



# Ordinary Council Meeting

Notice of Meeting | 24<sup>th</sup> June 2021

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 24<sup>th</sup> June 2021 commencing at 2.00 pm.

In accordance with the current State Emergency Declarations in regard to public gatherings, the Meeting venue is restricted to 25 Persons in total (including Councillors, Staff and Public).

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: 18<sup>th</sup> June 2021

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## 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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# CONTENTS

Agenda Item	Page
ITEM 1	OPENING & ANNOUNCEMENTS.....3
ITEM 2	ATTENDANCE AND APOLOGIES .....3
ITEM 3	PUBLIC QUESTION TIME..... 4
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS..... 4
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE..... 4
ITEM 6	DECLARATIONS OF INTEREST..... 4
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING .....5
7.1	Confirmation of Minutes: Ordinary Council Meeting – 27 <sup>th</sup> May 2021.....5
7.2	Business Arising.....5
7.3	Confirmation of Minutes: Ordinary Council Meeting – 1 <sup>st</sup> June 2021.....42
7.4	Business Arising.....42
ITEM 8	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING .....46
ITEM 9	MATTERS FOR CONSIDERATION – FINANCE & AUDIT .....47
9.1	Accounts for Payment – May 2021 .....47
9.2	Financial Information–Statements of Income and Expenditure for the Period Ending – 31 <sup>st</sup> May 2021 54
9.3	Audit and Risk Committee Meeting Minutes – 8 <sup>th</sup> June 2021.....82
	<i>1)Financial Management Review Report - May 2021..... 82</i>
	<i>2)Grant Funding Status Report ..... 82</i>
	<i>3)Report on Excess Annual Leave and Long Service Leave..... 82</i>
	<i>4)Annual Assessment Report on Community Engagement ..... 83</i>
ITEM 10	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION .....119
10.1	WALGA – Notice of Annual General Meeting .....119
10.2	Free of Charge Camping Options .....144
10.3	LEMC Minutes – 10 <sup>th</sup> June 2021 ..... 151
10.4	Draft Strategic Community Plan (SCP) 2021-2031 ..... 160
ITEM 11	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING ..... 183
ITEM 12	MATTERS FOR CONSIDERATION – WORKS ..... 184
ITEM 13	URGENT COUNCILLORS’ BUSINESS ..... 185
ITEM 14	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2) ..... 186
ITEM 15	NEXT MEETING DATE..... 187
ITEM 16	CLOSURE ..... 187

## SHIRE OF QUAIRADING

### ITEM 1 OPENING & ANNOUNCEMENTS

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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".

Councillors are advised that Mr David Collard will be presenting to Council on the Noonygar Pathways Program.

An Invitation has been extended to Mr Jason Colbung and Ms Danielle Hayden to join Council for Afternoon Tea.

Both Community Members have been recognised by WA Police for their valuable assistance to Police Officers during a recent public disorder incident.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

Cr WMF Davies	Shire President
Cr JN Haythornthwaite	Deputy Shire President
Cr JW Haythornthwaite	
Cr JR Hippiisley	
Cr B McGuinness	
Cr TJ Stacey	

#### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellow	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy
Mrs A Strauss	Executive Officer

#### Observers/Visitor

#### Apologies

#### Leave of Absence Previously Granted

Cr Becky Cowcill for the period Friday 18<sup>th</sup> June 2021 to Saturday 10<sup>th</sup> July 2021 (inclusive).

Cr Peter Smith for the 24<sup>th</sup> June 2021 Ordinary Council Meeting.

### ITEM 3 PUBLIC QUESTION TIME

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### ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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Mr David Collard will be presenting to Council on Nyoongar pathways.

### ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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### ITEM 6 DECLARATIONS OF INTEREST

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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

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### 7.1 Confirmation of Minutes: Ordinary Council Meeting – 27<sup>th</sup> May 2021

#### RECOMMENDATION

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

That the Minutes of the Ordinary Meeting of Council held on the 27<sup>th</sup> May 2021 be confirmed as a true and accurate.

\_\_\_\_/\_\_\_\_

**Voting Requirements – Simple Majority**

### 7.2 Business Arising

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## SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 27<sup>th</sup> May 2021 commencing at 2.01 pm

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 2.01 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".

Councillors are advised that an Invitation has been extended to Digby Nupen, John Simpson, Trevor and Jacque Sandercock of Farmarama, to join us for Afternoon Tea.

Council Afternoon Tea will coincide with the Cancer Council's 'Biggest Morning Tea' fundraiser to assist the Cancer Council in raising much needed funds that go towards vital cancer research, support services and prevention programs. Councillors are reminded to offer donation.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

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

#### Observers/Visitor

Nil.

#### Apologies

Nil.

#### Leave of Absence Previously Granted

Nil.

### ITEM 3 PUBLIC QUESTION TIME

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

## ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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Nil.

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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### 5.1 Application for Leave of Absence – Cr Peter Smith

A written Application for Leave of Absence has been received from Cr Smith for the Ordinary Council Meeting to be held on the 24<sup>th</sup> June 2021.

**RESOLUTION: 170-20/21**

**MOVED Cr Hippisley SECONDED Cr Stacey**

That Cr Smith be granted Leave of Absence from Council for the 24<sup>th</sup> June 2021 Ordinary Council Meeting.

**CARRIED 8/0**

## ITEM 6 DECLARATIONS OF INTEREST

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Cr Peter Smith - Declared an Impartiality Interest with Item 8.1 Quairading Agricultural Society Permanent Structure Proposal – Executive Member of proponent organisation. President of the Quairading Agricultural Society.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

---

### 7.1 Confirmation of Minutes: Ordinary Council Meeting – 29<sup>th</sup> April 2021

**RESOLUTION: 171-20/21**

**MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill**

That the Minutes of the Ordinary Meeting of Council held on the 29<sup>th</sup> April 2021 be confirmed as a true and accurate.

**CARRIED 8/0**

### 7.2 Business Arising

Nil.

## ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

### 8.1 Quairading Agricultural Society Permanent Structure Proposal

<b>Meeting Date</b>	27 <sup>th</sup> May 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Quairading Agricultural Society Proposal (ii) Locality Plan and Proposed Structure (Photograph) (iii) Drawings
<b>Owner/Applicant</b>	Mrs Jo Hayes – Treasurer Quairading Agricultural Society CEO – Nil.
<b>Disclosure of Interest</b>	Cr Peter Smith - Declared an Impartiality Interest with Item 8.1 Quairading Agricultural Society Permanent Structure Proposal – Executive Member of proponent organisation. President of the Quairading Agricultural Society.

### OFFICER RECOMMENDATION

#### RESOLUTION: 172-20/21

#### MOVED Cr Hippisley SECONDED Cr Cowcill

That Council approve the installation of the "Bird's Post and Truss Structure" on Reserve 15546 subject to the following: -

1. The Structure to be issued with a Certificate of Design Compliance by a Private Certifier
2. Building Licence be issued by the Shire of Quairading
3. The Structure to be located on the North East section of the caravan Park Overflow Area, in accordance with the Proposed Location Plan and to the satisfaction of the CEO.
4. That the Quairading Agricultural Society be fully responsible for the Purchase and Installation Costs and all Certification
5. That the Quairading Agricultural Society be responsible for Insurance Cover and all future maintenance of the Structure.

**CARRIED 8/0**

### IN BRIEF

- The Quairading Agricultural Society received Federal Government Department of Agriculture Regional Agricultural Show Development Grants Program Fund of \$81,710 for the following projects:-
  - laying recycled asphalt in and around the Ag Shed
  - purchasing two Australian Light Towers
  - purchasing two Felton Select Grandstand tiered seating units
  - purchasing 24 folding tables
  - ordering a purpose built, tandem axle mobile cool room



- provision of shelter kits.
- The Agricultural Society have a budget of \$22,500 for Shelters and have proposed a Bird's Post & Truss structure of 24 metres long x 10 metres wide x 5 metres high be purchased and installed. It would have a permanent fabric roof cover and one end and one side screens that could be attached as required.
- The Shelter would be used for Exhibits and Displays and replaces an assortment of temporary / portable shelters and marquees used for the annual Agricultural Show.
- Purchase of the Structure and Installation to be fully funded by the Agricultural Society
- Ongoing Insurance of the Structure to be the responsibility of the Agricultural Society.

## **MATTER FOR CONSIDERATION**

Installation of Permanent Structure on the Showgrounds / North East of Caravan Park Overflow Area.

## **BACKGROUND**

On the 27<sup>th</sup> April 2021, the Shire received a proposal from the Quairading Agricultural Society to install a permanent Bird's Post and Truss 10m x 24m x 5m structure at the north eastern end of the caravan overflow area. The Structure would have a permanent roof cover and one end, and one side that could be attached as required.

The Greater Sports Ground and the Showgrounds are located on Reserve No. 15546 which is vested in Council for the purpose of "Recreation & Showgrounds". Council has sole Management of the Reserve.

The Agricultural Society propose that the structure be located to the East of the Lighting Tower and West of the Bridge over the stormwater drain and abutting the Main Entry Road.

It is not envisaged that the Structure will cause any interference to the capacity or operation of the Caravan Overflow Area.

The Society has undertaken to obtain necessary local government permits and ensure Insurance Cover of the structure.

Council should also clarify that ongoing responsibility for Maintenance of the Structure should remain with the Society.

"The Society also understands that planning is ongoing for possible changes to the nearby recreation precinct and would be receptive to possible relocation of the structure in the future if required."

The Manufacturer will be required to supply Structural Engineering plans for both the Certification and the Building Permit.

Being on Shire land a Certificate of Design Compliance needs to be issued by a Private Building Surveyor first before a Building Licence can be issued.

A similar "Bird's Structure" has previously been Certified and erected within the Region.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Land Administration Act 1997*

## **POLICY IMPLICATIONS**

N/A.

## **FINANCIAL IMPLICATIONS**

Nil - to Council. The Agricultural Society have Grant Funding for the purchase and installation of the Shelter Structure. Ongoing Insurance and Maintenance Costs to be borne by the Society.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Social Objective: Active, healthy, safe and inclusive community

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

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

ITEM	OUTCOMES AND STRATEGIES
B2	Enhanced and Sustainably Managed Assets and Infrastructure
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G3	Community Engagement
G3.1	Provide appealing opportunities for the community to participate in decisions that affect them
G3.2	Collaborate with the community to achieve desired outcomes

## COMMUNITY CONSULTATION

No Community consultation was in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Full cost of Structure to be borne by the Agricultural Society from the Federal Government Grant. Ongoing Costs to be borne by the Agricultural Society.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council provided the Agricultural Society with a Letter of Support to accompany its Grant Application to the Federal Government's Regional Agricultural Show Development Grants Program Fund. Shelters / Shelter Structure is part of the Approved Projects.

Operation – Risk Matrix Rating is assessed as Low. Project not being undertaken by Council. Issuing of Building Permit is part of Council's normal operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

On Show Day the shelter would be used for stall holders and exhibitors or live entertainment and demonstrations. When the area is being used as a caravan overflow space by clubs or groups it would provide the perfect meeting space. Its proximity to power is also beneficial.

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – April 2021

<b>Meeting Date</b>	27 <sup>th</sup> May 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) April 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 173-20/21

#### MOVED Cr McGuinness SECONDED Cr Stacey

That Council note the following:

1. That Schedule of Accounts for April 2021 covering Municipal Vouchers 23820 to 23832, EFT 9166 to EFT 9280 \$701,427.60 be received and
2. That Police Licensing payments for the month of April 2021 totalling \$30,286.80 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for April 2021 balance totalling \$0.00 be received (Attachment iii); and
4. That Net Payroll payments for the month April 2021 totalling \$114,420.17; and
5. That the Lease payment for the month of April 2021 on the CESM Vehicle totalling \$3,097.16.

**CARRIED 8/0**

### IN BRIEF

Payments are per attached schedules 9.11/2/3

### MATTER FOR CONSIDERATION

Note the Accounts paid during April 2021.

### BACKGROUND

Accounts paid are required to be submitted each month.

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## 9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 30<sup>th</sup> April 2021

<b>Meeting Date</b>	27 <sup>th</sup> May 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) Financial Statements for April 2021
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 174-20/21

#### MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

That Council receive the Monthly Financial Statements for the period ending 30<sup>th</sup> April 2021.

**CARRIED 8/0**

### IN BRIEF

- Monthly Financial Statements for the period ending 30<sup>th</sup> April 2021 attached.
- Monthly Financial Statements have been updated based on the Moore Australia's Monthly Statements Model.
- The Monthly Financial Statements report include the Fund Balances Report and the Variance Report.

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

### BACKGROUND

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

### STATUTORY ENVIRONMENT

Amendments to the regulations, gazetted on the 30<sup>th</sup> April 2005 and effective from the 1<sup>st</sup> July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

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

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 Proposed Rectification of Boundaries of Reserve 14171 –Pikaring West Nature Reserve

<b>Meeting Date</b>	27 <sup>th</sup> May 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Letter from Shire of Quairading supporting proposal 2012 (ii) Inquiry Map - Option 1 (Land Exchange) (iii) Inquiry Map - Option 2 (Purchase only) (iv) Inquiry Map - Option 3 (re-fence)
<b>Owner/Applicant</b>	Department of Planning, Lands and Heritage
<b>Disclosure of Interest</b>	CEO - Nil

#### OFFICER RECOMMENDATION

##### RESOLUTION: 175-20/21

##### MOVED Cr Hippisley SECONDED Cr Smith

That Council: -

- Note the Advice from the Department of Planning, Lands and Heritage on its intention to adjust the Boundaries of Reserve 14171 – Pikaring West Nature Reserve and to include it with A Class Reserve 23141.
- Reaffirm its support from March 2012 for the proposed amalgamation of the 2 Conservation Reserves as proposed by the Department of Biodiversity, Conservation and Attractions (DBCA)
- Notes the DPLH are negotiating with the Owners of Location 25371 on the adjustment of the Western boundary of Reserve 14171 which, depending on the outcome, may result in a joint proposal with the Shire of Bruce Rock to the Local Government Advisory Board to adjust the Shire Boundary with the Shire of Bruce Rock.
- Notes that the constructed Old Beverley East Road is within Reserve 14171 and declares that the section of the Old Beverley East Road (shaded in Blue in the DPLH Plan dated 3/3/2021) as a Road under Section 56 of the Land Administration Act 1997
- Pursuant to Section 56(4) of the Land Administration Act 1997 Council indemnify the State of WA and the Minister for Lands for any claims of compensation as result of the Road Dedication.

**CARRIED 8/0**

#### IN BRIEF

- Reserve 14171 lies both in the Shire of Bruce Rock and the Shire of Quairading.
- The Department of Biodiversity, Conservation and Attractions proposes to amalgamate Reserve 14171 (in both the Shires of Bruce Rock and Quairading) with A Class Reserve 23141 (fully in the Shire of Quairading).
- Council previously supported the two Reserves being amalgamated.

- In the process of the amalgamation, DBCA and DPLH wish to correct historic incursions into Reserve 14171, being Cropping from the adjoining Location 25371 to the West and the constructed Old Beverley East Road in the Northern section of the Reserve.
- The Shire Boundary with the Shire of Bruce Rock will be impacted by the adjustments to Reserve 14171 and potentially the removal of Old Beverley East Road Reserve from the Conservation Reserve.
- DPLH is liaising with the adjoining landowner who holds land in both Shires.
- Both Councils to dedicate the land on which Old Beverley East Road sits as a Road under the Land Administration Act.
- Subject to the outcome of the Department's negotiations with the adjoining landowner, an adjustment to the Shire Boundary will be required.

### **MATTER FOR CONSIDERATION**

Proposal to amalgamate Reserve 14171 into A Class Reserve 23141 (in the Shire of Quairading).

Correction of Reserve Boundary.

Dedication of Land as "Road".

### **BACKGROUND**

The Department of Planning, Lands & Heritage (DPLH) recently contacted the Shire advising that it is currently considering a proposal from the Department of Biodiversity, Conservation and Attractions (DBCA) for the rectification of the boundaries of the Water and Rivers Commission Surplus Reserve 14171 which is located within the Shires of Quairading and Bruce Rock.

It is eventually proposed to add Reserve 14171 into the 'A Class' Reserve 23141, known as Pikaring West Nature Reserve, located to the north of Reserve 14171.

Reserve 23141 is located entirely within the Shire of Quairading and is managed by the Conservation Commission of Western Australia for the purpose of 'Conservation of Flora and Fauna'.

Council at its March 2012 Ordinary Council Meeting resolved as follows: -

*Council advise the Department of Environment and Conservation that Council has no objections to Reserve No 14171 (40.5 hectares in Area) being incorporated into the existing Pikaring West Nature Reserve (Reserve No 23141).*

DPLH advise "that before progressing with the 'A Class' amendment it is first proposed to resolve issues with the Reserve boundary, including the dedication of a constructed road and the rectification of lot boundaries with the adjoining freehold lots being Lot 25371 on Deposited Plan 164836 and Lot 23845 on Deposited Plan 151246.

At this stage, the Department is considering three options to rectify the freehold boundary with Reserve 14171:

*Option 1 – Entering into a Land Exchange Agreement with the Landowner of Lots 25371 and 23845.*

- Approximately 1.7435ha will be excised from Reserve 14171 and added into Lot 25371 on Deposited Plan 164836 pursuant to section 87 of the *Land Administration Act 1997* (LAA).
- Approximately 4.5910ha will be excised from Lot 23845 on Deposited Plan 151246 and back to the State pursuant to section 152 of the *Planning and Development Act 2005* (P&D Act). This land will be added into Reserve 14171.
- The Land Exchange option will require a Form 1A Freehold Subdivision process.



*Option 2 – The Landowner of Lot 25371 purchasing portion of Reserve 14171.*

- Approximately 1.7435ha will be excised from Reserve 14171 and added into Lot 25371 on Deposited Plan 164836 pursuant to section 87 of the LAA.
- This option will not require a Form 1A Freehold Subdivision process.

*Option 3 – The Landowner of Lot 25371 re-fences Lot 25371 to the correct lot boundary*

- No actions will be involved other than those involving purely crown land.

Further advice will be provided to the Shire when DPLH has more clarity on how it is decided to proceed."

In addition to the above issue, DBCA has proposed to dedicate the constructed road located in the north of Reserve 14171, which is partially located within the Shire of Quairading and partially in the Shire of Bruce Rock. The portion within the Shire of Quairading is shown in blue on the attached Inquiry Maps.

The road will be dedicated under section 56 of the LAA, meaning that both Local Governments will be required to meet the requirements of section 56 of the LAA. This includes:

1. A Council Resolution where Council resolves to dedicate the road under section 56 of the LAA.
2. A statement of indemnifying the State of WA and the Minister for Lands under section 56(4) of the LAA for any claims of compensation as result of the Road Dedication.

"As well as providing undertaking the required sections under section 56 of the LAA (assuming the Shire wishes to proceed with road dedication), it would be greatly appreciated if the Shire could advise whether they have any further comments on the proposed changes to Reserve 14171 and the surrounding lot boundaries."

DPLH notes that Council previously advised DBCA (then DEC) in 2012, that Council supported the proposal to transfer the management of Reserve 14171 (see attachment), however the Department considers this consent out of date and it also it does not appear that the road dedication was addressed in 2012.

## **STATUTORY ENVIRONMENT**

### *Local Government Act 1995*

Schedule 2.1 – Provisions about creating, changing the boundaries of, and abolishing districts

### *Land Administration Act 1997*

#### 56. Dedication of land as road

(1) If in the district of a local government –

- (a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or
- (b) in the case of land comprising a private road constructed and maintained to the satisfaction of the local government –
  - (i) the holder of the freehold in that land applies to the local government, requesting it to do so; or
  - (ii) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;

or

- (c) land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years,

and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.

- (2) If a local government resolves to make a request under subsection (1), it must –
- (a) in accordance with the regulations prepare and deliver the request to the Minister; and
  - (b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.
- (3) On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then –
- (a) subject to subsection (5), by order grant the request; or
  - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
  - (c) refuse the request.
- (4) On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6)) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.
- (5) To be dedicated under subsection (3)(a), land must immediately before the time of dedication be –
- (a) unallocated Crown land or, in the case of a private road, alienated land; and
  - (b) designated in the relevant plan of survey, sketch plan or document as having the purpose of a road.
- (6) If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.

## POLICY IMPLICATIONS

There are no policy implications with this report.

## FINANCIAL IMPLICATIONS

No Financial implication for the Road Dedication process however there may be minor expenses for the drafting of Boundary adjustment plans. This can be accommodated on a shared basis with the Shire of Bruce Rock.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

### Natural Environment Objective: To preserve and sustain our natural environment

ITEM	OUTCOMES AND STRATEGIES
NE2	Protected and valued natural areas
NE2.1	Manage regulation of vegetation clearing
NE2.2	Ensure nature reserves and reserves are well managed to meet the needs of the community to enjoy natural areas

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G2	Strengthened Advocacy and Partnerships
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community

### COMMUNITY CONSULTATION

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

DPLH are liaising with the relevant landholder and the Shire of Bruce Rock.

