO to contact grant applicant with outcome, copied to the admin office for cost allocation.
- Grant applicant responsible for confirming all bookings and bond payments.



Community Grants Application Form Grant 1 – In-Kind Support (up to \$500 p.a.) 2022/23

DESCRIPTION: This grant is designed for groups to apply for in-kind contributions valued up to \$500 for Council services, equipment or venues that normally incur a fee.

WHO IS ELIGIBLE: Only not-for-profit organisations providing a service or undertaking activities within the Shire of Quairading are eligible to apply for a Grant 1. Business, for profit organisations and individuals are not eligible to apply for this grant.

Clubs are able to apply an unlimited number of times per year for this grant, provided their total grant amount per year does not exceed \$500 (Ex GST).

FUNDING POSSIBILITIES: An in-kind contribution is an offer by the Shire of Quairading to provide a service or to make available a service, piece of equipment or facility, which is normally charged at a set fee, free of charge or at a reduced price. For example, an in-kind contribution may be:

- Free or reduced cost to hire community facilities such as Youth Centre, Town Hall, CRC Meeting Rooms or Community Building
- Free or reduced cost to hire the Community Bus
- Purchase materials such as sand, mulch or gravel
- Use of Trestle Tables and Chairs
- Works Crew (Labour charge in Annual Budget)

Applications are welcome all year but must be received at least 4 weeks prior to the need.

HOW TO APPLY:

1. Contact the Shire's Grants & Project Officer to discuss your project and eligibility.
2. Applications must be completed in full and signed by an office holder of the organisation.
3. Lodge your application form with the Shire's Administration Office either in person or via email shire@quairading.wa.gov.au
4. Organisations may provide additional relevant material where they feel that this will aid in the decision-making process.
5. You will be notified in writing on the success of your Grant 1 application within 15 working days.



Community Grants Application Form

Grant 1 – In-Kind Support (up to \$500 p.a.)

2021/22

APPLICATION FORM, GRANT 1:

Name of Organisation	Click or tap here to enter text.
Contact Person	Click or tap here to enter text.
Position	Click or tap here to enter text.
Contact Phone Number	Click or tap here to enter text.
Email Address	Click or tap here to enter text.
Postal Address	Click or tap here to enter text.
Organisation's ABN:	Click or tap here to enter text.
Are you registered for GST?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Date of event or activity:	Click or tap here to enter text.
Project / Event Title:	Click or tap here to enter text.
What is the purpose of your project? How will it benefit the Quairading community?	Click or tap here to enter text.
What equipment / services do you wish to use?	Click or tap here to enter text.
Does your organisation receive any other sources of funding? If yes, what?	Click or tap here to enter text.
How will you acknowledge support from the Shire of Quairading?	Click or tap here to enter text.

PROJECT BUDGET:



[Click Here to view
the Shire's Schedule of Fees
& Charges 2021-22](#)

Item / Activity	Council Funding (ex GST)	Club or External Funding
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Sub-Total Budget	\$	\$
Total Budget	\$	

DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name:

Signed:

Date:

OFFICE USE	GL Code	<i>File Ref:</i>
<i>Received by:</i>		<i>Date:</i>
<i>Officer Recommendation:</i>		<i>YTD Total: \$</i>
<i>Signed CEO:</i>		
<i>Date:</i>		
<i>Comments:</i>		



Community Grants Application Form

Grant 2 – Small Grants \$500 - \$2500

2022/23

DESCRIPTION: This grant is to cover requests for financial assistance from Council for between \$500 and \$2500. There are two rounds per year. Funding rounds close on 31st March (Round 1) and 30th September (Round 2) each year. Groups can apply for one Grant 2 per year

WHO IS ELIGIBLE: Only not-for-profit organisations providing a service or undertaking activities within the Shire of Quairading are eligible to apply for a Grant 2. Businesses, for profit organisations and individuals are not eligible to apply for this grant.