CEO has corresponded with the CEO of the Shire of Bruce Rock on the issue to ensure a uniform approach is being taken by both local governments.

### 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. State Government Departments have approached Council on the amendment to Reserve No 14171 and for the Reserve to be incorporated into A Class Reserve 23141. Correction of a historical situation where Old Beverley East Road is constructed within Reserve 14171 in both Shires.

Operation – Risk Matrix Rating is assessed as Low. The proposal and any future Shire Boundary adjustment will be administered within Council's current structure and resources.

Natural Environment – Risk Matrix Rating is assessed as Low. The proposal from DBCA to combine the two Reserves into one A Class Reserve will strengthen the Conversation Value of the Reserves. Road dedication will not impact any further on the Reserves.

### COMMENT

Larger versions of the Plans will be displayed at the meeting.

## 10.2 CEO Recruitment and Selection Advisory Panel

<b>Meeting Date</b>	27 <sup>th</sup> May 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) CEO Recruitment Schedule (ii) CEO Recruitment and Selection Advisory Panel Terms of Reference (iii) Draft Chief Executive Officer Position Description (iv) CEO Survey Report - Shire of Quairading – Under separate cover
<b>Owner/Applicant</b>	CEO & Shire President
<b>Disclosure of Interest</b>	CEO – Nil.

### OFFICER RECOMMENDATION

#### RESOLUTION: 176-20/21

#### MOVED Cr Stacey SECONDED Cr Cowcill

That Council: -

1. Endorse the proposed timelines for the CEO's recruitment process;
2. Appoint the Shire President Cr Wayne Davies, Deputy Shire President Cr Jo Haythornthwaite, Cr Brett McGuinness and Cr Peter Smith to the CEO Recruitment Selection Advisory Panel, the Presiding Member being the Shire President;
3. Appoint Mrs Lyn Baker to the selection panel as the independent person, pursuant to Schedule 2 clause 8(3)(b) of the *Local Government (Administration) Regulations 1996*.
4. Adopt the Terms of Reference for a CEO Recruitment and Selection Advisory Panel as attached
5. Approve the attached Position Description for the position of Chief Executive Officer, pursuant to Pursuant to Schedule 2 clause 5(2) of the *Local Government (Administration) Regulations Act 1996*. \*

#### AMENDMENT MOVED Cr Smith SECONDED Cr Hippisley

6. That a Community Member be invited to participate in the CEO Recruitment and Selection Advisory Panel.

**AMENDMENT LOST 2/6**

**THE SUBSTANTIVE MOTION WAS PUT**

**CARRIED BY ABSOLUTE MAJORITY 5/3**

The CEO advised that an Absolute Majority decision would be required for point 5\*.

#### Council Discussion

Cr Smith proposed an amendment to the Officer's Recommendation for the inclusion of a Community Member to participate in the CEO Recruitment and Selection Advisory Panel.

#### IN BRIEF

- Council at its Ordinary Council Meeting held on 25<sup>th</sup> March 2021, resolved to initiate the recruitment process to appoint a new Chief Executive Officer and appointed HR Consultant, Beilby Downing Teal to provide Recruitment Services.

- Councillors were invited to nominate themselves for consideration for the Recruitment and Selection Panel. The Shire President and 3 Councillors nominated themselves for the Panel.
- It is recommended that the Panel consist of the Shire President plus 3 Councillors and 1 Independent Person with the Shire President to act as Presiding Member.
- Councillors offered suggested names of Persons for the Independent Person to sit on the Panel.
- Mrs Lyn Baker, ex Shire President and Shire Freeman of the Shire of Corrigin was determined by consensus as a suitable Independent Person with local government CEO recruitment experience and also a past Chair of the Wheatbelt South Regional Road Group, recent Board member of Rural Health West and current Board Member of Wheatbelt RDA.
- Mrs Baker has indicated her willingness to be considered for the appointment to the CEO Recruitment and Selection Panel.
- Draft Terms of Reference for the Recruitment and Selection Panel have been developed for Council's Consideration.
- Council is to consider and approve the Position Description for the CEO's Position before the Position can be advertised.
- Draft Position Description has been developed following consultation by the Recruitment Consultant with all Councillors and the 3 Executive Managers (see Attachment iii).
- CEO's Position Description to include Total Rewards Package that complies within Band 4 of the Salaries & Allowances Tribunal Determination.

#### **MATTER FOR CONSIDERATION**

- Endorsement of the Proposed Timelines for the Recruitment & Selection Process.
- Establishment of a CEO Recruitment and Selection Advisory Panel
- Appointment of the Panel Members
- Adoption of the Terms of Reference for the Recruitment and Selection Advisory Panel
- Council is to consider and approve the Position Description and Selection Criteria for the CEO's Position before the Position can be advertised.

#### **BACKGROUND**

At the March 2021 Ordinary Council Meeting, the resignation of CEO Graeme Fardon was accepted by Council, and resolved to initiate the recruitment process to appoint a new Chief Executive Officer and appointed HR Consultant, Beilby Downing Teal to provide Recruitment Services.

*RESOLUTION: 147-20/21, That Council:*

1. *Acknowledge the written Notice of Resignation as provided to the Shire President on 1<sup>st</sup> March 2021 from Mr Graeme Fardon, Chief Executive Officer, with a final working day being 17<sup>th</sup> December 2021;*
2. *Accept the proposal from HR Consultant, Beilby Downing Teal to provide professional recruitment services for the recruitment of a new Chief Executive Officer for the amount for \$12,400.*
3. *Increase the 2020/2021 Budget for Governance Other Expenditure (GL 0372) by \$4000 to \$36,000.*
4. *Provide for the balance of the Estimated Recruitment Cost of \$18,400 in the 2021/2022 Draft Budget.*
5. *The Shire President and the CEO be delegated Authority to act on behalf of Council in the liaison with the HR Consultant.*

On Thursday 29<sup>th</sup> April 2021, Beilby Downing Teal Consultant Ms Emily Bulloch invited Councillors and Senior Staff to complete a 10-minute survey as part of development of the position description for the recruitment process.

Council at its April 2021 Information Session was briefed on the Recruitment Process and Councillors were invited to put their names forward for consideration for the Recruitment & Selection Panel.

The Shire President and 3 Councillors submitted their interest in sitting on the Panel.

Names were also submitted by Councillors of persons to be considered for the Independent Person's position on the Panel, which is required by law.

In conjunction and agreement with the Shire President, Mrs Lyn Baker the immediate ex-Shire President of the Shire of Corrigin and now Shire Freeman of Corrigin was determined as a preferred Independent Person.

Mrs Baker was approached by the CEO on 12<sup>th</sup> May 2021 inviting her to consider putting her name forward for Council's consideration. Mrs Baker has accepted the invitation and is willing to sit on the Panel if appointed by Council.

Mrs Baker has extensive Local Government and Regional Board level experience and will bring this experience and skills to the Recruitment Process. Mrs Baker has overseen the recruitment of 2 CEO's for the Shire of Corrigin in her time as the Shire President.

The draft Terms of Reference for the Recruitment and Selection Panel have been prepared and are submitted for Council's Adoption. The Panel does not have delegated authority from Council and therefore is only able to make Recommendations to Council on the Selection and Recruitment of the CEO.

The Council is required to be satisfied with the provisions of the Position Description and the broad Terms of Employment before proceeding to advertise the position.

Council is advised that the Employment Contract negotiated with the successful Applicant must be within Band 4 of the Salaries & Allowances Tribunal.

To facilitate this, a Draft Position Description has been prepared by the CEO in consultation with the Shire President and the Recruitment Consultant. The Draft has been prepared taking into account feedback from Councillors and Executive Management Team members to the Recruitment Consultant.

A Schedule of proposed Timetable for the Recruitment & Selection Process has been prepared for Council's information and endorsement - Attachment (i)

## **STATUTORY ENVIRONMENT**

*Local Government (Administration) Regulations 1996 as Amended*

### **Part 4 – Local government employees**

*[Heading inserted: Gazette 26 Aug 2011 p. 3482.]*

#### **18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))**

- (1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by –
  - (a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
  - (b) a person who will be acting in the position for a term not exceeding one year.

- (2) The Statewide public notice must contain –
- (a) the details of the remuneration and benefits offered; and
  - (b) details of the place where applications for the position are to be submitted; and
  - (c) the date and time for the closing of applications for the position; and
  - (d) the duration of the proposed contract; and
  - (da) a website address where the job description form for the position can be accessed; and
  - (e) contact details for a person who can provide further information about the position; and
  - (f) any other information that the local government considers is relevant.

*[Regulation 18A inserted: Gazette 31 Mar 2005 p. 1037-8; amended: Gazette 19 Aug 2005 p. 3872; 3 May 2011 p. 1594; SL 2021/14 r. 4.]*

**18F. Remuneration and benefits of CEO to be as advertised**

The remuneration and other benefits paid to a CEO on the appointment of the CEO are not to differ from the remuneration and benefits advertised for the position under section 5.36(4).

*[Regulation 18F inserted: Gazette 31 Mar 2005 p. 1039.]*

**18FA. Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))**

Schedule 2 sets out model standards for local governments in relation to the following –

- (a) the recruitment of CEOs;
- (b) the review of the performance of CEOs;
- (c) the termination of the employment of CEOs.

*Local Government (Administration) Amendment Regulations 2021 – Schedule 2*

**5. Determination of selection criteria and approval of job description form**

- 1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- 2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out –
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

**8. Establishment of selection panel for employment of CEO**

- 1) In this clause –

*independent person* means a person other than any of the following –

- (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- 2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
  - 3) The selection panel must comprise –

- (a) council members (the number of which must be determined by the local government); and
- (b) at least 1 independent person.

## **POLICY IMPLICATIONS**

STD.1 CEO Standards for CEO Recruitment, Performance and Termination.

## **FINANCIAL IMPLICATIONS**

2020/2021 – Council has amended the Current Budget to provide for the commencement of the Recruitment Process with the payment of the 1<sup>st</sup> Progress Payment to the Recruitment Consultant. Final Costs in 2020/2021 incurred will be dependent upon the timing of the Statutory and Discretionary Advertising which is scheduled to be undertaken in June 2021.

2021/2022 – A provision of \$18,400 has been provided in the 2021/2022 Draft Budget for the balance of the projected Recruitment Costs.

## **STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**

### **Governance Objective: Strong governance and community engagement**

<b>ITEM</b>	<b>OUTCOMES AND STRATEGIES</b>
G1.1	Continual improvement in IPR, transparency and accountability
G4	Sound Organisation
G4.3	Ensure optimum organisational capacity and efficiency

## **CONSULTATION**

Senior Consultant Emily Bulloch - Beilby Downing Teal.

## **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. Greater Risk can be mitigated with compliance with the Local Government Act and Regulations and for Council to undertake a thorough and transparent Recruitment and Selection Process.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

## **COMMENT**

The Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination outlines recommended practice for local governments when recruiting and selecting a Chief Executive Officer.

The minimum standard is considered to have been met if:

- a) The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- b) The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.



- c) The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- d) The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- e) The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- f) The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- g) The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.
- h) The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- i) The council has endorsed by absolute majority the final appointment.
- j) The council has approved the employment contract by absolute majority.
- k) The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

In keeping with these standards, the *Local Government Act 1995* and associated Regulations, Council is required to make three decisions by absolute majority. These decisions are:

- a) Approve the Job Description Form (JDF) which is to include qualifications, selection criteria and responsibilities of the position.
- b) The final appointment.
- c) The employment contract.

The *Local Government (Administration) Regulations 1996* also requires the inclusion of at least one independent person on the selection panel.

### 10.3 Department of Transport – new Draft Agreements for the Provision of Licensing Services and Non-Road Law Functions

<b>Meeting Date</b>	27 <sup>th</sup> May 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	The below attachments under separate cover: - (i) Draft Agreement for the provision of Licensing Services (ii) Draft Agreement for the Provision of Non-Road Law Functions (iii) Schedule of Rates 1 <sup>st</sup> July 2020 (iv) Summary of key Changes in the new Agreements
<b>Owner/Applicant</b>	CEO, Department of Transport
<b>Disclosure of Interest</b>	CEO - Nil

#### OFFICER RECOMMENDATION

##### RESOLUTION: 177-20/21

##### MOVED Cr McGuinness SECONDED C Jo Haythornthwaite

1. That Council support in-principle the proposed Draft Agreements with the Department of Transport for the Provision of Licensing Services and Non-Road Law Functions for the 5 Year Term expiring 30<sup>th</sup> June 2026.
2. That the Shire President and the CEO be authorised to Sign and Witness the Affixing of the Council Seal to the Final Licensing Agency Agreements, once prepared by the Department of Transport.

**CARRIED 8/0**

#### IN BRIEF

- Current Licensing Agreements have been extended to 30<sup>th</sup> June 2021 to enable the Department of Transport (DOT) to finalise a review of the existing Agreement documents and Commission Rates paid to Agents.
- Road Transactions relate to Motor Vehicle Registrations and Drivers Licences.
- Non Road Transactions include Boat Registration renewals, Off Road Vehicle Registrations and Proof of Age Card transactions.
- Council Staff attended to 2032 In-Person licensing transactions in 2019/2020 and 1523 transaction have taken place this Financial Year to date.
- Decreasing In-Person transactions due to COVID Restrictions and also trend towards online transactions which is promoted by DOT.
- Many Customers attending the Administration Centre for Licensing also conduct other Council business on the same visit.
- Licensing Services still deemed as an essential government service to the Community.
- Commissions for each transaction have increased in the average range of 13-16% per transaction.

- Council's consideration for the proposed Agreements be submitted to the Department of Transport by COB 31<sup>st</sup> May 2021.

## **MATTER FOR CONSIDERATION**

The proposed Draft Agreements with the Department of Transport for the Provision of Licensing Services and Non-Road Law Function.

## **BACKGROUND**

Council at its February 2018 Ordinary Council Meeting resolved as follows: -

*RESOLUTION: 135-17/18*

*That the Strategic Planning Committee recommends to Council: -*

1. *That Council support the Entering into the following Agreements with the Department of Transport for a Period of Three (3) Years expiring 31<sup>st</sup> December 2020: -*
  - *Agreement for the Provision of Licensing Services in the Shire of Quairading*
  - *Agreement for the Provision of Non Road Law Functions in the Shire of Quairading*
2. *That the Shire President and the CEO be authorised to Sign and Witness the Affixing of the Council Seal to the Agreement.*

The Department of Transport(DoT) CEO offered to extend the Agreement for a further term of six (6) months, commencing 1<sup>st</sup> January 2021 and expiring COB 30<sup>th</sup> June 2021 to allow adequate time for the Department of Transport to finalise a review of the existing Agreement document and Commission Rates paid to Agents.

Draft versions of the two Agreement documents are provided for Council's consideration. The proposed term of the Agreement is five (5) years commencing from 1<sup>st</sup> July 2021.

The Department has reviewed the Schedule of Rates for commissions that will be paid for transactions under the new Agreement. The terms of the Agreement have also been updated to better reflect the current requirements.

Included, is a copy of the Schedule of Rates as at 1<sup>st</sup> July 2020 for comparison and a document summarising the key changes in the new Agreements.

## **STATUTORY ENVIRONMENT**

*Road Traffic (Administration) Act 2008 – Motor Vehicle and Drivers Licenses*

*Road Traffic Act 1974*

## **POLICY IMPLICATIONS**

N/A

## **FINANCIAL IMPLICATIONS**

Budgeted Expenditure of Administration Allocated for providing the Licensing Service (GL 3922) is \$55,690 in the 20/21 Financial Year. Other Traffic Control Expenses (GL3912) is budgeted at \$3000 for this Financial Year.

Council receives Commission Income of \$20,000 per Year to offset some of the Administrative Costs. Commission is based on the type / level of In-Person transaction being undertaken. More complex transactions do attract a higher Commission, however do take considerably more time for Council Staff to process.

The Provision of the Licensing Service Agency by Council reflects a Shortfall / Cost of \$38,690 in 2020/2021, with the Shortfall borne by Council's General Revenue and this Shortfall incorporated into Council's Budget and ongoing Operational Forecasting.

This extent of the Shortfall has been historically proven and has been accepted by Council as a cost of maintaining the Licensing Service physically within the District.

There is a Risk that Commission income could further reduce over the life of the Agreement, if more people conduct their Licensing transactions online in lieu of "In Person" at the Shire Administration Centre.

On the reverse side, Administration Staff will be spending less time attending to Licensing transactions.

There is increasing difficulty of having an adequate number of Council Staff trained in Licensing, which requires their completion of a 5 Day Course in Perth. Currently 3 Staff are trained and accredited for Licensing Services, however the TSO is only utilised for Cover for Staff Leave and Lunchbreaks.

### **STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**

#### **Governance Objective: Strong governance and community engagement**

<b>ITEM</b>	<b>OUTCOMES AND STRATEGIES</b>
G1.1	Continual improvement in IPR, transparency and accountability
G2	Strengthened Advocacy and Partnerships
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire

### **COMMUNITY CONSULTATION**

No Community consultation was undertaken in relation to the preparation of 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 for

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. It is considered a Risk that if the Agreement was not entered into by Council, that many in the Community would have a significant reduction in the access to Licensing Services and that it would necessitate persons wishing to undertake "In Person" transactions to travel to neighbouring Towns to that Licensing Agency. Risk of those persons also shopping or undertaking other business while they are attending to their licensing business in another Town.

Operation – Risk Matrix Rating is assessed as Low. Licensing Agency work is incorporated into the current Organisational Structure and Operational budget. There is increasing difficulty to have adequate staff trained up and proficient in the Licensing system to provide cover for frontline staff when they are on Leave and RDO's. Council Staff are required to undertake 5 days of training in Perth before being approved and granted access by DOT.

Natural Environment – Risk Matrix Rating is assessed as Low.

### **COMMENT**

CEO considers that Licensing still remains a beneficial Government Service for the Community to access in Quairading.

## 10.4 Council Member, Committee Member and Candidate Code of Conduct Complaint Form

<b>Meeting Date</b>	27 <sup>th</sup> May 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Previously Adopted – Complaint About Alleged Breach Form (February 2021, 123-20/21) (ii) Complaint About Alleged Behaviour Breach Form
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	CEO - Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 178-20/21

#### MOVED Cr McGuinness SECONDED Cr Cowcill

That Council adopt the form set out at Attachment (ii) as the Shire's Model Code of Conduct Complaint About Alleged Behaviour Breach form under Regulation 11 of the *Local Government (Model Code of Conduct) Regulations 2021* to REPLACE the complaint form previously adopted by Council (123-20/21).

**CARRIED 8/0**

### IN BRIEF

- In accordance with the new legislation, Council adopted a Complaint About Alleged Behaviour Breach Form at the February 2021 OCM.
- This Report Form was based on the initial Guidelines provided by the Department of Local Government, Sport & Cultural Industries.
- WALGA has recently produced and circulated a template for the Complaint Form.
- Considered advantageous to adopt a new Complaint Report Form based on the WALGA template.

### MATTER FOR CONSIDERATION

Council to consider adopting a new Council Members, Committee Members and Candidate Code of Conduct Complaint About alleged Behaviour Breach Form that aligns with the WALGA template form.

### BACKGROUND

Council at its Meeting on the 25<sup>th</sup> February 2021 authorised the Chief Executive Officer to be the Shire's Complaints Officer and adopted a complaint form for the lodgement of complaints under Division 3 of the Model Code as set out in Attachment (i).

*RESOLUTION: 123-20/21, That Council:*

1. *Authorise the Chief Executive Officer to be the Shire's Complaints Officer in accordance with cl. 11(3) of the Local Government (Model Code of Conduct) Regulations 2021.*
2. *Delegates the power of appointment of additional complaints officer(s) to the Chief Executive Officer in accordance with the Local Government (Model Code of Conduct) Regulations 2021.*

3. Approves the attached Complaint About Alleged Breach Form in accordance with cl. 11(2)(a) of the Local Government (Model Code of Conduct) Regulations 2021.

Subsequent to Council's adoption of the complaint form, the Western Australian Local Government Association (WALGA) has developed guidelines and a template Behavioural Complaint Form for use by the local government sector.

After the CEO's and Executive Officer's review of the WALGA template form, it is recommended that Council adopt a new Complaints Form that aligns with the WALGA template form as set out in Attachment (ii).

## STATUTORY ENVIRONMENT

*Local Government (Model Code of Conduct) Regulations 2021*

### 11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made –
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

## POLICY IMPLICATIONS

STD.1 Code of Conduct for Elected Members, Committee Members and Candidates.

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Legislative requirement and WALGA Template is considered an improvement on the Complaint Report Form previously adopted by Council.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

The WALGA template form is considered to be a best practice model and will facilitate the effective presentation of information necessary to assess a complaint by including the specific breaches that could relate to the complaint and identifying whether the person being complained about is a Council Member, committee member or candidate.

The notes section has been updated to provide information to the complainant relating to the Council adopted complaints procedure.

## 10.5 Template Noongar Heritage Agreement for Local Government Aboriginal and the Cultural Heritage Bill (Draft) 2020

<b>Meeting Date</b>	27 <sup>th</sup> May 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Land Equity Legal Presentation (ii) Map of South West Settlement Agreements (iii) Noongar Heritage Agreement for Local Government Key Terms Flow Chart
<b>Owner/Applicant</b>	Executive Officer Central Country Zone
<b>Disclosure of Interest</b>	CEO - Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 179-20/21

#### MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

That Council support Items 1, 2 and 3 only of the Central Country Zone Motion being: -

That the Central Country Zone:

1. Notes the suggestion from guest speaker Marcus Holmes, Principal of lawyers Land Equity Legal, that local governments defer consideration of entry into a Local Government version of the Noongar Heritage Agreement until Noongar Regional Corporations have been established, the Federal joint committee on the Juukan Gorge inquiry has released its final report, and the State's proposed Aboriginal Cultural Heritage Bill has been enacted;
2. Recommends to its members that they ensure interim compliance with the Aboriginal Heritage Act 1972 and any applicable Aboriginal heritage risk management policies and procedures through the Department of Planning, Lands and Heritage and Department of Premier and Cabinet;
3. Seeks ongoing consultation with the State Government, WALGA and SWALSC about the management of, resourcing and implications for local government of the Noongar Native Title Settlement

**CARRIED 7/1**

### IN BRIEF

- Council to consider the Item and provide Direction to Council's Central Zone Voting Delegates.
- Aboriginal Cultural Heritage and future Land Management are undergoing major transformation due to the progress of the proposed new Aboriginal Cultural Heritage Bill and the Noongar Native Title Settlement over much of the Southwest Land Division.
- Quairading District is solely in the proposed Ballardong Corporation Area.
- Council already needs to comply with the provisions of Government Legislation and Policy in regard to future Works & Projects on land that may have Aboriginal cultural significance.
- Proposed Aboriginal Cultural Heritage Bill has not been passed by Parliament.



- The establishment of the 6 Noongar Corporations under the Noongar Native Title Agreement is an estimated 18 months away.
- Relevant legal counsel can be obtained on a fee for service basis at any time in the future, if the need arises.

### **MATTER FOR CONSIDERATION**

Foreshadowed Motion to the next Meeting of the Central Country Zone.

### **BACKGROUND**

At the Central Country Zone Meeting held on the 23<sup>rd</sup> April 2021, the recommendation shown below was considered by meeting delegates, following a presentation by Marcus Holmes from Land Equity Legal on the Template Noongar Heritage Agreement for Local Government and the Aboriginal and the Cultural Heritage Bill (Draft) 2020:

That the Central Country Zone:

1. Notes the suggestion from guest speaker Marcus Holmes, Principal of lawyers Land Equity Legal, that local governments defer consideration of entry into a Local Government version of the Noongar Heritage Agreement until Noongar Regional Corporations have been established, the Federal joint committee on the Juukan Gorge inquiry has released its final report, and the State's proposed Aboriginal Cultural Heritage Bill has been enacted;
2. Recommends to its members that they ensure interim compliance with the Aboriginal Heritage Act 1972 and any applicable Aboriginal heritage risk management policies and procedures through the Department of Planning, Lands and Heritage and Department of Premier and Cabinet;
3. Seeks ongoing consultation with the State Government, WALGA and SWALSC about the management of, resourcing and implications for local government of the Noongar Native Title Settlement; and
4. Endorses the offer of legal advice and assistance to the Zone and/or its members from Land Equity Legal regarding local government management of Aboriginal heritage and the Noongar Native Title Settlement, and instructs the Executive Officer to confer with Mr Marcus Holmes regarding terms of any engagement of Land Equity Legal's services by the Zone and/or members and to then update the Zone by email as to such terms so that the Zone and/or its members (singly or collectively) can decide if they wish to take up a retainer.

Following consideration of the above recommendation the meeting resolved as follows:

**RESOLUTION:**                      *Moved: Cr Mulrone*                      *Seconded: Cr Russell*

*That the Zone defer any decision on the recommendations relating to the Template Noongar Heritage Agreement for Local Government Aboriginal and the Cultural Heritage Bill (Draft) 2020 until the Zone meeting scheduled to be held Friday 25 June 2021 at which time the Executive Officer will have prepared a report for the Zone's consideration.*

**CARRIED**

The South West Native Title Settlement (Settlement) is the most comprehensive Native Title agreement negotiated in Australian history. It involves around 30,000 Noongar people and covers approximately 200,000 square kilometres of the South-West region. Whilst the effects of the Settlement, the enactment of new Aboriginal Heritage legislation and any recommendations arising from the Juukan Gorge inquiry won't be apparent for some time, Councils need to be aware of the issues and the potential each of these factors may have on both themselves and their communities.

The Zone Executive Officer, BHW Consulting has requested that Member Councils list the matter for consideration at their May 2021 Ordinary Council Meeting, for comments to be included in the next Zone Agenda for the meeting scheduled for Friday 25<sup>th</sup> June 2021 in Quairading.

All comments to be submitted to the Zone Executive Officer by COB Friday 28<sup>th</sup> May 2021.

Information on the Settlement can be found by following the link shown below:

<https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/south-west-native-title-settlement>

Attachments (i), (ii), (iii) are the documents used by Marcus Holmes in his Presentation to the Zone Meeting.

The Solicitor Mr Marcus Holmes of Land Equity Legal has extensive experience with Native Title law and also Land Use Agreements. Mr Holmes has recommended that Councils not enter into the "Noongar Heritage Agreement for Local Government" at this time.

## **STATUTORY ENVIRONMENT**

*Aboriginal Heritage Act 1972*

*Aboriginal Heritage Regulations 1974*

## **POLICY IMPLICATIONS**

N/A.

## **FINANCIAL IMPLICATIONS**

Nil at this time. Previous legal services to the Zone to prepare and negotiate (unsuccessfully) an Indigenous Land Use Agreement was funded by a Federal Grant. Supporting Items 1, 2 & 3 of the Motion do not result in any additional costs being incurred by the Zone or Member Councils as the Councils, Zone and WALGA all have a Watching Brief on these emerging issues.

The Zone may wish to consider budgeting for Legal Retention on this Matter in their future Budgets.

Council already needs to comply with the provisions of the Aboriginal Heritage Act & Regulations as part of normal Operational and Capital Budgets. Legal advice would need to be sought if circumstances warrant it.

## **STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**

### **Governance Objective: Strong governance and community engagement**

<b>ITEM</b>	<b>OUTCOMES AND STRATEGIES</b>
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G2	Strengthened Advocacy and Partnerships
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire
G2.3	Regional and sub-regional partnerships to achieve better outcomes for the community

## **COMMUNITY CONSULTATION**

No Community consultation was undertaken in relation to the preparation of this report.

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

Financial - Risk Matrix Rating is assessed as Low. No financial exposure at this time.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Watching brief recommended to ensure that Council and Management are aware of the emerging issues of the Bill in State Parliament and the establishment of the Noongar Corporations.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Nil

## 10.6 Quairading Rainmakers - "El Toro" Plinth and Location

<b>Meeting Date</b>	27 <sup>th</sup> May 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Quairading Rainmakers Correspondence
<b>Owner/Applicant</b>	Tarnya Fraser - Quairading Rainmakers Committee
<b>Disclosure of Interest</b>	CEO - Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 180-20/21

#### MOVED Cr Smith SECONDED Cr Stacey

That Council: -

1. Support the Quairading Rainmakers Inc. Proposal to relocate the "El Toro" Public Art to the Old Water Fountain site in the front of the Town Hall subject to approval by Main Roads WA.
2. Acknowledge that Quairading Rainmakers Inc. will be funding and arranging the construction of the limestone base by a Registered Builder, with the final design and structural details to the satisfaction of the CEO and Management.
3. Support the request for Council to arrange and fund the removal of the brickwork base of the old Water fountain in the 2021/2022 Budget.

**CARRIED 7/1**

### IN BRIEF

- "El Toro" has been in a Trial location in the front of the Hall since 2<sup>nd</sup> November 2018.
- Quairading Rainmakers have written to Council with the proposed final location for "El Toro".
- Community consultation has occurred to ascertain preferred location.
- Proposal is the relocate "El Toro" to the site of the "Old Water Fountain" which is more central to the Hall Façade.
- Preferred location is an estimated 5 metres Northwards from its Trial location.
- Quairading Rainmakers seeking Council assistance to remove the old brick work / planter box (Estimated Cost of \$1000 for a local Contractor).
- Quairading Rainmakers have committed to provide the materials and funding for the Building Contractor to construct the Plinth.
- Main Roads WA have previously approved the trial location for "El Toro" and approval will be sought for the minor variation to the permanent location.

### MATTER FOR CONSIDERATION

Permanent Location of "El Toro" Public Art and removal of the Old Water Fountain base.

## BACKGROUND

Council at its Ordinary Council Meeting held on 29<sup>th</sup> November 2018, resolved as follows: -

*RESOLUTION: 99-18/19*

*(ORIGINAL MOTION) MOVED Cr Brown SECONDED Cr Stacey*

*That Council: -*

1. *Receive the Quairading Rainmaker Inc. Submission; and*
2. *Support the funding commitment request of \$10,000 for the procurement of the Public Street Art, and that the funding be from identified savings in the March 2019 Budget Review Process.*

*AMENDMENT*

*MOVED Cr Smith SECONDED Cr McGuinness*

*Point 2 be amended as follows: -*

1. *Support the funding commitment request to a maximum of \$10,000 including the cost of the plinth and lighting.*
2. *That the amount be included in the 2019 / 20 Draft Budget deliberations and Budget*
3. *That the Rainmakers put their ongoing commitment to maintenance of the artwork in writing to the Shire*
4. *That the \$10,000.00 payment be subject to the successful grant application for the balance of the money required for the purchase.*

*AMENDMENT LOST 3/4*

*ORIGINAL MOTION WAS PUT*

*CARRIED 4/3*

The "El Toro" Art Piece was on display at the 2018 Quairading Agricultural Show and was on Loan from the Artist and placed on "temporary display" in front of the Quairading Town Hall since 2<sup>nd</sup> November 2018.

Council received approval from Main Roads for the placement of "El Toro" for the trial location and confirmation will be sought for approval of the new proposed location.

Both the current and proposed location for the Piece are on Lot 189 Jennaberring Road, which is owned Freehold by Council.

The Art Piece has subsequently been purchased by Community Donations and a Contribution of \$10,000 from Council. It is understood the full \$10,000 was used towards the purchase of the Art Piece.

Additional costs for the Plinth and any lighting were to be responsibility of Quairading Rainmaker's Inc.

Building advice has been received from Registered Builder Adam May on the difficulty of utilising the disused base of the Water Fountain, which in recent years has defaulted to a planter box.

Mr May's advice to the Group is that given the original brickwork was not designed or constructed to hold the Art Piece, it is recommended that the base be removed and a limestone plinth (with engineered footings) be constructed.

Rainmaker's request is seeking Council Approval of the final location of "El Toro" and also seeking financial & logistical assistance towards the removal of the existing brickwork.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Main Roads Act 1930*

*Main Roads (Control of Advertisements) Regulations 1996*

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

Request is seeking Council assistance to the value of \$1000 to remove the existing base of the old water fountain. This can be funded from the Parks & Gardens Maintenance Cost Allocation.

Ongoing maintenance of the Art piece (6 monthly treatment) has previously been committed and undertaken by Quairading Rainmakers Inc.

Rainmaker's Inc. will be gifting the Art Piece to Council to hold on behalf of the Community. Art Piece & Plinth to be incorporated into Council's Infrastructure Assets.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G3	Community Engagement
G3.1	Provide appealing opportunities for the community to participate in decisions that affect them
G3.2	Collaborate with the community to achieve desired outcomes

## COMMUNITY CONSULTATION

Quairading Rainmakers invited all interested community members to a meeting on the 24<sup>th</sup> February, 2021 to discuss and agree on El Toro's final location and permanent plinth.

A number of Community Members and the CEO were in attendance with the strong consensus to relocate El Toro to a central position in the front of the Hall and if possible, utilise the Old Water Fountain Site.

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

Financial - Risk Matrix Rating is assessed as Low. Minimal exposure as Council's contribution can be incorporated into Council's existing or forthcoming budget in Parks & Gardens Maintenance.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council has been supportive through a cash contribution for the purchase of "El Toro" and have supported the trial location at the front of the Hall on Council owned land. Reputational risk would escalate if Council don't support either the proposed location and the request for minimal assistance with the Project.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

The Administration has often observed many visitors to Town accessing the Main Street / Shopping Precinct and taking photos of "El Toro" in the front of the repainted Town Hall.

Proposed location supported by Council's Management Team.

## ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

## ITEM 12      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*



ITEM 13 URGENT COUNCILLORS' BUSINESS

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Nil.

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

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*No matters for consideration.*

ITEM 15 NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 24<sup>th</sup> June 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Davies thanked Councillors and Staff for their attendance.

ITEM 16 CLOSURE

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There being no further business, the Chairman closed the Meeting at 2.47 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 27<sup>th</sup> May 2021 were confirmed 24<sup>th</sup> June 2021 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 24/06/21

**7.3 Confirmation of Minutes: Ordinary Council Meeting – 1<sup>st</sup> June 2021**

**RECOMMENDATION**

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That the Minutes of the Special Meeting of Council held on the 1<sup>st</sup> June 2021 be confirmed as a true and accurate.

\_\_\_\_/\_\_\_\_

**Voting Requirements – Simple Majority**

**7.4 Business Arising**

INTENTIONALLY LEFT BLANK

## SHIRE OF QUAIRADING

The Minutes of the Special Council Meeting held on Tuesday 1<sup>st</sup> June 2021 commencing at 5.00 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at 5.00 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

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#### Councillors

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

#### Council Officers

Mr GA Fardon	Chief Executive Officer
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#### Observers/Visitor

Nil

#### Apologies

Nil

#### Leave of Absence Previously Granted

Nil.

### ITEM 3 PUBLIC QUESTION TIME

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No Members of the Public in attendance.

## ITEM 4 DECLARATIONS OF INTEREST

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Nil, at this time.

## ITEM 5 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

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

- (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;

### **MOVED Cr Hippisley SECONDED Cr Cowcill**

That Council consider the confidential report listed below in a meeting closed to the public at 5.01 pm in accordance with Section 5.23(2)(b)(c) of the Local Government Act 1995:

- 5.1 Executive Manager of Corporate Services Appointment (Confidential Item)

**CARRIED 8/0**

### **5.1 Executive Manager of Corporate Services Appointment (Confidential Item)**

#### **OFFICER RECOMMENDATION**

### **MOVED Cr Smith SECONDED Cr Jo Haythornthwaite**

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

**CARRIED 8/0**

### **MOVED Cr McGuinness SECONDED Cr Hippisley**

That the meeting be open to members of the public at 5.12 pm.

**CARRIED 8/0**

### **5.2 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.*

There were no members of the public in attendance.

## ITEM 6 CLOSURE

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There being no further business, the Chairman closed the Meeting at 5.13 pm.

I certify the Minutes of the Special Meeting of Council held on 1<sup>st</sup> June 2021 were confirmed on 24<sup>th</sup> June 2021 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 24/06/21

## ITEM 8      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – May 2021

<b>Meeting Date</b>	24 <sup>th</sup> June 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellon
<b>Attachments</b>	(i) May 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That Council note the following:

1. That Schedule of Accounts for May 2021 covering Municipal Vouchers 23833 to 23840, EFT 9281 to EFT 9387 \$501,794.85 be received and
2. That Police Licensing payments for the month of May 2021 totalling \$25,845.45 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for May 2021 balance totalling \$480.24 be received (Attachment iii); and
4. That Net Payroll payments for the month May 2021 totalling \$121,012.55; and
5. That the Lease payment for the month of May 2021 on the CESM Vehicle totalling \$2,423.72.

\_\_\_\_/\_\_\_\_

**VOTING REQUIREMENTS** – Simple Majority

#### IN BRIEF

Payments are per attached schedules 9.1 1/2/3

#### MATTER FOR CONSIDERATION

Note the Accounts paid during May 2021.

#### BACKGROUND

Accounts paid are required to be submitted each month.

#### STATUTORY ENVIRONMENT

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

#### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.



## List of Accounts - May 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT9281	06/05/2021	4HEALTHCARE PTY LTD	EXAMINATION COUCH SERVICE X2	302.50	
EFT9282	06/05/2021	QUAIRADING TYRE & BATTERY SUPPLIES	1X 20KG GREASE AND 20 X 450GM GREASE CARTRIDGES	488.29	
EFT9283	06/05/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	172.81	
EFT9284	06/05/2021	LANDGATE	RURAL UV GENERAL REVALUATION FOR THE 2021/2022 YEAR	7,702.80	
EFT9285	06/05/2021	WA TREASURY CORPORATION	REPAYMENT LOAN 117	920.90	FULLY
EFT9286	06/05/2021	QUAIRADING AGRI SERVICES	VARIOUS SUPPLIES FOR DIFFERENT SHIRE DEPARTMENTS	10,109.85	
EFT9287	06/05/2021	BURGESS RAWSON	WATER USAGE AND RATES	2,426.35	
EFT9288	06/05/2021	SUNNY SIGN COMPANY PTY LTD	ROAD TO RECOVERY SIGNS, PARKING SIGNS AND POSTS AND FITTINGS	660.18	PARTIALLY
EFT9289	06/05/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	IT MAINTENANCE & SUPPORT - 4 MONTHS	6,600.00	
EFT9290	06/05/2021	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	FUEL FOR COMMUNITY CAR APRIL 2021	67.00	FULLY
EFT9291	06/05/2021	BLOOMY'S NURSERY AND FLORIST	LARGE ANZAC DAY WREATH	135.00	
EFT9292	06/05/2021	WATER CORPORATION	TOAPIN WEIR LICENCE FEE	550.00	
EFT9293	06/05/2021	TERRENCE DICK	BOND REFUND - HALL HIRE	625.00	FULLY
EFT9294	06/05/2021	BENT NAIL BUILDING & MAINTENANCE	YOUTH CENTRE RENOVATIONS	3,905.00	PARTIALLY
EFT9295	06/05/2021	PORTER CONSULTING ENGINEERS	CIVIL ENGINEERING CONSULTANCY SERVICES FOR LIGHT INDUSTRIAL SUBDIVISION	6,050.00	
EFT9296	06/05/2021	COMFORTSTYLE NORTHAM	FURNITURE FOR CARAVAN PARK SINGLE CABINS	6,199.00	PARTIALLY
EFT9297	06/05/2021	PETER ROBERT YORK	19 POWELL CRES - MINOR REPAIRS	120.00	
EFT9298	06/05/2021	BEVERLEY MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL	120.00	
EFT9299	06/05/2021	NORTHAM CARPET COURT	REPLACE BLIND CABIN 2	320.00	
EFT9300	06/05/2021	LESLEY MCHENRY	BOND REFUND: CABIN 1	200.00	FULLY
EFT9301	06/05/2021	QUICK CORPORATE	STATIONERY ORDER APRIL 2021	973.34	
EFT9302	06/05/2021	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL	6,205.98	
EFT9303	06/05/2021	WORKWEAR GROUP (PACIFIC BRANDS)	UNIFORM ORDER	598.00	
EFT9304	06/05/2021	LG PEOPLE AND CULTURE	DEVELOP AND DELIVER WORKFORCE PLAN FOR 2020-2024	5,500.00	
EFT9305	06/05/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES APRIL 2021	1,285.62	
EFT9306	06/05/2021	AG IMPLEMENTS QUAIRADING	Q4818 SUPPLY NEW HYDRAULIC HOSE TO EXCAVATOR LABOUR AND PARTS, Q754 VARIOUS REPAIRS.	1,753.92	
EFT9307	06/05/2021	HISCONF	SUPPLIES FOR CABINS	389.28	
EFT9308	06/05/2021	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2020/2021 RADIO ADVERTISING - APRIL 21	88.00	
EFT9309	06/05/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL SERVICES	6,700.10	PARTIALLY
EFT9310	06/05/2021	CWB ELECTRICAL & A/C	MAINTENANCE WORKS TO VARIOUS SHIRE PROPERTIES	1,014.00	
EFT9311	06/05/2021	ANNIE'S BAGS AND THINGS	12X SHIRTS TO BE EMBROIDED	180.00	
EFT9312	06/05/2021	THE DAN TURNER TURNER FAMILY TRUST T/AS DAN TURNER	STRUCTURAL ENGINEER RSL HALL	220.00	
EFT9313	06/05/2021	SHERRIN RENTALS PTY LTD	DRY HIRE 15 TONNE PADDED DRUM ROLLER	4,301.00	PARTIALLY
EFT9314	06/05/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	MAINTENANCE WORKS AT VARIOUS SHIRE PROPERTIES	572.00	
EFT9315	06/05/2021	WORK HEALTH PROFESSIONALS	FULL AUDIOMETRIC TEST FOR 2X STAFF	627.00	
EFT9316	06/05/2021	CANNON HYGIENE AUSTRALIA	SANITARY UNIT SERVICE 23/04/2021 TO 08/03/2022	427.75	
EFT9317	13/05/2021	QUAIRADING TYRE & BATTERY SUPPLIES	Q450 2 X 295/80R22.5 HAULMAX TYRES 2 X BALANCE BAGS 2 X STRIP AND FIT TRUCK TYRES, REPLACEMENT OF 2X GAS BOTTLES CARAVAN PARK, Q3446 1L OF OIL.	1,343.70	
EFT9318	13/05/2021	TELSTRA	PHONE USAGE AND CHARGES TO 19TH APRIL 2021	2,617.34	
EFT9319	13/05/2021	TOLL TRANSPORT PTY LTD	FREIGHT	275.94	
EFT9320	13/05/2021	WESFARMERS KLEENHEAT GAS PTY LTD	45KG VAP CYL - FACILITY FEE / CYLINDER SERVICE	85.80	
EFT9321	13/05/2021	WA TREASURY CORPORATION	REPAYMENT LOAN 118	29,180.32	