FUNDING CONDITIONS:

1. Applicant groups must be based within the Shire of Quairading.
2. Funding can be used for a range of small projects or events as relevant to your organisation.
3. All successful Grant 2 events or projects are to be completed by the end of the financial year in which funding was awarded.
4. Applicants should demonstrate a link to the Shire's strategic plans and strong community benefit for their project or event.
5. It is Council's policy to fund a maximum of one third of the total project cost for Grant 2 and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
6. Requests for funding or support cannot be for a project / event / activity that has already occurred.
7. Voluntary labour and equipment may be included in the budget as an applicant contribution. Volunteer hourly rate should be included at \$20.00/hour.
8. Council may opt to use their employees or equipment in lieu of a cash contribution.
9. Budget allocation for the Community Grants Program will be determined during the Council's Annual Budgeting Process.
10. Allocation of grant funding, partial or entire, will be at the sole discretion of the Council
11. 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:
 - Completed Acquittal Form (to be provided);
 - Proof the project, activity or event took place (e.g. photographs etc.);
 - Proof of expenditure (e.g. copy of financial records and invoices paid); and
 - Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.)
12. Applications to be submitted by either 31st March (Round 1) or 30th September (Round 2) each year.

HOW TO APPLY:

1. Contact the Shire's Grants & Project Officer to discuss your project and eligibility.
2. Applications must be completed in full and signed by an office holder of the organisation.
3. Lodge your application form with the Shire's Administration Office either in person or via email shire@quairading.wa.gov.au
4. Organisations may provide additional relevant material where they feel that this will aid in the decision-making process.

5. You will be notified in writing on the outcome of your application when the Shire's Annual Budget is adopted (July Council Meeting) for Round 1 applications or reviewed (November Council Meeting) for Round 2 applications.

SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31st March 2022 (Round 1) or 30th September (Round 2).

Late applications will not be accepted.

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email gpo@quairading.wa.gov.au



Community Grants Application Form

Grant 2 – Small Grants \$500 - \$2500

2022/23

APPLICANT DETAILS

Name of Organisation	Click or tap here to enter text.
Contact Person	Click or tap here to enter text.
Position	Click or tap here to enter text.
Contact Phone Number	Click or tap here to enter text.
Email Address	Click or tap here to enter text.
Postal Address	Click or tap here to enter text.
Organisation's ABN:	Click or tap here to enter text.
Are you registered for GST?	Choose an item.
Please provide your Bank BSB and Account Number	Click or tap here to enter text.

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.

Please provide membership numbers for the previous financial year.			
Adults		Juniors	
Volunteers		Paid Staff	
Have you received support from Council previously?	Choose an item.		
Year: Click or tap here to enter text.	Amount: Click or tap here to enter text.		
Does your organisation receive any other source of funding? If yes, what?	Click or tap here to enter text.		
What is your club's current financial position?	Transaction Account \$	Cash Reserves \$	

PROJECT / EVENT DETAILS:

PROJECT TITLE: [Click or tap here to enter text.](#)

Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-

- The main services / activities your Club / Organisation provides and how this project / event works to progress those
- How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);
- How your organisation is going to manage and deliver your project;
- How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)
- Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.

Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire's Strategic Plans and Policies?

The *Strategic Community Plan 2017-2027* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (*starting on Page 25*).



[Click Here to view the Shire's Strategic Community Plan 2021-2031](#)

Would it be possible to share your project with another group?

(i.e. Is there someone you can partner with? Does your proposal duplicating an existing service?) *Please Comment*

Yes

No

MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date

PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	Sub-Total Budget	\$	\$	\$
	Total Budget	\$		

External Funding – Grants / Loans / Donations

Please provide details of any other funding your group has applied for or received that will contribute to this project:

Name of organisation/funding source/type	Status (e.g. Received, pending)

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$	
External Funding (Grants / Loans / Donations)	\$	
Council	\$	
Total	\$	100%

How will you acknowledge the support received from the Shire of Quairading?	Click or tap here to enter text.
---	----------------------------------

CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name:

Signed:

Date:

SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31st March 2022 (Round 1) or 30th September 2022 (Round 2).