EFT9322	13/05/2021	EASTERN HILLS SAWS & MOWERS	SERVICE OF STIHL CHAINSAW 036	152.50	
EFT9323	13/05/2021	QUAIRADING AGRI SERVICES	4 X TVS AND WALL MOUNTS FOR SINGLE OCCUPANCY UNITS AT CARAVAN PARK	1,657.49	PARTIALLY
EFT9324	13/05/2021	QUAIRADING COMMUNITY RESOURCE CENTRE	CRC SERVICES APRIL 2021	1,249.32	
EFT9325	13/05/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	INSTALLED FIREWALL WITH 12 MONTHS DEFINITION SUBSCRIPTION AND OFFSITE BACKUP TO CLOUD DATA CENTRE	6,245.00	
EFT9326	13/05/2021	STATE LIBRARY OF WA	FREIGHT RECOUP 2020-21 QUAIRADING PUBLIC LIBRARY	318.91	
EFT9327	13/05/2021	WATER CORPORATION	REPAIR MAIN WATER LINE ON GOLDFIELDS ROAD	2,436.64	PARTIALLY
EFT9328	13/05/2021	MARNHAM'S MECHANICAL SERVICES	150,000KM SERVICE REG. Q272	1,692.59	
EFT9329	13/05/2021	BENT NAIL BUILDING & MAINTENANCE	YOUTH CENTRE RENOVATIONS	38,500.00	PARTIALLY
EFT9330	13/05/2021	PETER ROBERT YORK	INSTALL FENCE BETWEEN UNIT 1 AND UNIT 2 ARTHUR KELLY VILLAGE	650.00	
EFT9331	13/05/2021	DIGGING DOCKER	INSTALL NEW BINS AT CEMETERY	1,000.00	
EFT9332	13/05/2021	GREAT SOUTHERN FUEL SUPPLIES	5000 LTS OF DIESEL	6,256.64	
EFT9333	13/05/2021	NORTHAM MAZDA	Q3446 15,000KM SERVICE	465.11	
EFT9334	13/05/2021	BROWNLEY'S PLUMBING & GAS	BACKFLOW TESTING FOR 6X STANDPIPES IN THE SHIRE OF QUAIRADING	1,913.67	
EFT9335	13/05/2021	WCP CIVIL PTY LTD	PAVEMENT WIDENING WORKS TO APRON AT QUAIRADING AIRSTRIP	68,211.99	PARTIALLY
EFT9336	13/05/2021	RITA MILLER	CABIN REFUND - CANCELLED	125.00	FULLY
EFT9337	13/05/2021	PROFORM CIVIL	INSTALL CULVERTS OLD BEVERLEY EAST ROAD	46,541.00	PARTIALLY
EFT9338	13/05/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL SERVICES	12,473.73	PARTIALLY
EFT9339	13/05/2021	EXURBAN RURAL & REGIONAL PLANNING	APRIL 2021 TOWN PLANNING SERVICES	625.51	
EFT9340	13/05/2021	QUAIRADING BOOK POST (2020)	MONTHLY LIBRARY SERVICES APRIL 2021 AND POSTAGE	2,439.79	
EFT9341	13/05/2021	RESONLINE PTY LTD	ROOM MANAGER MONTHLY SERVICES FEE APR 21	220.00	
EFT9342	13/05/2021	AUSTRALIA PACIFIC VALUERS PTY LTD	REVALUATION OF LAND, BUILDING, ROAD, FOOTPATH, BRIDGES AND OTHER INFRASTRUCTURE	614.63	
EFT9343	13/05/2021	FINISHING WA	BINDING COUNCIL MINUTES	341.00	
EFT9344	13/05/2021	BOC LIMITED	GAS CONTAINER RENTAL 29.03.21 TO 27.04.21	49.07	
EFT9345	13/05/2021	PLUMBER'S MOBILE PLUMBING	PLUMBING REPAIRS - VARIOUS PROPERTIES	1,138.50	
EFT9346	19/05/2021	VEECO LAUNDRY SYSTEMS	10KG ELECTRIC COMMERCIAL WASHER/DRYER STACKED MODEL CS10	5,716.70	PARTIALLY
EFT9347	19/05/2021	QUAIRADING FARMERS CO-OP	CO-OP EXPENSES FOR APRIL 2021	445.37	
EFT9348	19/05/2021	QUAIRADING MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL	139.70	
EFT9349	19/05/2021	MEDICAL DIRECTOR AUSTRALIA	MEDICAL DIRECTOR SUBSCRIPTION 05/07/2021 TO 04/07/2022	1,155.00	
EFT9350	19/05/2021	WATER CORPORATION	REPLACE AND LOWER WATERMAIN PIPE AT ARTHUR KELLY VILLAGE, INSTALL WATER METER AT TOAPIN WEIR	15,297.89	PARTIALLY
EFT9351	19/05/2021	J.A. GIMBEL PAINTING	PAINTING UNDERSTAGE CUPBOARD, TOUCH UP TRIM BACKSTAGE, TOUCH UP TRIM FOLLOWING PARTITION WALL INSTALL	286.00	
EFT9352	19/05/2021	DIGGING DOCKER	REPAIR PAVERS AT FRONT OF COMMUNITY BUILDING AND CHANGEROOMS	350.00	
EFT9353	19/05/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	APRIL 2021 BSL	470.71	FULLY
EFT9354	19/05/2021	MODULAR WA	PROGRESS PAYMENT FOR CARAVAN PARK CARETAKER RESIDENCE AND SINGLE ROOM CABINS	87,469.00	PARTIALLY
EFT9355	19/05/2021	NUTRIEN AG SOLUTIONS	1KG METSULFURON AND 20LT ROUNDUP ULTRAMAX	1,002.10	
EFT9356	19/05/2021	FARMARAMA PTY LTD	SUPPLIES FOR VARIOUS SHIRE BUILDINGS	950.40	
EFT9357	19/05/2021	DB PUBLISHING	MARY CLEMENS SERVICEMEN & WOMEN OF QUAIRADING X16 BOOKS	580.00	FULLY
EFT9358	27/05/2021	QUAIRADING TYRE & BATTERY SUPPLIES	Q15086 2 X 11R22.5 ANNAITE TYRES, 2 X STRIP & FIT TYRES	687.00	
EFT9359	27/05/2021	AVON WASTE	AVON WASTE APRIL 2021	8,720.90	
EFT9360	27/05/2021	TELSTRA	TELSTRA USAGE AND CHARGES TO 15TH MAY 2021	618.20	
EFT9361	27/05/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	11.55	
EFT9362	27/05/2021	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2020/2 23/01/21 TO 16/04/21	262.10	
EFT9363	27/05/2021	QUAIRADING EARTHMOVING CO.	PUSH UP 4,500 M3 OF GRAVEL MILLS PIT AND MOBILISATION	5,802.50	FULLY
EFT9364	27/05/2021	AVON VALLEY TYRE SERVICE	2X NEW REAR TYES - 245/70 R16 Q465	560.00	
EFT9365	27/05/2021	SUNNY SIGN COMPANY PTY LTD	VARIOUS SIGNS	353.10	
EFT9366	27/05/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	LENOVO 15.6" LAPTOP WITH CARRY CASE AND MOUSE	1,325.00	

EFT9367	27/05/2021	SHIRE OF CUNDERDIN	1,780 KILOLITRES WATER USAGE FOR GOLDFIELDS ROAD CONSTRUCTION.	5,686.03	PARTIALLY
EFT9368	27/05/2021	BORAL CONSTRUCTION MATERIALS GROUP LTD	2 X 205LT (2 DRUMS) EMULSION SHIRE WILL PROVIDE EMPTY DRUMS TO FILL.	586.30	
EFT9369	27/05/2021	MARNHAM'S MECHANICAL SERVICES	MECHANICAL REPAIRS AND SERVICE - VARIOUS	7,968.46	
EFT9370	27/05/2021	RENEE CARLINA FALTYN	REIMBURSTMENT TOILET BLOCKS FOR CARAVAN PARK	18.50	
EFT9371	27/05/2021	GREAT SOUTHERN FUEL SUPPLIES	6000L DIESEL	7,658.77	
EFT9372	27/05/2021	AVON CONCRETE	REFUND OF OVERPAYMENT	477.35	FULLY
EFT9373	27/05/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES APRIL 2021	935.00	
EFT9374	27/05/2021	MARKETFORCE	EXECUTIVE MANAGER CORPORATE SERVICES VACANCY ADVERT 17/04/2021, TENDER NO.6-20/21 ADVERT 3/04/21, TENDER NO.5-20/21 CONSTRUCTION OF LOT 1 AND 75 WINMAR ROAD	4,577.35	
EFT9375	27/05/2021	CENTRAL REGIONAL TAFE	TAFE EXPENSES - TRAINEE	378.00	
EFT9376	27/05/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL SERVICES	4,618.35	PARTIALLY
EFT9377	27/05/2021	NORTHAM HOLDEN	24 000KM SERVICE TO HOLDEN COLORADO Q465	650.00	
EFT9378	27/05/2021	HILLS FIRE EQUIPMENT SERVICE - ELLENFIELD NOMINEES (TRUST)	FIRE EQUIPMENT SERVICING - VARIOUS PROPERTIES	1,754.50	
EFT9379	27/05/2021	CWB ELECTRICAL & A/C	REMOVE EXISTING AIRCONDITIONER AND INSTALL NEW UNIT AT DEPOT	1,813.55	
EFT9380	27/05/2021	SKATEBOARDING WA	BETTER CHOICES - SKATEBOARDING EVENT	4,950.00	PARTIALLY
EFT9381	27/05/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	REPAIR HOT WATER SYSTEM BOOSTER AT 31 DALL STREET	467.50	
EFT9382	27/05/2021	MD KAISER UDDIN	UNIFORMS	250.09	
EFT9383	27/05/2021	BLUE DOG SPORT PTY LTD	CUSTOM SHIRE SHIRTS	1,172.00	PARTIALLY
EFT9384	27/05/2021	MARIA NELSON	REFUND - VACATE C/PARK 1 WEEK EARLY	380.00	FULLY
EFT9385	27/05/2021	J & D HATHAWAY	BOND REFUND - TOWN HALL	875.00	FULLY
EFT9386	27/05/2021	PLUMBERJ'S MOBILE PLUMBING	REPAIR BASIN TAPS AT 50B SUBURBAN RD	159.50	
EFT9387	27/05/2021	CANNON HYGIENE AUSTRALIA	SANITARY UNIT SERVICE 08/06/21 TO 07/06/22	604.04	
23833	05/05/2021	SYNERGY	POWER USAGE AND CHARGES 11/03/21 TO 07/04/2021	2,303.96	
23834	05/05/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	645.70	FULLY
23835	12/05/2021	SYNERGY	POWER USAGE AND SUPPLY 25/03/2021 TO 24/04/2021	2,807.75	
23836	12/05/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	362.00	FULLY
23837	20/05/2021	WATER CORPORATION	WATER SERVICE AGREEMENT - LIA   WATER SERVICE CONNECTIONS - LIA LOTS	6,475.69	
23838	20/05/2021	SYNERGY	POWER USAGE AND CHARGES 05/03/2021 TO 04/05/2021	5,917.59	
23839	27/05/2021	SYNERGY	POWER SUPPLY AND USAGE CHARGES 05/03/2021 TO 04/05/2021	6,028.29	
23840	27/05/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	738.50	FULLY
				<b>510,794.85</b>	

<b>TRANSPORT TAKINGS FOR THE MONTH ENDING</b>		
<b>MAY 2021</b>		<b>Attachment 9.1.2</b>
<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
29/04/2021	TRANSPORT TAKINGS	1,889.35
30/04/2021	TRANSPORT TAKINGS	1,192.85
3/05/2021	TRANSPORT TAKINGS	1,074.05
4/05/2021	TRANSPORT TAKINGS	1,539.55
5/05/2021	TRANSPORT TAKINGS	855.30
7/05/2021	TRANSPORT TAKINGS	1,999.25
10/05/2021	TRANSPORT TAKINGS	96.50
11/05/2021	TRANSPORT TAKINGS	134.75
12/05/2021	TRANSPORT TAKINGS	1,497.95
13/05/2021	TRANSPORT TAKINGS	1,383.85
14/05/2021	TRANSPORT TAKINGS	1,470.75
17/05/2021	TRANSPORT TAKINGS	2,342.95
18/05/2021	TRANSPORT TAKINGS	74.75
20/05/2021	TRANSPORT TAKINGS	145.45
21/05/2021	TRANSPORT TAKINGS	984.35
24/05/2021	TRANSPORT TAKINGS	657.35
25/05/2021	TRANSPORT TAKINGS	140.75
26/05/2021	TRANSPORT TAKINGS	2,607.85
27/05/2021	TRANSPORT TAKINGS	5,757.85
<b>ACTUAL TAKINGS FROM BANK IN MAY</b>		<b>25,845.45</b>
<b>MAY TAKINGS INTO JUNE</b>		
28/05/2021	TRANSPORT TAKINGS	945.90
31/05/2021	TRANSPORT TAKINGS	3,470.30
<b>AMOUNTS YET TO BE DRAWN</b>		<b>4,416.20</b>
		<b>30,261.65</b>

**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
	<b>Purchases</b>		
28 APR	VacuumSpot Tullamarine AUS FURNITURE, HOME FURNISHINGS	154.40	B11- Vacuum cleaner HAY
28 APR	VacuumSpot Tullamarine AUS FURNITURE, HOME FURNISHINGS	107.94	B44- Vacuum cleaner Cabin
05 MAY	STATE LIBRARY OF WES PERTH AUS GOVERNMENT SERVICES NOT ELSE	150.00	4196- Sinage Toapin WA
10 MAY	SHIRE QUAIRADING QUAIRADING AUS GOVERNMENT SERVICES NOT ELSE	67.90	P237- change and remake plate
	<b>Sub Total:</b>	<b>480.24</b>	
	<b>Miscellaneous Transactions</b>		
30 MAY	TRANSFER CLOSING BALANCE TO BILLING ACCT	480.24 -	
	<b>Sub Total:</b>	<b>480.24 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

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

Cardholder Signature 

Date 3/6/2021

Transactions examined and approved.

Manager/Supervisor Signature 

Date 15/06/2021

## 9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31<sup>st</sup> May 2021

<b>Meeting Date</b>	24 <sup>th</sup> June 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) Financial Statements for May 2021
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That Council receive the Monthly Financial Statements for the period ending 31<sup>st</sup> May 2021.

\_\_\_\_ / \_\_\_\_

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

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

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

### BACKGROUND

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

### STATUTORY ENVIRONMENT

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

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

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

### POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

**SHIRE OF QUAIRADING**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 May 2021**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

**TABLE OF CONTENTS**

Monthly Summary Information	3 - 6
Statement of Financial Activity by Program	7
Statement of Financial Activity by Nature or Type	8
Note 1      Net Current Assets	10
Note 2      Explanation of Material Variances	12
Note 3      Cash and Investments	13
Note 4      Receivables	14
Note 5      Rating Revenue	15
Note 6      Disposal of Assets	16
Note 7      Capital Acquisitions	17
Note 8      Borrowings	19
Note 9      Reserves	20
Note 10     Grants and Contributions	21
Note 11     Trust Fund	22
Note 12     Budget Amendments	23
Note 13     Caravan Park	25
Note 14     Ratios	26



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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2021**

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Quairading for the 2020/21 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 material variance is disclosed in Note 2.

	<b>% Completed</b>	<b>Amended Annual Budget</b>	<b>Amended YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance (Under)/Over</b>
<b>Capital Expenditure</b>					
<b>Land &amp; Buildings</b>					
Caretaker Cottage	53.24%	273,310	227,560	145,510	(82,050)
Town Hall Building Upgrades	98.59%	132,020	119,558	130,162	10,604
Industrial Lots Phase 1	20.50%	200,000	200,000	40,995	(159,005)
<b>Plant &amp; Equipment</b>					
Grader	100.00%	360,000	360,000	360,000	-
<b>Infrastructure - Roads</b>					
Heal Street Parking	86.54%	170,000	170,000	147,112	(22,888)
AKV Road Upgrade	109.54%	139,500	139,500	152,812	13,312
Goldfields Road Reconstruction	99.65%	444,870	444,870	443,298	(1,572)
Old Beverley East Road	78.32%	373,742	373,742	292,721	(81,021)
Quairading-Cunderdin WSN	84.44%	1,325,852	1,325,852	1,119,582	(206,270)
Badjaling Nth Road Resheeting	14.25%	204,120	204,120	29,078	(175,042)
Pannell Road Resheeting	11.08%	131,150	131,150	14,533	(116,617)
<b>Other Infrastructure</b>					
Oval Floodlights	91.32%	123,150	123,150	112,466	(10,684)
Community Park	2.41%	620,000	620,000	14,956	(605,044)
<b>Operational</b>					
Medical Practice Expense	84.17%	206,737	189,509	174,006	(15,503)
Roads Maintenance	69.40%	615,908	564,581	427,446	(137,135)

*% Compares current ytd actuals to annual budget*

<b>Financial Position</b>	<b>* Note</b>	<b>Prior Year 31 May 2020</b>	<b>Current Year 31 May 2021</b>
Adjusted Net Current Assets	56%	\$ 2,209,757	\$ 1,241,762
Cash and Equivalent - Unrestricted	73%	\$ 2,561,974	\$ 1,881,743
Cash and Equivalent - Restricted	119%	\$ 3,085,269	\$ 3,660,512
Receivables - Rates	92%	\$ 236,745	\$ 216,795
Receivables - Other	2081%	\$ 9,445	\$ 196,554
Payables	200%	\$ 507,452	\$ 1,015,750

*\* Note: Compares current ytd actuals to prior year actuals at the same time*

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2021**

**INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 15th June 2021  
Prepared by: Executive Manager of Corporate Services  
Reviewed by: Chief Executive Officer

**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 12.

**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.

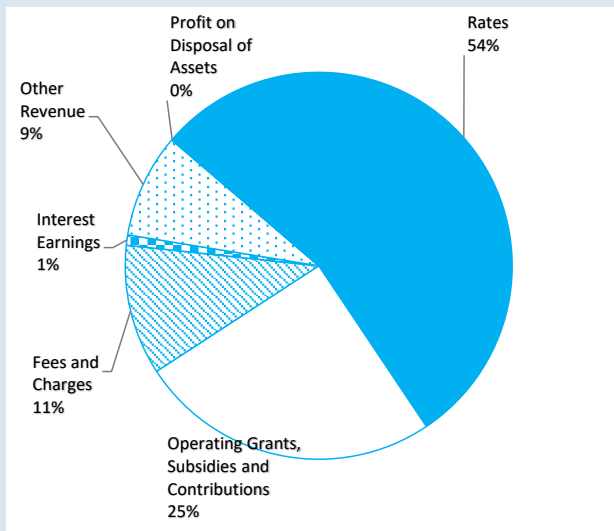
**ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

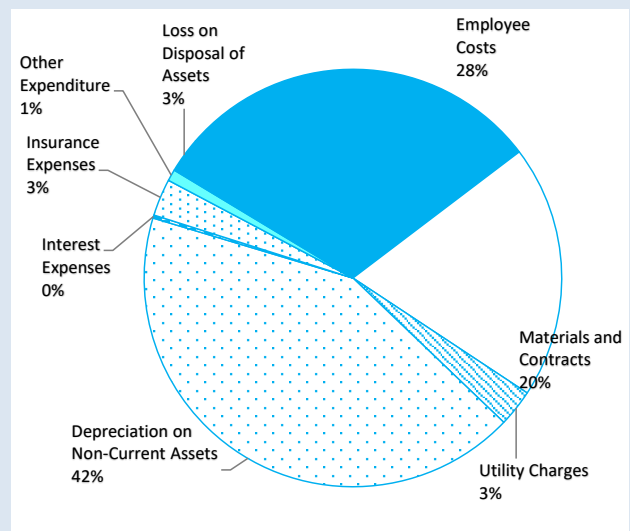
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2021**

**SUMMARY GRAPHS**

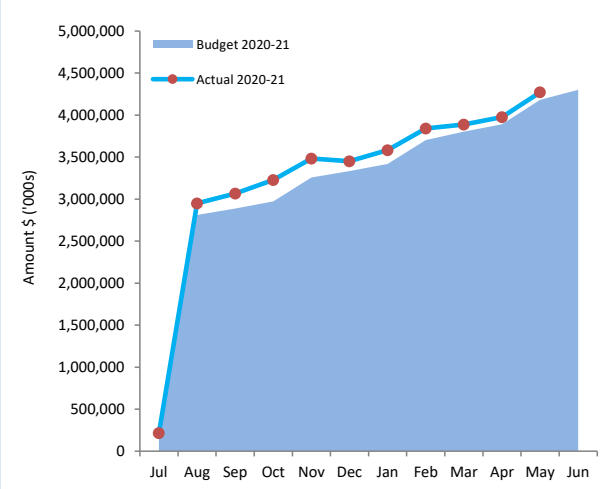
**OPERATING REVENUE**



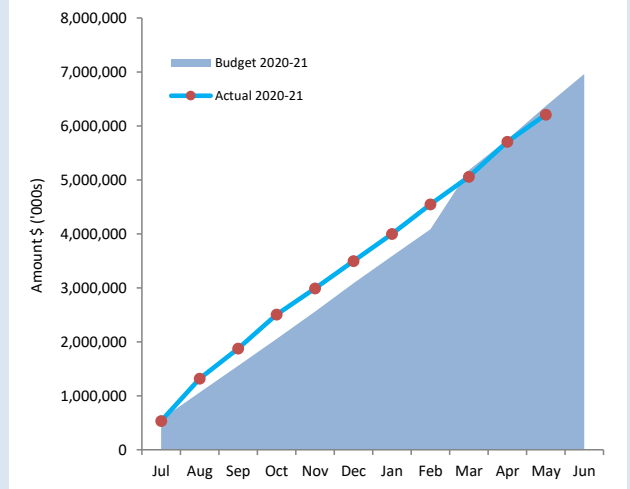
**OPERATING EXPENSES**



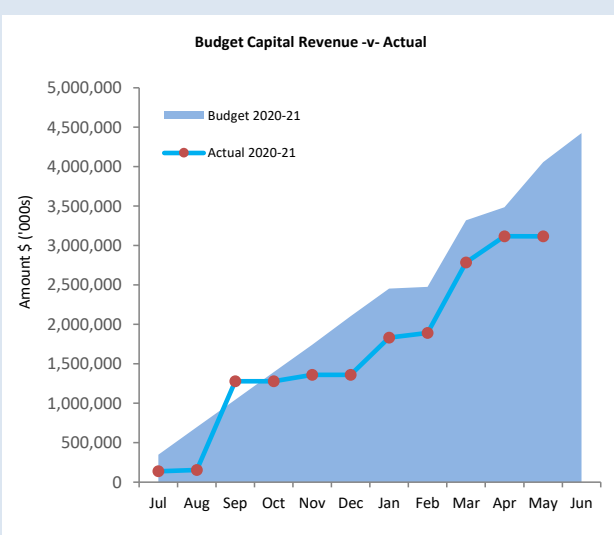
**Budget Operating Revenues -v- Actual**



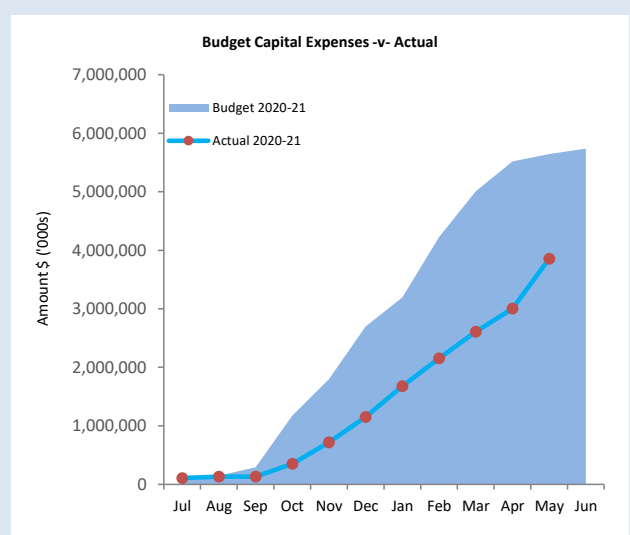
**Budget Operating Expenses -v-YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



This information is to be read in conjunction with the accompanying Financial Statements and Notes. Capital Revenue include Capital Grants and Contributions, Proceeds of Sale and Borrowings.

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 MAY 2021**

**STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources.	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.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services that are not fully funded by specific fees and charges.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	To provide services to help ensure a safer and environmentally conscious community.	Supervision of local laws, fire control which covers the maintenance of bushfire equipment and insurance; animal control and a shared community emergency services manager.
<b>HEALTH</b>	To provide an operational framework for environmental and community health.	Health inspections, food quality control, pest control and operation of the medical centre.
<b>EDUCATION AND WELFARE</b>	To provide services to disadvantaged persons, the elderly, children and youth.	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.
<b>HOUSING</b>	To provide and maintain housing.	Maintenance of housing rented to staff and non staff.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Rubbish and recycling services and administration of Town Planning Scheme and Heritage services. Community bus service, maintenance of cemeteries, public conveniences and environmental services.
<b>RECREATION AND CULTURE</b>	To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.	Maintenance of Halls, Swimming Pool, community buildings and various reserves and library.
<b>TRANSPORT</b>	To provide safe, effective and efficient transport services to the community.	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.
<b>ECONOMIC SERVICES</b>	To help promote the Shire Quairading and its economic wellbeing.	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.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control the Shire of Quairading overheads.	Administration, Private works overheads, plant operating costs, allocation of salaries and wages. Operation of private works.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,749,307	1,749,307	1,749,307	0	0%	
<b>Revenue from operating activities</b>							
Governance		3,300	3,025	6,336	3,311	109%	
General Purpose Funding - Rates	5	2,311,004	2,310,049	2,315,668	5,619	0%	
General Purpose Funding - Other		910,346	906,105	898,145	(7,960)	(1%)	
Law, Order and Public Safety		218,797	204,520	203,519	(1,001)	(0%)	
Health		15,879	14,556	16,918	2,362	16%	
Education and Welfare		61,708	56,564	71,628	15,064	27%	▲
Housing		106,108	97,264	94,235	(3,029)	(3%)	
Community Amenities		174,554	160,012	163,131	3,119	2%	
Recreation and Culture		26,346	24,146	28,730	4,584	19%	
Transport		202,471	155,873	154,941	(932)	(1%)	
Economic Services		209,170	191,743	233,500	41,757	22%	▲
Other Property and Services		61,272	56,155	84,326	28,171	50%	▲
		<b>4,300,955</b>	<b>4,180,012</b>	<b>4,271,077</b>	91,065	2%	
<b>Expenditure from operating activities</b>							
Governance		(712,537)	(657,156)	(566,196)	90,960	14%	▲
General Purpose Funding		(82,738)	(77,285)	(81,613)	(4,328)	(6%)	
Law, Order and Public Safety		(372,689)	(341,632)	(289,050)	52,582	15%	▲
Health		(315,980)	(289,649)	(260,090)	29,559	10%	▲
Education and Welfare		(222,620)	(204,737)	(165,148)	39,589	19%	▲
Housing		(162,773)	(149,212)	(117,159)	32,053	21%	▲
Community Amenities		(512,815)	(470,077)	(410,414)	59,663	13%	▲
Recreation and Culture		(955,540)	(878,159)	(844,312)	33,847	4%	
Transport		(2,880,818)	(2,622,654)	(2,481,914)	140,740	5%	
Economic Services		(683,177)	(626,454)	(699,084)	(72,630)	(12%)	▼
Other Property and Services		(60,117)	(48,764)	(294,717)	(245,953)	(504%)	▼
		<b>(6,961,804)</b>	<b>(6,365,779)</b>	<b>(6,209,697)</b>	156,082	2%	
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		2,822,450	2,587,246	<b>2,638,541</b>	51,295	2%	
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(18,232)	<b>164,916</b>	183,148	(1005%)	
Adjust Provisions and Accruals		(65,901)	(60,409)	<b>1,005</b>	61,414	(102%)	
<b>Amount attributable to operating activities</b>		<b>75,811</b>	<b>322,838</b>	<b>865,842</b>	<b>543,004</b>	(168%)	
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		3,923,765	3,596,785	<b>2,645,593</b>	(951,192)	(26%)	▼
Proceeds from Disposal of Assets	6	501,864	460,042	<b>470,259</b>	10,217	2%	
Capital Acquisitions	7	(5,736,120)	(5,642,507)	<b>(3,853,562)</b>	1,788,945	32%	▲
<b>Amount attributable to investing activities</b>		<b>(1,310,491)</b>	<b>(1,585,681)</b>	<b>(737,710)</b>	<b>847,970</b>	53%	▲
<b>Financing Activities</b>							
Proceeds from New Debentures		0	0	<b>0</b>	0		
Principal lease payments		(5,069)	(4,647)	<b>(5,040)</b>			
Self-Supporting Loan Principal		37,393	34,277	<b>36,297</b>	2,020	6%	
Transfer from Reserves	9	689,177	631,746	<b>526,900</b>	(104,846)	(17%)	▼
Repayment of Debentures	8	(98,717)	(90,491)	<b>(98,153)</b>	(7,662)	(8%)	
Transfer to Reserves	9	(1,105,000)	(1,012,917)	<b>(1,095,681)</b>	(82,764)	(8%)	
<b>Amount attributable to financing activities</b>		<b>(482,216)</b>	<b>(442,031)</b>	<b>(635,677)</b>	<b>(193,252)</b>	(44%)	
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>32,411</b>	<b>44,433</b>	<b>1,241,762</b>	1,197,722	(2695%)	

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020/21 year is \$10,000 and 10%.

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MAY 2021

### 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.

## NATURE OR TYPE DESCRIPTIONS

### 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.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**BY NATURE OR TYPE**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	1,749,307	1,749,307	1,749,307	0	0%	
<b>Revenue from operating activities</b>							
Rates	5	2,311,004	2,310,049	2,315,668	5,619	0%	
Operating Grants, Subsidies and Contributions		1,112,258	1,106,217	1,076,604	(29,613)	(3%)	
Fees and Charges		456,089	418,229	464,787	46,558	11%	▲
Interest Earnings		49,400	47,898	36,856	(11,042)	(23%)	▼
Other Revenue		327,273	297,619	371,791	74,172	25%	▲
Profit on Disposal of Assets	6	44,931	0	5,372	5,372		
		<b>4,300,955</b>	<b>4,180,012</b>	<b>4,271,077</b>	91,065	2%	
<b>Expenditure from operating activities</b>							
Employee Costs		(2,234,742)	(2,052,802)	(1,756,243)	296,559	14%	▲
Materials and Contracts		(1,376,923)	(1,265,931)	(1,217,807)	48,124	4%	
Utility Charges		(229,080)	(209,990)	(178,025)	31,965	15%	▲
Depreciation on Non-Current Assets		(2,822,450)	(2,587,251)	(2,638,541)	(51,290)	(2%)	
Interest Expenses		(20,191)	(15,446)	(14,859)	587	4%	
Insurance Expenses		(178,523)	(163,646)	(178,450)	(14,804)	(9%)	
Other Expenditure		(74,853)	(70,713)	(55,484)	15,229	22%	▲
Loss on Disposal of Assets	6	(25,042)	0	(170,288)	(170,288)		
		<b>(6,961,804)</b>	<b>(6,365,779)</b>	<b>(6,209,697)</b>	156,082	(2%)	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,822,450	2,587,246	<b>2,638,541</b>	51,295	2%	
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(18,232)	<b>164,916</b>	183,148	(1005%)	
Adjust Provisions and Accruals		(65,901)	(60,409)	<b>1,005</b>	61,414	(102%)	
<b>Amount attributable to operating activities</b>		<b>75,811</b>	<b>322,838</b>	<b>865,842</b>	543,004	168%	
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions		3,923,765	3,596,785	<b>2,645,593</b>	(951,192)	(26%)	▼
Proceeds from Disposal of Assets	6	501,864	460,042	<b>470,259</b>	10,217	2%	
Capital acquisitions	7	(5,736,120)	(5,642,507)	<b>(3,853,562)</b>	1,788,945	32%	▲
<b>Amount attributable to investing activities</b>		<b>(1,310,491)</b>	<b>(1,585,681)</b>	<b>(737,710)</b>	847,970	(53%)	
<b>Financing Activities</b>							
Principal lease payments		(5,069)	(4,647)	<b>(5,040)</b>			
Self-Supporting Loan Principal		37,393	34,277	<b>36,297</b>	2,020	6%	
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Repayment of Debentures	8	(98,717)	(90,491)	<b>(98,153)</b>	(7,662)	(8%)	
Transfer to Reserves	9	(1,105,000)	(1,012,917)	<b>(1,095,681)</b>	(82,764)	(8%)	
<b>Amount attributable to financing activities</b>		<b>(482,216)</b>	<b>(442,031)</b>	<b>(635,677)</b>	(193,252)	44%	
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>32,411</b>	<b>44,433</b>	<b>1,241,762</b>	1,197,723	2695%	

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**NOTE 1(a)  
NET CURRENT ASSETS**

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**EMPLOYEE BENEFITS**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave  
*(Short-term Benefits)*

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) *Annual Leave and Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**PROVISIONS**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**INVENTORIES**

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

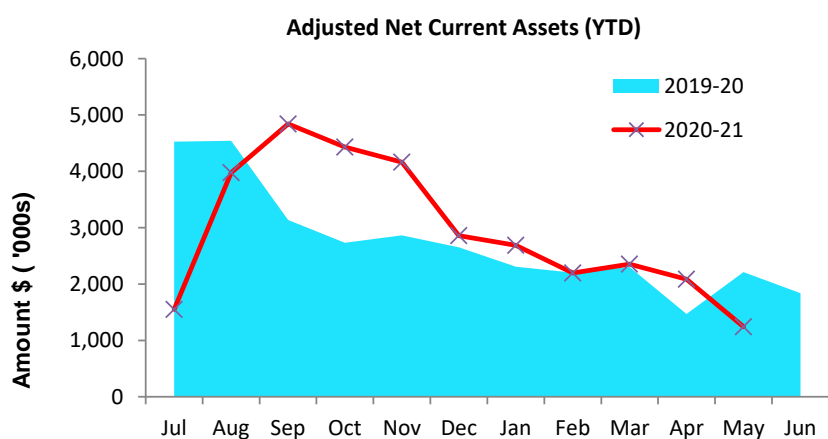
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 31 May 2020	Year to Date Actual 31 May 2021
<b>Adjusted Net Current Assets</b>		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	1,437,180	2,561,974	1,881,743
Cash Restricted	3	3,646,796	3,085,269	3,660,512
Receivables - Rates	4	233,550	236,745	216,795
Receivables - Other	4	20,244	9,445	196,554
Expected Credit Loss Allowance	4	(12,262)	(18,933)	(12,262)
Financial Assets		37,130	1,893	0
Prepaid Expenses		18,663	0	6,067
Interest / ATO Receivable		29,928	28,627	89,773
Inventories		4,275	7,964	8,304
		5,415,504	5,912,984	6,047,486
<b>Less: Current Liabilities</b>				
Payables		(412,022)	(507,452)	(1,015,750)
Provisions - employee		(336,197)	(315,963)	(336,198)
Long term borrowings		(98,154)	6,986	0
		(846,373)	(816,429)	(1,351,948)
<b>Unadjusted Net Current Assets</b>		<b>4,569,131</b>	<b>5,096,555</b>	<b>4,695,538</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(3,091,734)	(3,085,269)	(3,660,512)
Less: Loans receivable		(37,130)	0	0
Add: Lease Liabilities		5,155		
Add: Provisions - employee		205,731	205,457	206,736
Add: Long term borrowings		98,154	(6,986)	0
<b>Adjusted Net Current Assets</b>		<b>1,749,307</b>	<b>2,209,757</b>	<b>1,241,762</b>

**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)**

**\$1.24 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$2.21 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**NOTE 2  
EXPLANATION OF MATERIAL 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 2020/21 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Education and Welfare	15,064	27%	▲	Timing	Profit on Sale of Asset and timing of various Grants and Contributions.
Economic Services	41,757	22%	▲	Timing	Timing of Skeleton Weed Reimbursement and Caravan Park income higher than year to date budget. Standpipes income higher than Budgeted.
Other Property and Services	28,171	50%	▲	Permanent	Parental Leave reimbursement.
<b>Expenditure from operating activities</b>					
Governance	90,960	14%	▲	Timing	Administration Allocated, Integrated Planning, Council Other Expenses Timing and allowances.
Law, Order and Public Safety	52,582	15%	▲	Timing	Timing of CESM operating expenses.
Health	29,559	10%	▲	Timing	Timing of Medical Practices expenses.
Education and Welfare	39,589	19%	▲	Timing	Timing of Independent Living Concept and AKV maintenance. Youth program vacancies.
Housing	32,053	21%	▲	Timing	Timing of Housing Allocated and timing of works on other Housing.
Community Amenities	59,663	13%	▲	Timing	Timing of Town Planning and Badjaling Drain Engineering Advice.
Economic Services	(72,630)	(12%)	▼	Timing	Loss on the Sale of the Factory Units was unbudgeted. Offset by the timing of Skeleton Weed expenses, Tourism Strategy, Caravan Park and Standpipes.
Other Property and Services	(245,953)	(504%)	▼	Timing	Payout of Leave, Parental Leave payments, Plants Costs, PWO Allocation lower than budgeted.
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(951,192)	(26%)	▼	Timing	Timing of Grants.
Proceeds from Disposal of Assets	10,217	2%		Timing	Timing of Disposal of Assets.
Capital Acquisitions	1,788,945	32%	▲	Timing	Timing of Capital Works.

**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

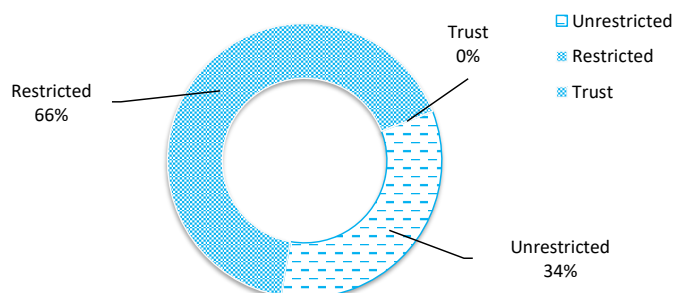
<b>Cash and Investments</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total YTD Actual</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	650			650			
<b>At Call Deposits</b>							
Municipal Fund	497,965			497,965	Westpac		
Medical Centre	603			603	Westpac		
Child Care Centre	20,354			20,354	Westpac		
Municipal On Call	720,000			720,000	Westpac	0.01%	
Reserve Fund On Call		54,539		54,539	Westpac	0.01%	
Trust Fund			0	0	Westpac		
<b>Term Deposits</b>							
Municipal Investment - Term Deposit	307,833			307,833	Westpac	0.24%	05-Jun-21
Municipal Investment - Term Deposit	304,371			304,371	Westpac	0.23%	03-Jun-21
Reserve Investment - Term Deposit		987,590		987,590	Westpac	0.23%	03-Jun-21
Reserve Investment - Term Deposit		1,036,168		1,036,168	Westpac	0.24%	12-Jul-21
Reserve Investment - Term Deposit		620,953		620,953	Westpac	0.30%	22-Aug-21
Reserve Investment - Term Deposit		961,262		961,262	Westpac	0.23%	23-Jun-21
<b>Total</b>	<b>1,851,776</b>	<b>3,660,512</b>	<b>0</b>	<b>5,512,289</b>			

**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**

**\$5.51 M**

**Unrestricted**

**\$1.85 M**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2020	31 May 21
	\$	\$
Opening Arrears Previous Year	237,459	231,667
Levied this year	2,489,560	2,488,499
Less Collections to date	(2,495,352)	(2,503,371)
Equals Current Outstanding	<b>231,667</b>	<b>216,795</b>
<b>Net Rates Collectable</b>	<b>231,667</b>	<b>216,795</b>
% Collected	100.23%	100.60%

**KEY INFORMATION**

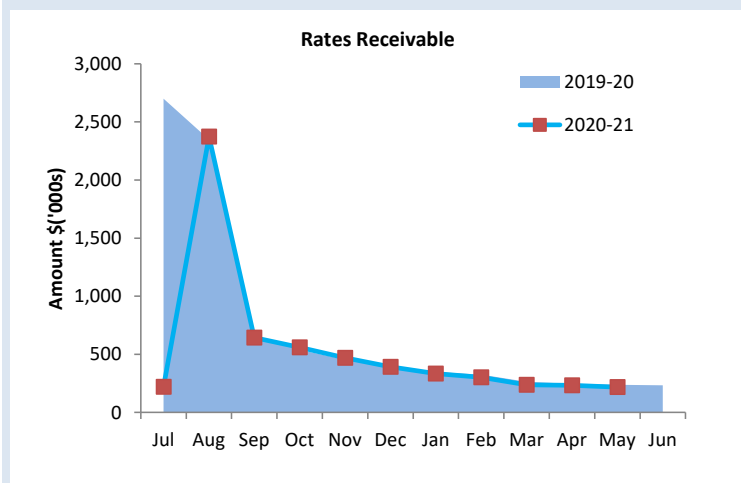
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	94,333	1,500	173,720	4,513	274,066
Percentage	34%	1%	63%	2%	
<b>Balance per Trial Balance</b>					
Sundry debtors					191,869
Loss Allowance					(12,262)
GST receivable					89,773
Pensioner Rebates					4,686
<b>Total Receivables General Outstanding</b>					<b>274,066</b>