Late applications will not be accepted.

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email gpo@quairading.wa.gov.au



Community Grants Application Form Grant 3 – Major Grants – Over \$2500 2022/23

DESCRIPTION: This grant is to cover requests for financial assistance from Council for amounts over \$2500. Groups can submit one (1) Grant 3 application per year with applications closing on 31st March 2022.

WHO IS ELIGIBLE: Only not-for-profit organisations providing a service or undertaking activities within the Shire of Quairading are eligible to apply for a Grant 3.

Businesses, for profit organisations and individuals are not eligible to apply for this grant.

FUNDING CONDITIONS:

1. Applicant groups must be based within the Shire of Quairading.
2. Funding can be used for a range of projects or events as relevant to your organisation.
3. All successful Grant 3 events or projects are to be completed by the end of the financial year in which funding was awarded.
4. Applicants should demonstrate a link to the Shire's strategic plans and strong community benefit for their project or event.
5. Requests for funding or support cannot be for a project / event / activity that has already occurred.
6. It is Council's policy to fund to a maximum of one third of the total project cost for Grant 3 and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
7. Voluntary labour and equipment may be included in the budget as an applicant contribution but may not exceed one third of the completed value of the project. Volunteer hourly rate included at \$20.00/hour.
8. Council may opt to use their employees or equipment in lieu of a cash contribution.
9. Budget allocation for the Community Grants Program will be determined during the Council's Annual Budgeting Process.
10. Allocation of grant funding, partial or entire, will be at the sole discretion of the Council
11. 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:
 - Completed Acquittal Form (to be provided);
 - Proof the project, activity or event took place (e.g. photographs etc.);
 - Proof of expenditure (e.g. copy of financial records and invoices paid); and
 - Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.)
12. Applications must be submitted prior to 31st March each year.

HOW TO APPLY:

1. Contact the Shire's Grants & Project Officer to discuss your project and eligibility.
2. Applications must be completed in full and signed by an office holder of the organisation.
3. Lodge your application form with the Shire's Administration Office either in person or via email shire@quairading.wa.gov.au

4. Organisations may provide additional relevant material where they feel that this will aid in the decision-making process.
5. You will be notified in writing on the outcome of your application when the Shire's Annual Budget is adopted (July Council Meeting).

SUBMISSION INFORMATION:

All applications must be received BEFORE 4pm, 31st March 2022.

Late applications will not be accepted.

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to PO Box 38, Quairading WA 6383.

CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email gpo@quairading.wa.gov.au.



Community Grants Application Form Grant 3 – Major Grants – Over \$2500 2022/23

APPLICANT DETAILS

Name of Organisation	Click or tap here to enter text.
Contact Person	Click or tap here to enter text.
Position	Click or tap here to enter text.
Contact Phone Number	Click or tap here to enter text.
Email Address	Click or tap here to enter text.
Postal Address	Click or tap here to enter text.
Organisation's ABN:	Click or tap here to enter text.
Are you registered for GST?	Choose an item.
Please provide your Bank BSB and Account Number	Click or tap here to enter text.

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount

Please provide membership numbers for the previous financial year.			
Adults		Juniors	
Volunteers		Paid Staff	
Have you received support from Council previously?	Choose an item.		
Year: Click or tap here to enter text.	Amount: Click or tap here to enter text.		
Does your organisation receive any other source of funding? If yes, what?	Click or tap here to enter text.		
What is your club's current financial position?	Transaction Account \$	Cash Reserves \$	

PROJECT / EVENT DETAILS:

PROJECT TITLE: [Click or tap here to enter text.](#)

Please provide a description of the project or event for which you are seeking financial assistance.

You should include:-

- The main services / activities your Club / Organisation provides and how this project / event works to progress those
- How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);
- How your organisation is going to manage and deliver your project;
- How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)
- Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.

Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire's Strategic Plans and Policies?

The *Strategic Community Plan 2017-2027* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (*starting on Page 25*).



[Click Here to view the Shire's Strategic Community Plan 2021-2031](#)

Would it be possible to share your project with another group?