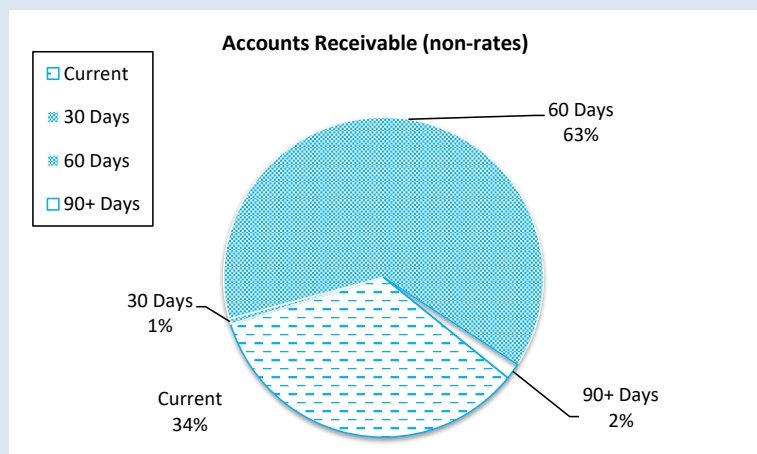
Amounts shown above include GST (where applicable)

**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.



Collected	Rates Due
<b>101%</b>	<b>\$216,795</b>



<b>Debtors Due</b>
<b>\$274,066</b>
<b>Over 30 Days</b>
<b>66%</b>
<b>Over 90 Days</b>
<b>2%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

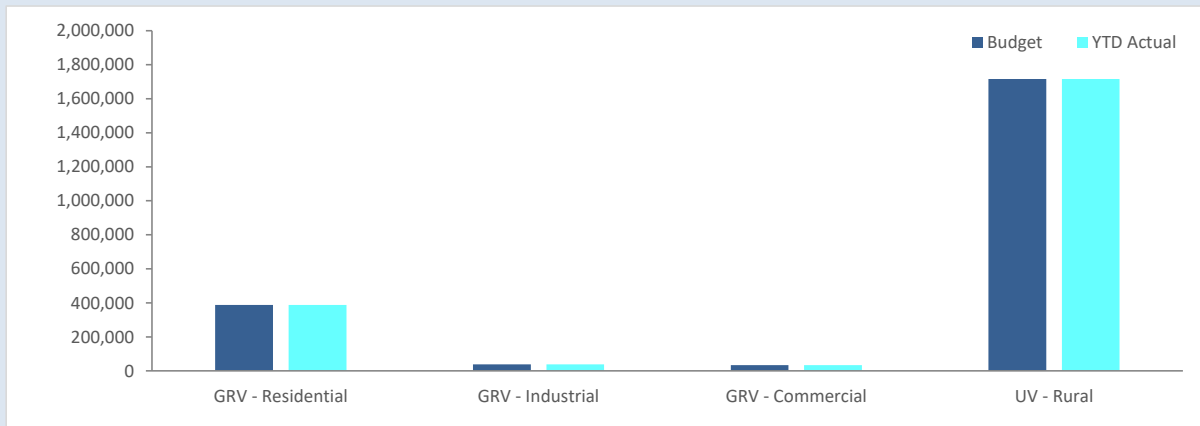
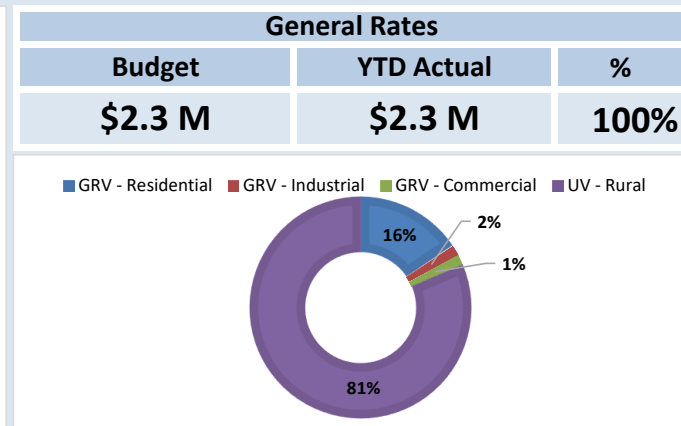
**General Rate Revenue**

RATE TYPE	Amended 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 \$
<b>Differential General Rate</b>											
GRV - Residential	0.135696	315	2,563,032	347,793			347,793	347,793			347,793
GRV - Industrial	0.135696	20	261,785	35,523			35,523	35,523			35,523
GRV - Commercial	0.135696	11	248,376	33,704			33,704	33,704			33,704
UV - Rural	0.011765	361	154,596,500	1,818,828			1,818,828	1,818,829	4,699		1,823,528
GRV - Residential	650	61	66,044	39,650			39,650	39,650			39,650
GRV - Industrial	650	5	6,315	3,250			3,250	3,250			3,250
GRV - Commercial	650	0	0	0			0	0			0
UV - Rural	650	32	1,041,736	20,800			20,800	20,800			20,800
<b>Sub-Totals</b>		<b>805</b>	<b>158,783,788</b>	<b>2,299,548</b>	<b>0</b>	<b>0</b>	<b>2,299,548</b>	<b>2,299,549</b>	<b>4,699</b>	<b>0</b>	<b>2,304,248</b>
Write Offs							(700)				(736)
<b>Amount from General Rates</b>							<b>2,298,848</b>	<b>2,299,549</b>			<b>2,303,512</b>
Ex-Gratia Rates							12,156	12,156			12,156
<b>Total General Rates</b>							<b>2,311,004</b>	<b>2,311,705</b>			<b>2,315,668</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**KEY INFORMATION**

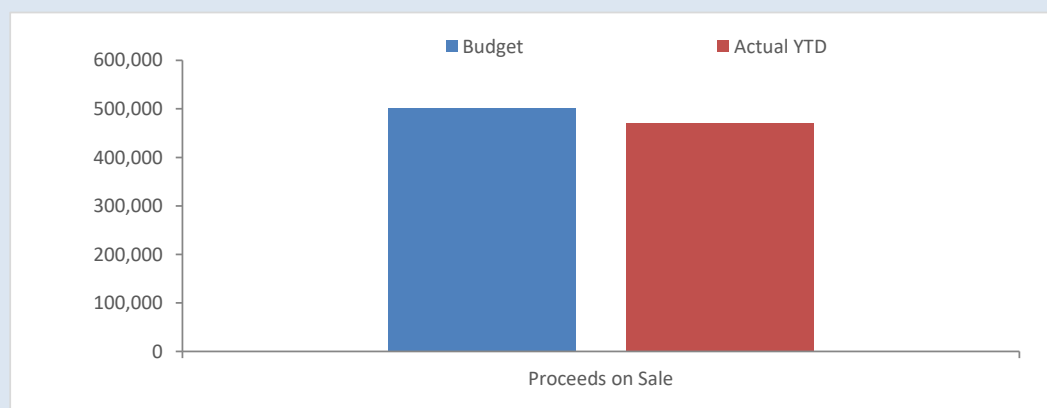


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Description	Amended Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
	\$	\$	\$	\$	\$	\$	\$	\$
2018 Holden Acadia LTZ	35,664	32,000		(3,664)	34,894	36,364	1,469	
2018 Holden Colorado P/Up 4x4	32,328	28,500		(3,828)	31,767	27,531		(4,236)
Caterpillar 12M	117,191	150,000	42,809			150,000		
Case 580SK Backhoe	22,550	5,000		(17,550)				
Cherry Picker	2,878	5,000	2,122					
Land held for resale	35,000	35,000						
Community Car		16,364			12,461	16,364	3,903	
Factory Units	230,000	230,000	0		406,052	240,000		(166,052)
	<b>475,611</b>	<b>501,864</b>	<b>44,931</b>	<b>(25,042)</b>	<b>485,174</b>	<b>470,259</b>	<b>5,372</b>	<b>(170,288)</b>

**KEY INFORMATION**



Proceeds on Sale		
Budget	YTD Actual	%
<b>\$501,864</b>	<b>\$470,259</b>	<b>94%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

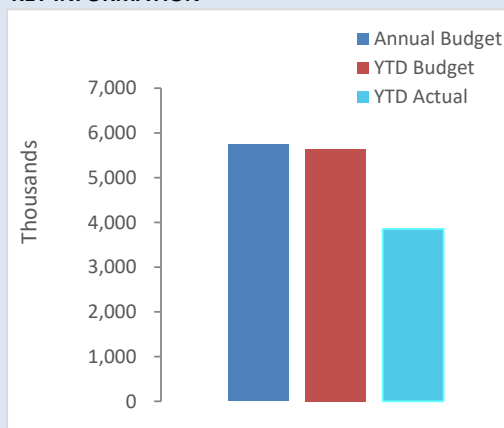
INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	200,000	40,995	(159,005)
Buildings	754,319	696,107	515,541	(180,566)
Plant & Equipment	567,780	567,780	519,939	(47,841)
Furniture & Equipment	38,610	38,610	12,504	(26,106)
Infrastructure - Roads	3,049,301	3,021,401	2,346,512	(674,889)
Infrastructure - Footpaths	90,000	82,500	4,739	0
Infrastructure - Other	1,036,110	1,036,109	413,332	(622,777)
<b>Capital Expenditure Totals</b>	<b>5,736,120</b>	<b>5,642,507</b>	<b>3,853,562</b>	<b>(1,711,184)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,923,765	3,596,785	2,645,593	(951,192)
Other (Disposals & C/Fwd)	501,864	460,042	470,259	10,217
Cash Backed Reserves				
Plant Reserve	327,900	326,900	326,900	0
Building Reserve	120,750	100,000	0	(100,000)
Town Planning & Development	200,000	200,000	200,000	0
Contribution - operations	661,841	958,781	210,810	(747,970)
<b>Capital Funding Total</b>	<b>5,736,120</b>	<b>5,642,507</b>	<b>3,853,562</b>	<b>(1,788,945)</b>

**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**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$5.74 M</b>	<b>\$3.85 M</b>	<b>67%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$3.92 M</b>	<b>\$2.65 M</b>	<b>67%</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Amended				Variance (Under)/Over
		Account Number	Annual Budget	YTD Budget	YTD Actual	
	<b>Capital Expenditure</b>					
	<b>Land</b>					
20%	Industrial Lots Phase 1	2601	200,000	200,000	40,995	(159,005)
20%	<b>Total</b>		200,000	200,000	40,995	(159,005)
	<b>Buildings</b>					
63%	Caravan Park Units	9596	106,300	106,300	67,301	(38,999)
53%	Caretaker Cottage	9597	273,310	227,560	145,510	(82,050)
58%	Youth Centre Upgrades	9576	133,780	133,780	77,068	(56,712)
99%	Town Hall Building Upgrades	9531	132,020	119,558	130,162	10,604
91%	Arthur Kelly Roofing	9537	78,520	78,520	71,383	(7,137)
74%	Caravan Park Cabins Safety Works	9546	24,270	24,270	17,998	(6,272)
100%	Caravan Park Cabins Cabins Rentention Payment	9546	6,119	6,119	6,119	0
68%	<b>Total</b>		754,319	696,107	515,541	(180,566)
	<b>Plant &amp; Equipment</b>					
99%	CEO Vehicle	9000	45,300	45,300	44,891	(409)
98%	EMWS Vehicle	9702	45,000	45,000	44,258	(742)
100%	Grader	9007	360,000	360,000	360,000	-
0%	Second Hand Loader	9703	35,000	35,000	-	(35,000)
100%	Cherry Picker	9755	46,400	46,400	46,400	-
0%	Slasher	9756	12,000	12,000	-	(12,000)
101%	Hospital Auxillary Vehicle	9738	24,080	24,080	24,390	310
92%	<b>Total</b>		567,780	567,780	519,939	(47,841)
	<b>Furniture &amp; Equipment</b>					
41%	Fire Brigade IT and other Equipment	9760	27,310	27,310	11,299	(16,011)
11%	New Computers	9306	11,300	11,300	1,205	(10,095)
0%	<b>Total</b>		38,610	38,610	12,504	(26,106)
	<b>Infrastructure - Roads</b>					
87%	Heal Street Parking	C196	170,000	170,000	147,112	(22,888)
0%	The Groves Access	C190	18,006	18,006	-	(18,006)
110%	AKV Road Upgrade	C195	139,500	139,500	152,812	13,312
77%	Balkuling North Road Resealing	C194	81,711	81,711	63,185	(18,526)
100%	Goldfields Road Reconstruction	C167	444,870	444,870	443,298	(1,572)
101%	Goldfields Road Reseal	1C167	78,750	78,750	79,150	400
0%	Mount Stirling Road Reseal	T012	27,900	-	-	-
78%	Old Beverley East Road	C006	373,742	373,742	292,721	(81,021)
0%	Quairading-Cunderdin WSN Stg 2 Design	WSFN3	25,000	25,000	-	(25,000)
84%	Quairading-Cunderdin WSN	WSFN2	1,325,852	1,325,852	1,119,582	(206,270)
18%	Stacey Bus Road Resheeting	C191	28,700	28,700	5,042	(23,658)
14%	Badjaling Nth Road Resheeting	C192	204,120	204,120	29,078	(175,042)
11%	Pannell Road Resheeting	C193	131,150	131,150	14,533	(116,617)
77%	<b>Total</b>		3,049,301	3,021,401	2,346,512	(674,889)
	<b>Infrastructure - Footpaths</b>					
5%	McLennan Street	F002	90,000	82,500	4,739	(77,761)
5%	<b>Total</b>		90,000	82,500	4,739	-
	<b>Infrastructure - Other</b>					
104%	Hockey Oval Lighting	9839	84,020	81,500	87,085	5,585
74%	Swimming Pool Solar System	9840	42,520	45,040	31,521	(13,519)
91%	Oval Floodlights	9837	123,150	123,150	112,466	(10,684)
2%	Community Park	9838	620,000	620,000	14,956	(605,044)
86%	Shire Hall - Lighting Upgrade	9531	20,000	20,000	17,255	(2,745)
99%	Boundary Signage	9598	5,900	5,900	5,847	(53)
0%	Generator - Parker House	9590	10,000	10,000	-	(10,000)
104%	Shade Sail Pool	9553	18,000	18,000	18,757	757
50%	Sub Meters	9554	5,000	5,000	2,500	(2,500)
72%	Hall Car Park Design	9829	10,000	10,000	7,180	(2,820)
94%	Pool Blankets	9841	12,500	12,500	11,788	(712)
122%	Airstrip	9820	85,020	85,019	103,978	18,958
40%	<b>Total</b>		1,036,110	1,036,109	413,332	(622,777)
67%	<b>Total</b>		5,736,120	5,642,507	3,853,562	(1,711,184)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

Information on Borrowings Particulars	2019/20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>									
Loan 118 - Depot Building	388,767			46,896	46,896	341,871	341,871	11,307	15,292
<b>Economic Services</b>									
Loan 119 - Park Cottages	143,014			14,128	14,128	128,886	128,886	1,881	2,178
	531,781	0	0	61,024	61,024	470,757	470,757	13,188	17,470
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan 115 - Bowling Club	44,177			35,481	36,046	8,696	8,131	1,323	2,324
Loan 117 - Golf Club	4,899			1,648	1,647	3,251	3,252	348	257
	49,076	0	0	37,129	37,693	11,947	11,383	1,671	2,581
<b>Total</b>	<b>580,857</b>	<b>0</b>	<b>0</b>	<b>98,153</b>	<b>98,717</b>	<b>482,704</b>	<b>482,140</b>	<b>14,859</b>	<b>20,051</b>

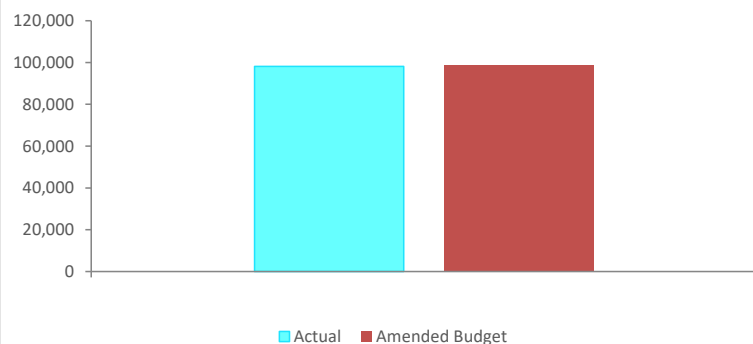
**SIGNIFICANT ACCOUNTING POLICIES**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

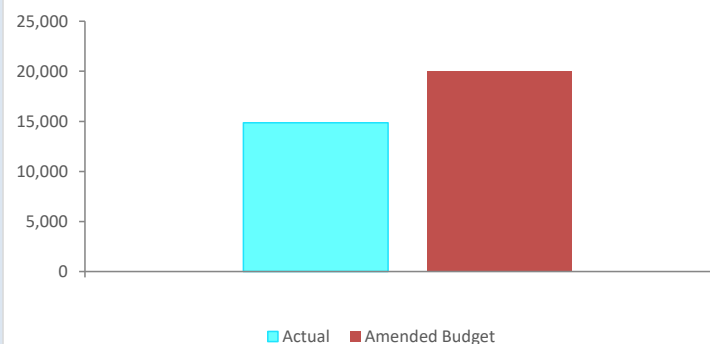
**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**Borrowings - Principal Repaid**



**Borrowings - Interest Paid**



**Principal Repaid**

**\$98,153**

**Interest Expense**

**\$14,859**

**Loans Outstanding**

**\$ .48 M**

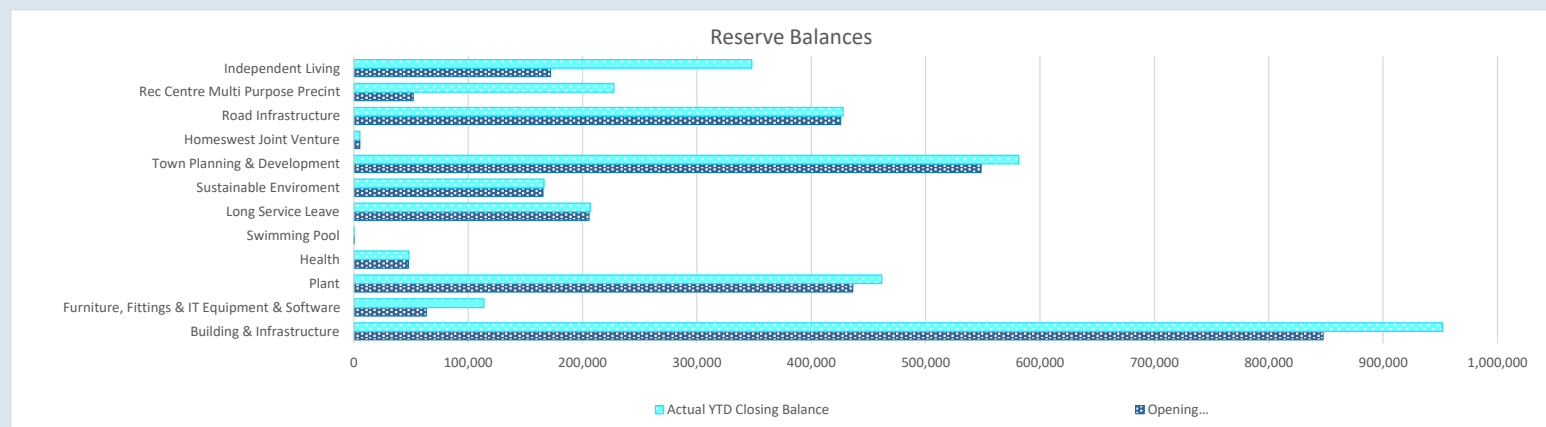
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**OPERATING ACTIVITIES  
NOTE 9  
RESERVES**