(i.e. Is there someone you can partner with? Does your proposal duplicating an existing service?) *Please Comment*

Yes

No

MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date

PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Sub-Total Budget		\$	\$	\$
Total Budget		\$		

External Funding – Grants / Loans / Donations

Please provide details of any other funding your group has applied for or received that will contribute to this project:

Name of organisation/funding source/type	Status (e.g. Received, pending)

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$	
External Funding (Grants / Loans / Donations)	\$	
Council	\$	
Total	\$	100%

How will you acknowledge the support received from the Shire of Quairading?	Click or tap here to enter text.
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CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Click or tap here to enter text.

Signed:.....

Date: Click or tap here to enter text.

SUBMISSION INFORMATION:

All applications must be received BEFORE 4pm, 31st March 2022. **Late applications will not be accepted.**

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to PO Box 38, Quairading WA 6383.

CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email gpo@quairading.wa.gov.au.

Community Grants Application Form Grant 4 – Annual Recurrent Funding 2022/23

DESCRIPTION: This grant is to extend financial support to community groups that maintain or operate Shire-owned venues or club-owned clubrooms within the Shire of Quairading.

WHO IS ELIGIBLE: Only not-for-profit organisations providing a service or undertaking activities with the Shire of Quairading are eligible to apply for a Grant 4. Business, for profit organisations and individuals are not eligible to apply for this grant.

FUNDING POSSIBILITIES: Funding is extended to community groups for the purposes of maintaining or improving their clubrooms. There is a requirement to provide an acquittal back to Council to show where funds have been spent at the end of the financial year. For example, grant funds may go towards:

- General repairs and maintenance
- Utilities charges such as water or electricity
- Facility insurance
- New or upgraded equipment

GRANT CONDITIONS:

1. Applicant groups must be based within the Shire of Quairading.
2. Funding must be spent by the end of the financial year in which funding was awarded.
3. Allocation of grant funding, partial or entire, will be at the sole discretion of the Council
4. 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:
 - Completed Acquittal Form (to be provided);
 - Proof the project, upgraded repairs or maintenance activity or event took place (e.g. photographs), if applicable; and
 - Proof of expenditure (e.g. copy of financial records and paid invoices).
5. Applications should be submitted annually prior to 31st March each year.

HOW TO APPLY:

1. Contact the Shire's Grants & Project Officer to discuss your project and eligibility.
2. Applications must be completed in full and signed by an office holder of the organisation.
3. Lodge your application form with the Shire's Administration Office either in person, post or via email shire@quairading.wa.gov.au
4. Organisations may provide additional relevant material where they feel that this will aid in the decision-making process.
5. You will be notified in writing on the success of your Grant 4 application when the Shire's Annual Budget is adopted.

Community Grants Application Form

Grant 4 – Annual Recurrent Funding

2022/23

APPLICANT DETAILS

Name of Organisation	Click or tap here to enter text.
Contact Person	Click or tap here to enter text.
Position	Click or tap here to enter text.
Contact Phone Number	Click or tap here to enter text.
Email Address	Click or tap here to enter text.
Postal Address	Click or tap here to enter text.
Organisation's ABN:	Click or tap here to enter text.
Are you registered for GST?	Choose an item.
Please provide your Bank BSB and Account Number	Click or tap here to enter text.

The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount

Please provide membership numbers for the previous financial year.			
Adults		Juniors	
Volunteers		Paid Staff	
Have you received support from Council previously?	Choose an item.		
Year: Click or tap here to enter text.	Amount: \$ Click or tap here to enter text.		
Does your organisation receive any other source of funding? If yes, what?	Click or tap here to enter text.		
What is your club's current financial position?	Transaction Account \$	Cash Reserves \$	

CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Photographs and quotes for proposed works to be completed (if relevant)

DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Click or tap here to enter text.

Signed:

Date: Click or tap here to enter text.