**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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building & Infrastructure	847,541	6,894	4,269	100,000	100,000	(120,750)		833,685	951,810
Furniture, Fittings & IT Equipment & Software	63,451	516	325	50,000	50,000			113,967	113,776
Plant	436,314	3,501	2,131	350,000	350,000	(327,900)	(326,900)	461,915	461,545
Health	47,871	389	234					48,260	48,105
Swimming Pool	262	2	1					264	263
Long Service Leave	205,731	1,672	1,005			(40,527)		166,876	206,736
Sustainable Environment	165,520	1,345	808					166,865	166,328
Town Planning & Development	548,624	4,406	2,680	230,000	230,000	(200,000)	(200,000)	583,030	581,304
Homeswest Joint Venture	5,238	43	26					5,281	5,264
Road Infrastructure	425,771	3,448	2,080					429,219	427,851
Rec Centre Multi Purpose Precint	51,986	423	471	175,000	175,000			227,409	227,457
Building Renewal	121,416	977	593					122,393	122,009
Independent Living	172,006	1,384	1,058	175,000	175,000			348,390	348,064
	<b>3,091,731</b>	<b>25,000</b>	<b>15,681</b>	<b>1,080,000</b>	<b>1,080,000</b>	<b>(689,177)</b>	<b>(526,900)</b>	<b>3,507,554</b>	<b>3,660,512</b>

**KEY INFORMATION**



**Interest Earned**  
**\$15,681**

**Reserves Bal**  
**\$3.66 M**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021

NOTE 10  
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
<b>Operating grants, subsidies and contributions</b>				
Federal Assistance Grants	854,746	854,746	854,746	0
MRWA Direct Road Grant	137,540	137,540	137,540	0
NRM Grant	17,020	15,602	0	(15,602)
Adverse Event Plan (Community Drought)	15,000	13,750	0	(13,750)
Fire Prevention Grants	47,480	47,480	44,037	(3,443)
Staff Contributions to Vehicle	17,472	16,016	12,863	(3,153)
Medical Practice Grants and Contributions	15,000	13,750	15,356	1,606
Youth Centre Grants	8,000	7,333	8,348	1,015
Australia Day Grant	0	0	1,100	1,100
Childcare Centre Grants	0	0	2,614	2,614
<b>Operating grants, subsidies and contributions Total</b>	<b>1,112,258</b>	<b>1,106,217</b>	<b>1,076,604</b>	<b>-29,613</b>
<b>Non-operating grants, subsidies and contributions</b>				
Roads to Recovery/ MRWA Regional Road Group	700,336	641,975	642,078	103
WA Freight Network	1,241,949	1,138,453	1,042,993	-95,460
Community Roads and Infrastructure	393,970	361,139	196,674	-164,465
Community Drought Funding	981,500	899,708	700,000	-199,708
DFES Capital Grant	27,310	25,034	27,310	2,276
Community Park Grants and Contributions	525,000	481,250	0	-481,250
Shire Lighting Upgrade Contribution	7,500	6,875	7,500	625
Regional Airports Development Scheme	38,484	35,277	29,038	-6,239
Hospital Auxillary Vehicle	7,716	7,073	0	-7,073
<b>Non-operating grants, subsidies and contributions Total</b>	<b>3,923,765</b>	<b>3,596,785</b>	<b>2,645,593</b>	<b>-951,192</b>
<b>Grand Total</b>	<b>5,036,023</b>	<b>4,703,002</b>	<b>3,722,197</b>	<b>(980,805)</b>

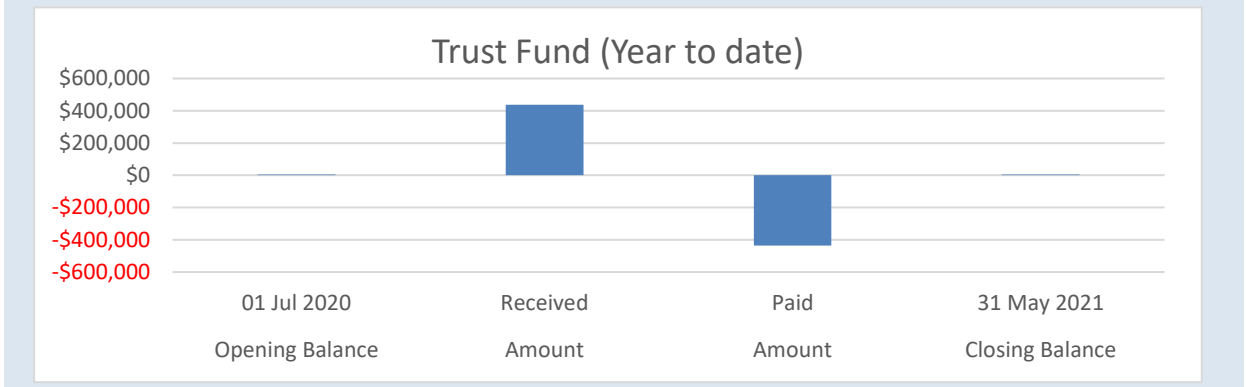
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**NOTE 11  
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 31 May 2021
Department of Transport	\$3,899	\$437,257	-\$436,739	\$4,416
	<b>\$3,899</b>	<b>\$437,257</b>	<b>-\$436,739</b>	<b>\$4,416</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**NOTE 12  
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

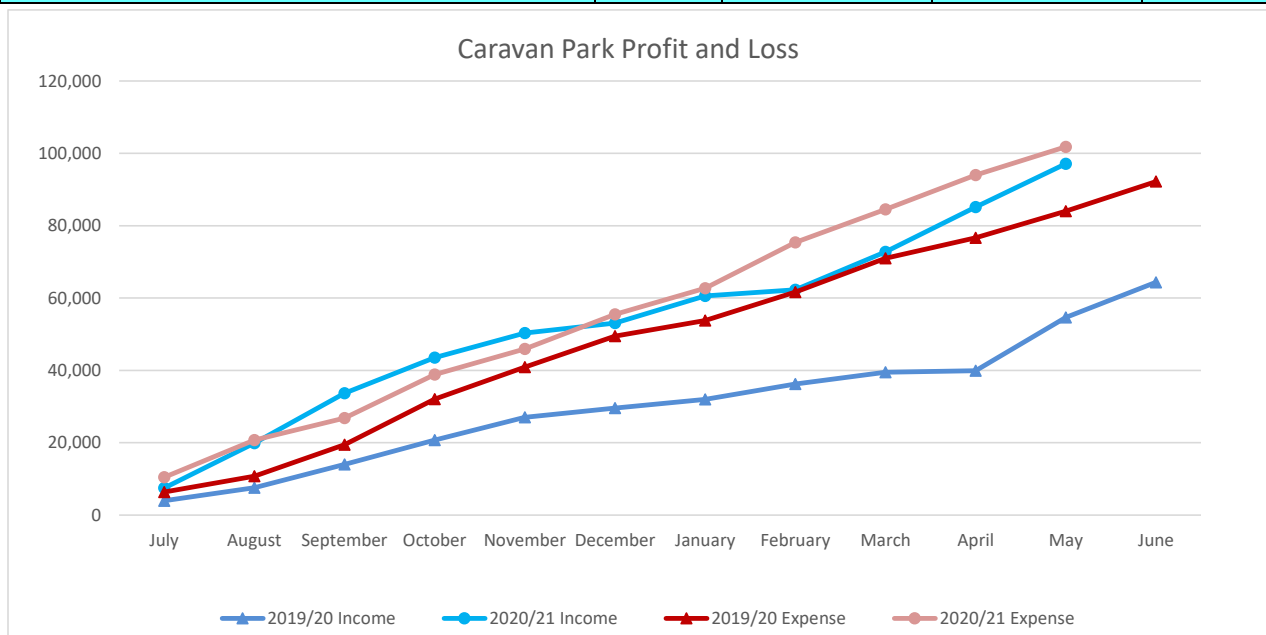
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				128,145
	Caravan Park Cabins Retention	19-20/21	Capital Expenses			6,119	122,026
	Purchase of Hospital Auxillary Vehicle	64-20/21	Capital Expenses			24,080	97,946
	Reimbursement and Trade in for Hospital Auxillary Vehicle	64-20/21	Capital Income		24,080		122,026
	Altus Bank Reconciliation	80-20/21	Operating Expenses			9,500	112,526
	Computers	80-20/21	Capital Expenses			11,300	101,226
	Offsite Backups/ Internet Service and Firewall	80-20/21	Operating Expenses			7,500	93,726
	Review of Sports and Recreation Masterplan	80-20/21	Operating Expenses			25,000	68,726
	Waiving of Sporting Club Fees and Charges	130-20/21	Operating Income			2,000	66,726
	Caravan Park Cabins	130-20/22	Operating Income		5,000		71,726
	Factory Unit	130-20/23	Operating Income			3,000	68,726
	Private Works	130-20/24	Operating Income		7,500		76,226
	Miscellaneous Materials	130-20/25	Operating Income		7,500		83,726
	Grant Commission (FAGs)	130-20/26	Operating Income		12,732		96,458
	Medical Practice Income - Nurse incentive grant	130-20/27	Operating Income		5,000		101,458
	Parks & Reserves Wages	130-20/28	Operating Expenses		5,000		106,458
	Caravan Park Wages	130-20/29	Operating Expenses		10,000		116,458
	Adverse Event Plan	130-20/30	Operating Expenses		10,000		126,458
	Conferences	130-20/31	Operating Expenses		3,000		129,458
	Revaluation of Assets	130-20/32	Operating Expenses		30,000		159,458
	Integrated Planning	130-20/33	Operating Expenses		7,500		166,958
	Town Planning	130-20/34	Operating Expenses		10,000		176,958
	Parks & Reserves Contracts	130-20/35	Operating Expenses			11,000	165,958
	Oval and Grounds Contracts	130-20/36	Operating Expenses			4,000	161,958
	Bridge Maintenance	130-20/37	Operating Expenses			6,000	155,958
	Telephone	130-20/38	Operating Expenses			9,000	146,958
	Road Depreciation	130-20/39	Operating Expenses			840,000	(693,042)
	New Grader	130-20/40	Capital Income			10,000	(703,042)
	Factory Units	130-20/41	Capital Income		230,000		(473,042)

Town Hall Building Upgrades	130-20/42	Capital Expenses	45,750		(427,292)
Caretaker Cottage	130-20/43	Capital Expenses		45,750	(473,042)
Youth Centre	130-20/44	Capital Expenses		55,000	(528,042)
Caravan Park Safety Works	130-20/45	Capital Expenses		6,000	(534,042)
Town Hall Lighting	130-20/46	Capital Expenses	3,000		(531,042)
CEO Vehicle	130-20/47	Capital Expenses	4,700		(526,342)
New Grader	130-20/48	Capital Expenses	20,000		(506,342)
Cherry Picker	130-20/49	Capital Expenses	13,600		(492,742)
Slasher	130-20/50	Capital Expenses		1,000	(493,742)
Balkuling North Road	130-20/51	Capital Expenses	2,000		(491,742)
The Groves Access	130-20/52	Capital Expenses	20,400		(471,342)
Hockey Oval Lighting	130-20/53	Capital Expenses		6,500	(477,842)
Waterwise Sub Meters	130-20/54	Capital Expenses	5,000		(472,842)
Boundary Signage	130-20/55	Capital Expenses	4,600		(468,242)
Factory Unit Sale	130-20/56	Reserve		230,000	(698,242)
Fix Statutory Budget - Road Infrastructure	130-20/57	Reserve	120,750		(577,492)
Fix Statutory Budget - Buildings & Infrastructure	130-20/58	Reserve		120,750	(698,242)
Fix Statutory Budget - Buildings & Infrastructure	130-20/59	Reserve	350,500		(347,742)
Fix Statutory Budget - Plant	130-20/60	Reserve		350,500	(698,242)
New Grader - Plant Reserve	130-20/61	Reserve		10,000	(708,242)
Slasher - Plant Reserve	130-20/62	Reserve		13,600	(721,842)
Cherry Picker - Plant Reserve	130-20/63	Reserve	1,000		(720,842)
Actual Opening Position	130-20/64	Opening Surplus		86,747	(807,589)
Road Depreciation	130-20/65	Non Cash Write Back	840,000		32,411
<b>Permanent Changes</b>			<b>0</b>	<b>1,798,612</b>	<b>1,894,346</b>
					<b>32,411</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**NOTE 13  
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
<b>INCOME</b>				
Caravan Park Charges	586	\$37,946	\$36,000	105%
Cottage Charges	22	\$3,941	\$3,000	131%
Cabins Charges	216	\$55,232	\$47,000	118%
<b>TOTAL INCOME</b>	<b>824</b>	<b>\$97,119</b>	<b>\$86,000</b>	<b>113%</b>
<b>EXPENDITURE</b>		<b>YTD Actual</b>	<b>Current Budget</b>	<b>VAR %</b>
<b>Caravan Park</b>				
Wages inc O/H		\$45,152	\$53,668	84%
Materials & Insurance		\$12,066	\$7,691	157%
Utilities		\$9,192	\$13,000	71%
<b>Caravan Park Total</b>		<b>\$66,410</b>	<b>\$74,359</b>	<b>89%</b>
<b>Cottage</b>				
Wages inc O/H		\$3,831	\$2,964	129%
Materials & Insurance		\$1,726	\$2,507	69%
Utilities		\$886	\$1,500	59%
<b>Cottage Total</b>		<b>\$6,443</b>	<b>\$6,971</b>	<b>92%</b>
<b>Cabins</b>				
Wages inc O/H		\$20,452	\$45,314	45%
Materials & Insurance		\$4,154	\$9,000	46%
Utilities		\$4,346	\$7,032	62%
<b>Cabins Total</b>		<b>\$28,952</b>	<b>\$61,346</b>	<b>47%</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 101,805</b>	<b>\$ 142,676</b>	<b>71%</b>
<b>Income</b>		<b>\$ 97,119</b>	<b>\$ 86,000</b>	<b>113%</b>
<b>Expenses</b>		<b>\$ 101,805</b>	<b>\$ 142,676</b>	<b>71%</b>
		<b>-\$ 4,686</b>	<b>-\$ 56,676</b>	<b>8%</b>





**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2021**

**NOTE 14  
RATIO'S**

	2021	This Time	2020	2019	2018	2017	Target Range
	YTD	Last Year					
Current Ratio	2.08	4.63	4.71	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	6.02	16.31	15.02	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	(0.61)	0.03	(0.36)	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.52	0.62	0.50	0.77	0.69	0.46	≥0.90

The above ratios are calculated as follows:

Current Ratio equals	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
Debt Service Cover Ratio	$\frac{\text{Annual Operating Surplus before Interest and Depreciation}}{\text{Principal and Interest}}$
Operating Surplus Ratio	$\frac{\text{Operating Revenue minus Operating Expenses}}{\text{Own Source Operating Revenue}}$
Own Source Revenue Coverage Ratio	$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expenses}}$

### 9.3 Audit and Risk Committee Meeting Minutes – 8<sup>th</sup> June 2021

<b>Meeting Date</b>	24 <sup>th</sup> June 201
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Audit & Risk Committee Meeting Minutes
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

#### OFFICER'S RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 8<sup>th</sup> June 2021.

\_\_\_\_/\_\_\_\_

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

#### 1) Financial Management Review Report - May 2021

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

*RECOMMENDATION: AR17-20/21*

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

- Council notes the Moore Australia Financial Management Review Report – May 2021 on the review of the Shire's financial management systems and procedures.
- Council notes the Management responses to the Findings and Recommendations.

\_\_\_\_/\_\_\_\_

#### 2) Grant Funding Status Report

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

*RECOMMENDATION: AR18-20/21*

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

Council notes the Grants Status Reports dated June 2021.

\_\_\_\_/\_\_\_\_

#### 3) Report on Excess Annual Leave and Long Service Leave

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

*RECOMMENDATION: AR19-20/21*

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

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

\_\_\_\_/\_\_\_\_

#### 4) Annual Assessment Report on Community Engagement

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

*RECOMMENDATION: AR20-20/21*

That the Audit & Risk Committee Recommend to Council:

That Council receive the Annual Assessment Report of Council's Community Engagement for the 2020/2021 year.

\_\_\_\_/\_\_\_\_

**Voting Requirements – Simple Majority**

#### **IN BRIEF**

Minutes of the 8<sup>th</sup> June 2021 Meeting of the Audit and Risk Committee include four (4) Recommendations to Council.

#### **MATTER FOR CONSIDERATION**

Committee Recommendations to Council.

#### **BACKGROUND**

The Audit and Risk Committee Meeting was held on the 8<sup>th</sup> June 2021 from which there are four (4) Recommendations for Council's consideration, namely: -

RECOMMENDATION: AR17-20/21

RECOMMENDATION: AR18-20/21

RECOMMENDATION: AR19-20/21

RECOMMENDATION: AR20-20/21

#### **STATUTORY ENVIRONMENT**

##### **AR17-20/21**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

##### 5. CEO's duties as to financial management

- (1) Efficient systems and procedures are to be established by the CEO of a local government –
  - (a) for the proper collection of all money owing to the local government; and
  - (b) for the safe custody and security of all money collected or held by the local government; and
  - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
  - (d) to ensure proper accounting for municipal or trust –
    - (i) revenue received or receivable; and
    - (ii) expenses paid or payable; and

- (iii) assets and liabilities;
  - and
  - (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
  - (f) for the maintenance of payroll, stock control and costing records; and
  - (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.
- (2) The CEO is to –
- (a) ensure that the resources of the local government are effectively and efficiently managed; and
  - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
  - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

## POLICY IMPLICATION

**AR19-20/21** - Council's ORG.2 Leave Management Policy.

## FINANCIAL IMPLICATIONS

### AR17-20/21

The budget for the FMR Report was \$10,000. The actual cost for the Review work was \$10,000 plus Travel Expenses.

### AR18-20/21

Nil

### AR19-20/21

Annual and Long Service Leave Reserve Fund Cash Balance as at 31<sup>st</sup> May 2021 is \$206,736.04.

The Annual Budget treats Current Leave as Accruals.

The Annual and Long Service Leave Reserve funds any prior year Leave entitlements taken by Staff or paid out.

The current Liability for both types of Leave (if all Claimed on 31<sup>st</sup> May 2021) is calculated at \$212,380.00.

### AR20-20/21

Nil

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## **COMMUNITY CONSULTATION**

N/A

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

Financial – Risk Matrix Rating considered Low. AR19-20/21 - 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. Financial Management Review 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. Financial Management Review was undertaken by Independent Audit Consultants

Natural Environment – Risk Matrix Rating considered Low.

## SHIRE OF QUAIRADING Audit & Risk Committee

The Quairading Audit & Risk Committee Minutes of the Meeting held on 8<sup>th</sup> June 2021 commencing at 4.40 pm.

### ITEM 1      OPENING & ANNOUNCEMENTS

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The Chairperson opened the Meeting at 4.40 pm.

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

### ITEM 2      ATTENDANCE AND APOLOGIES

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#### **Councillors**

Cr JN Haythornthwaite	Chairperson / Deputy Shire President
Cr BR Cowcill	
Cr JR Hippiisley	
Cr B McGuinness	
Cr PD Smith	
Cr TJ Stacey	

#### **Council Officers**

Mr GA Fardon	Chief Executive Officer
Mr NL Gilfellon	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	Executive Manager Community, Projects and Strategy (from 4.48 pm)

#### **Observers/Visitor**

Nil

#### **Apologies**

Cr WMF Davies	Shire President
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#### **Absent**

Cr JW Haythornthwaite

#### **Approved Leave of Absence**

Nil.

### ITEM 3      DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Nil.

## ITEM 4 DECLARATIONS OF INTEREST

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Nil, at this time.

## ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 5.1 Confirmation of Minutes – 9<sup>th</sup> March 2021

**RECOMMENDATION: AR16-20/21****MOVED Cr Cowcill SECONDED Cr Hippisley**

That the Minutes of the Audit & Risk Committee Meeting held on the 9<sup>th</sup> March 2021 be confirmed as a true and accurate record.

**CARRIED 6/0**

### 5.2 Business Arising

Nil.

## ITEM 6 STANDING ITEMS – EXTERNAL AUDIT

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

#### **6.1 2020/2021 Financial Audit – Office of the Auditor General (OAG)**

*Any matters to be discussed resulting from the telephonic meeting with the OAG and AMD.*

Nil Matters discussed.



## ITEM 7      STANDING ITEMS – INTERNAL AUDIT

### *Audit & Risk Committee - Terms of Reference 7.5*

#### 7.1      Financial Management Review Report - May 2021

<b>Meeting Date</b>	8 <sup>th</sup> June 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) Financial Management Review Report May 2021
<b>Owner/Applicant</b>	Moore Australia
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

##### RECOMMENDATION: AR17-20/21

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

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

- Council notes the Moore Australia Financial Management Review Report – May 2021 on the review of the Shire's financial management systems and procedures
- Council notes the Management responses to the Findings and Recommendations

**CARRIED 6/0**

#### IN BRIEF

- Review of the appropriateness and effectiveness of the Shire's financial systems and procedures to be undertaken at least every 3 Years.
- External Audit Consultant Moore Australia were engaged to conduct the Review and to prepare a Report for the CEO for its presentation to the Audit & Risk Committee.
- Onsite Review Visit undertaken on 12<sup>th</sup> – 14<sup>th</sup> of April 2021, where 23 Areas were examined.
- Moore Australia have provided its Review Report to the CEO.
- Management have provided its Comments on the Findings & Recommendations and these have been incorporated into the Review Report.

#### MATTER FOR CONSIDERATION

Noting of Moore Australia's Report on the appropriateness and effectiveness of the Shire's financial management systems and procedures and also noting Management's Responses and Actions.