SUBMISSION INFORMATION

All applications to be received BEFORE 4pm, 31st March 2022. **Late applications will not be accepted.**

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: shire@quairading.wa.gov.au or post to: PO Box 38, Quairading WA 6383

CONTACT

For further information or assistance with this Application Form, please contact the Shire’s Grants & Projects Officer ph. 9645 1607 or email gpo@quairading.wa.gov.au

12.5 Business Support Grants Program (2021/22) – December 2021

Meeting Date	16 th December 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Jen Green
Attachments	(i) Business Support Grants Assessment – Under separate cover (ii) Grant Application – Under separate cover
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____	SECONDED _____
<ol style="list-style-type: none"> That Council accepts the Officer's Report on the December Business Support Grants and supports the Grant Assessment Document submitted by the Grants and Projects Officer. That Council provides funding for the received application from Quairading Agri-Services to the value of \$2,635.00. 	
____/____	

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The Business Support Grants Process and Policy was endorsed by Council in February 2021.
- The Business Support Grants Program was launched on the 2nd of August via the Shire Facebook Page, Website, Banksia Bulletin and direct email to all Quairading businesses.
- One application was received during December to the value of \$2,635.00.
- Details of the Application have been provided for Consideration and Recommendation to Council.
- The application has been evaluated by the Grants Team based on criteria in the Business Grant Guidelines.

MATTER FOR CONSIDERATION

Evaluation of a Business Support Grant Application received by the Grants & Project Officer in November 2021.

Allocation of financial resources in the Business Support Grants Program.

BACKGROUND

At the February 2021 Council Meeting the Council adopted a Business Support Grants Policy and supporting documentation. \$20,000 in funding has been allocated to the Program in the 2021/22 Council Budget.

The Business Support Grants Program was opened on 2nd August 2021 with Policy and Grant Application forms forwarded to all Quairading Businesses via email and regular advertising has been conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

The program is open all year round and funding up to \$5000 per business is available for a range of projects not limited to:

- Training and Professional Development.
- Investing in e-commerce activities.
- Projects that increase business opportunity and sustainability.

DECEMBER APPLICATIONS

Business	Project	Amount
Quairading Agri-Services	A collaborative Project to improve the streetscape by repairing and painting the front of Quairading Agri-Services, Quairading Garden & Gifts and the Hair Salon.	\$2,635.00
Grand Total		\$2,635.00

If accepted, balance of GL4591 will be \$11,178.83.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

CS.5 Business Support Grants Policy

FINANCIAL IMPLICATIONS

2021/2022 Budget – Subject to Applications received and supported.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2030

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)

5. GOVERNANCE AND LEADERSHIP

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

COMMUNITY CONSULTATION

The Business Support Grants Program is advertised regularly through the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

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

Financial – Risk Matrix Rating assessed as Low. Further refinements through reviews to the Grant Process will reduce risk to Council and the Businesses through better planning and delivery of Projects supported by the Shire

Health – Risk Matrix Rating assessed as Low.

Reputation – Risk Matrix Rating assessed as Low. Shire will be seen to be actively engaging with and supporting local enterprises with improvements to the Shopping Precinct Streetscape.

Operation – Risk Matrix Rating assessed as Low. External to Council's Structure and Operations.

Natural Environment – Risk Matrix Rating assessed as Low. No assessed Impact.

COMMENT

- One grant application was received and assessed during the month of November 2021.
- Assistance was provided to the Applicant to ensure the application was completed correctly.
- The grant application meets the selection criteria outlined in the Grant Guidelines.
- Application is a Collaboration between several local businesses and inclusion of the Absentee Landholders.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 15 URGENT COUNCILLORS' BUSINESS

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

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

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

MOVED _____ SECONDED _____

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

16.1 CEO Performance Management Agreement 2021/2022 (Confidential Item)

____/____

VOTING REQUIREMENTS -Simple Majority

16.1 CEO Performance Management Agreement 2021/2022 (Confidential Item)

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

MOVED _____ SECONDED _____

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

CARRIED ____/____

16.2 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 17 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 24th February 2022, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 18 CLOSURE

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