#### BACKGROUND

1. The *Local Government (Financial Management) Regulations 1996 regulation 5(2)(c)*, requires the Chief Executive Officer to undertake Financial Management Reviews regularly (and not less than once in every three years). The main purpose of a Financial Management Review (FMR) is to examine the

appropriateness and effectiveness of the financial management systems and procedures of the Shire.

2. Through a formal request for quote process, Moore Stephen (WA) Pty Ltd was appointed to undertake the financial management audit. The audit covered the period 1<sup>st</sup> July 2020 to 31<sup>st</sup> March 2021.
3. Moore Australia Staff examined 23 Areas. 16 Areas were reported as effective and appropriate and 7 Areas highlighted in the Report are were Moore Australia recommend for Improvement.
4. The Consultant's Report identified from the 7 Areas, 10 Matters of which 2 was considered to be significant, 4 were considered to be moderate issues and 4 were considered as minor issues.

## STATUTORY ENVIRONMENT

### *Local Government (Financial Management) Regulations 1996*

5. CEO's duties as to financial management
  - (1) Efficient systems and procedures are to be established by the CEO of a local government –
    - (a) for the proper collection of all money owing to the local government; and
    - (b) for the safe custody and security of all money collected or held by the local government; and
    - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
    - (d) to ensure proper accounting for municipal or trust –
      - (i) revenue received or receivable; and
      - (ii) expenses paid or payable; and
      - (iii) assets and liabilities;
 and
    - (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
    - (f) for the maintenance of payroll, stock control and costing records; and
    - (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.
  - (2) The CEO is to –
    - (a) ensure that the resources of the local government are effectively and efficiently managed; and
    - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
    - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

The budget for the FMR Report was \$10,000. The actual cost for the Review work was \$10,000.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

No 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. The Financial Management Review is conducted to provide assurance to the CEO and Council on the performance of the control environment of the financial management systems and procedures.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Compliance with legislative requirement. Failure to complete the FMR would lead to increased Reputational Risk and possible actions by the DLGSC.

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

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

The CEO and the EMCS have prepared and provided Management's responses on the Findings and detailed Actions that have already been taken or will be taken to ensure that the Recommendations are implemented.

## 7.2 OAG Report 23: 2020/21 – Local Government General Computer Controls

*For Councillor Information Only. The attached report summarises the results of the 2020 annual information systems audits across a selection of 50 local government (LG) entities.*

Noted by the Meeting.

## ITEM 8 STANDING ITEMS – FINANCIAL REPORTING

### Audit & Risk Committee - Terms of Reference 7.2

#### 8.1 Grant Funding Status Report

<b>Meeting Date</b>	8 <sup>th</sup> June 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	IPR&SPO Richard Bleakley
<b>Attachments</b>	(i) Grants Register Status Report 1 (ii) Grants Register Status Report 2 (Summary Report)
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

##### RECOMMENDATION: AR18-20/21

##### MOVED Cr McGuinness SECONDED Cr Cowcill

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

Council notes the Grants Status Reports dated June 2021.

**CARRIED 6/0**

#### 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 2019/2020 and are being acquitted in the current Financial Year.
- This report includes Grant Funded Projects that will also be delivered in 2021/22.
- Report details current successful Grants (Competitive and Non Competitive).
- No Grant Applications have been declined in 2020/2021.
- One grant application (Community Park) has been withdrawn as does not meet the guidelines of the COVID-19 Grant Funding Program at LotteryWest. It will be resubmitted once Lotterywest re-opens its regular funding windows in late June 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 2020/2021 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 2020/2021 Financial Year and Proposed Budget for the 2021/2022 Financial Year.

Council is awaiting the resubmission of the Application to LotteryWest for funding assistance towards the Kwirading Koort Community Park Project. It is anticipated that Council's Application will be considered in August / September 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.

In addition, Council has received advice that the Federal Government has granted an additional \$786,694 under the Local Roads and Community Infrastructure Program Extension (COVID-19) – Phase 3. Information regarding the Guidelines and Conditions of this additional funding have yet to be received.

Allocation of these funds to Projects will be the subject of a further Officer's Report to Council in the near future.

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 2017 - 2027**

#### **Governance Objective: Strong governance and community engagement**

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

### **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 2020/2021 Adopted Budget. The additional Grant Funding offered under the Local Roads and Community Infrastructure Program Extension (COVID-19) and the relevant Project will be included in the 2021/2022 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 3<sup>rd</sup> June 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.

Status	Number	Grant Funding
Closed / Completed	2	\$2,700
Active	10	\$5,779,655
Approved	1	\$23,333
Applications	2	\$1,356,694
New research	9	\$65,000
<b>Total</b>	<b>24</b>	<b>\$7,227,382</b>

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

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*Audit & Risk Committee - Terms of Reference 7.3*

*No matters for consideration.*



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

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

#### 10.1 Report on Excess Annual Leave and Long Service Leave

<b>Meeting Date</b>	8 <sup>th</sup> June 2021
<b>Responsible Officer</b>	EMCS Nathan Gilfellow
<b>Reporting Officer</b>	SFO Kaiser Uddin
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

##### RECOMMENDATION: AR19-20/21

##### **MOVED Cr Hippisley SECONDED Cr Cowcill**

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

**CARRIED 6/0**

#### IN BRIEF

- Since 2017, Council has requested that excess Annual Leave and Long Service Leave be reported to the Audit and Risk Committee.
- Council receive the report on the Shire's Leave Liabilities.

#### 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 policy defines excess leave as when the Employee has accrued more than eight weeks paid annual leave.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

Local Government (Long Service Leave Regulations)

Local Government Industry Award 2020

The Industry Award defines Excess Leave as -

*"An Employee has an **excess leave accrual** if the employee has accrued more than eight weeks paid annual leave"*

## POLICY IMPLICATIONS

Current Policy: Leave Management Policy (ORG.2)

## FINANCIAL IMPLICATIONS

Annual and Long Service Leave Reserve Fund Cash Balance as at 31<sup>st</sup> May 2021 is \$206,736.04.

The Annual Budget treats Current Leave as Accruals.

The Annual and Long Service Leave Reserve funds any prior year Leave entitlements taken by Staff or paid out.

The current Liability for both types of Leave (if all Claimed on 31<sup>st</sup> May 2021) is calculated at \$212,380.00.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating is considered as Medium Risk. Financial exposure and therefor Risk escalation, if Leave accruals are not monitored and managed.

Health – Risk Matrix Rating is considered as Low Risk

Reputation – Risk Matrix Rating is considered as Low Risk

Operation – Risk Matrix Rating considered Low Risk

Natural Environment – Risk Matrix Rating is considered as Low Risk.

## 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.

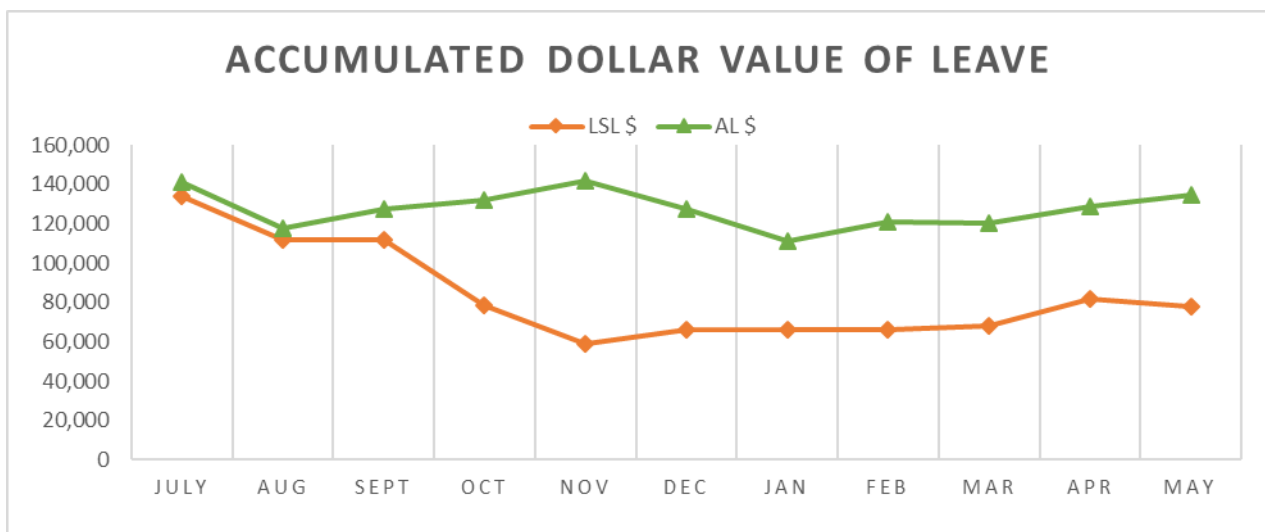
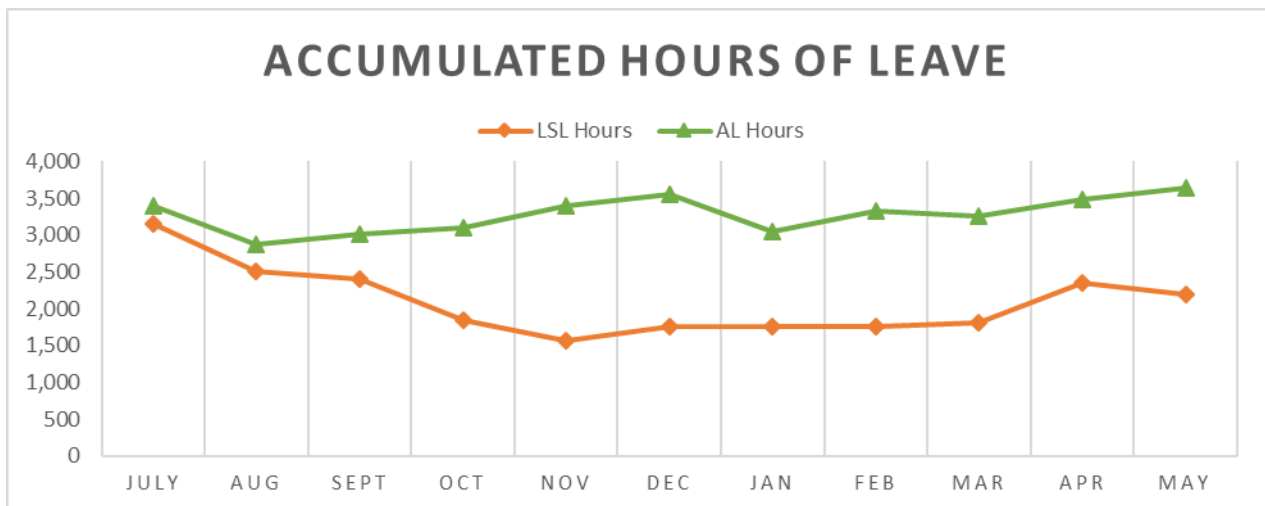
As at the 31<sup>st</sup> May 2021, two employees have excess annual leave. Management will discuss the excess leave with the employees and a reminder letter will be sent shortly.

Since February 2021, there has been an increase of 11.2% (in Dollar Value) in the Annual Leave Liability. This is due to natural increase during this period where employees have taken less leave.

The Long Service Leave Liability has had a 32% increase since February 2021. This is due to the anniversary of one employee in April 2021. In May, Long Service Leave Liability has decreased 4% as one of the employee has partly taken his Long Service Leave.

	<i>LSL Hours*</i>	<i>LSL \$*</i>	<i>AL Hours</i>	<i>AL \$</i>
<i>July</i>	3,152	133,795	3,396	141,026
<i>August</i>	2,511	112,029	2,879	117,983
<i>September</i>	2,407	111,839	3,013	127,361
<i>October</i>	1,838	78,381	3,102	132,103
<i>November</i>	1,557	58,798	3,393	141,499
<i>December</i>	1,755	58,798	3,555	127,688
<i>January</i>	1,755	58,798	3,044	111,379
<i>February</i>	1,755	58,798	3,325	121,193
<i>March</i>	1,804	67,960	3,258	120,396
<i>April</i>	2,342	81,951	3,490	128,639
<i>May</i>	2,190	77,633	3,640	134,746

\*An error in the system generated LSL liabilities was found and has been fixed. This has altered the LSL liabilities for the full year.



## ITEM 11      STANDING ITEMS – OTHER

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

#### 11.1 Annual Assessment Report on Community Engagement

<b>Meeting Date</b>	8 <sup>th</sup> June 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

##### RECOMMENDATION: AR20-20/21

##### **MOVED Cr Hippiisley SECONDED Cr Stacey**

That the Audit & Risk Committee Recommend to Council:

That Council receive the Annual Assessment Report of Council's Community Engagement for the 2020/2021 year.

**CARRIED 6/0**

#### IN BRIEF

- In accordance with Council's Community Engagement Policy, an Annual Assessment of the level of engagement achieved is to be reported to the June Audit & Risk Committee.
- In December 2019, Council adopted the Community Action Plan for the 12 months ahead. The Action Plan will be further reviewed following the adoption of the Shire Community Strategic Plan 2021-2031.
  - The Action Plan describes how the Shire of Quairading will increase its level of engagement with the community and acknowledges the desire of Council to share information in keeping with our vision to position Quairading as the best place to live, work and visit.
  - The Action Plan provides direction to Councillors and Staff on identified activities with the objective of maximising meaningful and appropriate Community engagement across all areas of the Organisation.

#### MATTER FOR CONSIDERATION

For Council to receive the Annual Community Engagement Assessment Report in accordance with the Shire's Community Engagement Policy.

#### BACKGROUND

Community engagement is an umbrella term that covers information sharing, consultation and active participation between the Shire and community. It seeks to ensure people have an opportunity to participate in decisions that affect them.

Community engagement is any activity that assists Council: -

- Provide opportunities for the community to voice an opinion on any proposals, plans, services and activities
- Work more closely with the community to shape policy options and priorities.

Community engagement does not necessarily mean achieving consensus. However, community input into Council's decision-making process provides the potential for a better, more informed decision for everyone. This results in:

- Improving the relationship between the Community and Council;
- Enhancing Community ownership of decisions;
- Adding value to Council's decision-making processes by drawing on the skills and wisdom of people and groups in the Community.
- Maximising the possible positive impacts of Council decision and minimising the possible negative impacts.

### STATUTORY ENVIRONMENT

*Local Government Act 1995* – s.5.56 Planning for the future

Local Government (Administration) Regulations 1996 – Reg 19(c)(9)

*(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan*

### POLICY IMPLICATIONS

Strategic Community Plan 2017-2027

CS.4 Community Engagement Policy

Strategic Document – Community Engagement Action Plan 2019 – 2020 (to be Reviewed in 2021/2022)

### FINANCIAL IMPLICATIONS

Nil - Community Engagement has been undertaken within Council's Operating Budgets.

### STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

#### Social Objective: Active, healthy, safe and inclusive community

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

#### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G3	Community Engagement
G3.2	Collaborate with the community to achieve desired outcomes

## COMMUNITY CONSULTATION

The Shire's Strategic Community Plan 2017 - 2027 identified "Strong governance and community engagement" as one of its five (5) key objectives and listed Strategy G3 - Community Engagement as an issue to be addressed over the life of the SCP.

The Shire's Community Engagement Policy specifies that an Annual Assessment be undertaken to gauge the level of community engagement achieved, and report back to the Audit and Risk Committee Meeting each June.

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

Financial - Risk Matrix Rating is assessed as Low. Community Engagement was undertaken within Council's adopted Budget.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Risk Mitigated through a high level of Community engagement.

Operation – Risk Matrix Rating is assessed as Low. Community Engagement was achieved with existing Staff resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

### COMMENT

The Community Engagement Policy and Action Plan are aimed to ensure: -

- Increased community awareness about Council's services, planning and program delivery;
- Increased awareness of community views and issues that should be considered as part of the decision-making process;
- Increased awareness of the needs and diversity of the local community;
- Development of solutions and outcomes that are broadly supported by the community;
- Increased satisfaction with council and strengthening of trust between Council and community;
- Increased understanding, community ownership and acceptance of decisions;
- Enhanced relationships with Council and the community working together to address local issues;
- Improved decision making and community outcomes;
- Potential for time, resource and cost savings;
- Increased transparency and accountability with regard to council decision making.

### Communications and engagement approach

A range of communication and engagement activities were undertaken in 2019/2020 to inform, consult and involve participants from across the community.

	METHOD	HOW WE ENGAGED
Online	Advertisements (Newspapers, Notice board, Banksia Bulletin, Passion Sheet and Shire Newsletters)	Public Notices, Tenders, Land Sales, Compliance Notices, Vacancies
	Bulk Text Messaging	Telstra Messaging – Emergency SMS system reports regularly to subscribers on Emergency/Bushfire/ Harvest Ban information.

	METHOD	HOW WE ENGAGED
	Regional Radio	Regular Radio Interviews regarding Community & Shire Activities - Triple M - Monthly 101.3fm Voice of the Avon - Quarterly
	Hotline/Phone-in	Harvest Ban Hotline
	Email	Business and Tourism – Caravan Club notification; assisting our community groups, clubs and businesses find the latest funding opportunities through targeted Grants emails.
	Social Media	Shire & Caravan Park Facebook Pages
	Website	Council, Online Accommodation Booking, Council facilities, Community Activities/Groups, Latest News
	Survey	Community Consultation – Community Strategic Plan Review
Indirect	Mail outs	Nil
	Town Clock Noticeboard, Banner, Poster, Signage	Electronic Notice Board – Ongoing Information Updated
	Suggestion Box	Council Community Suggestion Box at the Ag Show – No Show held in 2020.
	Client Request System	Client requests are generated through various medians including reports by phone, email, website or over the front counter at the Administration Centre and Works Depot.
In Person	Engagement Sessions	Community Park Project, Tourism Steering Committee, Aged Accommodation Project, Sporting Precinct Working Group, Quarterly Reconciliation Action Plan Committee Meetings, Wheatbelt Youth Council Meetings (Youth, Shire, School and the Police).
	Council Meetings	Open to Public
	Annual Electors Meeting	Open to Public – Minimal attendance by Public
	Citizenship Ceremonies	Ad hoc.
	Site Tour	Shire of Beverley Caravan Park & Cabins Tour. Shire of Nungarin Chief Executive Officer – Town Site Tour
	Council Ag Show Stand	No Agricultural Show in 2020. Plan to have a Council Stand as it is an excellent opportunity to engage with Residents and Visitors to the Show.
	Australia Day	Australia Breakfast held at the Community Building. Recognition Awards – were presented to Bill Fraser, Colin Hayes, Kevin Simpson and the Quairading farmers Co-op on the 26 January 2020 – Estimated 65 persons attended
	Tourism In Person	Tourist Visitor Survey – Ongoing (Roe Tourism) Shire Administration Centre – Front Counter – DoT Licensing, Health & Building, Rates, Facility Bookings, Planning, Cemetery, Ranger Services Works Depot Reception – Works Reports and Enquiries, Contractor and Supplier Enquiries Shire Officers @ CRC – Community Group Engagement, Meetings, Bulletins.

## **Comments on the Trends of the various Avenues used (Refer to the respective Graphs below)**

### Customer Service Requests

There has been an estimated decrease of 23.7% in the number of Customer Requests in 2020/2021 compared to 2019/2020.

There needs to be a further review how Customer Service Requests are recorded as only Works/Property Requests are recorded. All other Requests / Enquiries which are generally received at the Administration Centre and handled on the day are not recorded in the Customer Service Module.

### Social Media – Facebook

Shire FB Page – Increase of 28% in Followers

8.0% Increase in the number of Posts on the Shire Facebook Page

Estimated 6.3% increase in the reach of the Shire Facebook Posts over the 12 months.

Estimated 21% reduction in the level of "negative feedback to Posts" – Specific Comments not recorded.

Caravan Park FB Page established in 9<sup>th</sup> June 2020.

### *2020/2021 Statistics*

62 Posts published

15,459 Total Lifetime Post Reach

4,262 Total Number of Unique Engagements

1 Lifetime Negative Feedback

347 People follow this page.

### Emergency SMS System

478 Subscribers in 2020/2021 compared to 450 in 2019/2020. Increase of 6%

Level of Communications is determined by Seasonal / Bushfire Conditions.

### Department of Transport(DoT) Transactions

The 12-month trend line (in red) shows transactions have remained consistent.

It is highlighted that In Person transactions have returned to Pre Covid 19 levels.

### Administration Centre – Front Counter Attendance

The blue bar graph measures total time per day servicing front counter customers by Administration Staff. The red line indicates a 30-day rolling average.

The graph shows a year on year increase in servicing times with our busy period being the months prior to Christmas.

### Shire of Quairading Website Google Analytics

There has been a noticeable increase in user activity across the Shire's Website. The Website is an area the Administration Staff still needs to review with the object of increasing usability and functionality. This Review will occur when Staff Resources are available.



## Caravan Park & Cabin Bookings

Cabin Night Stays for July 2020 to May 2021 totalled 522.

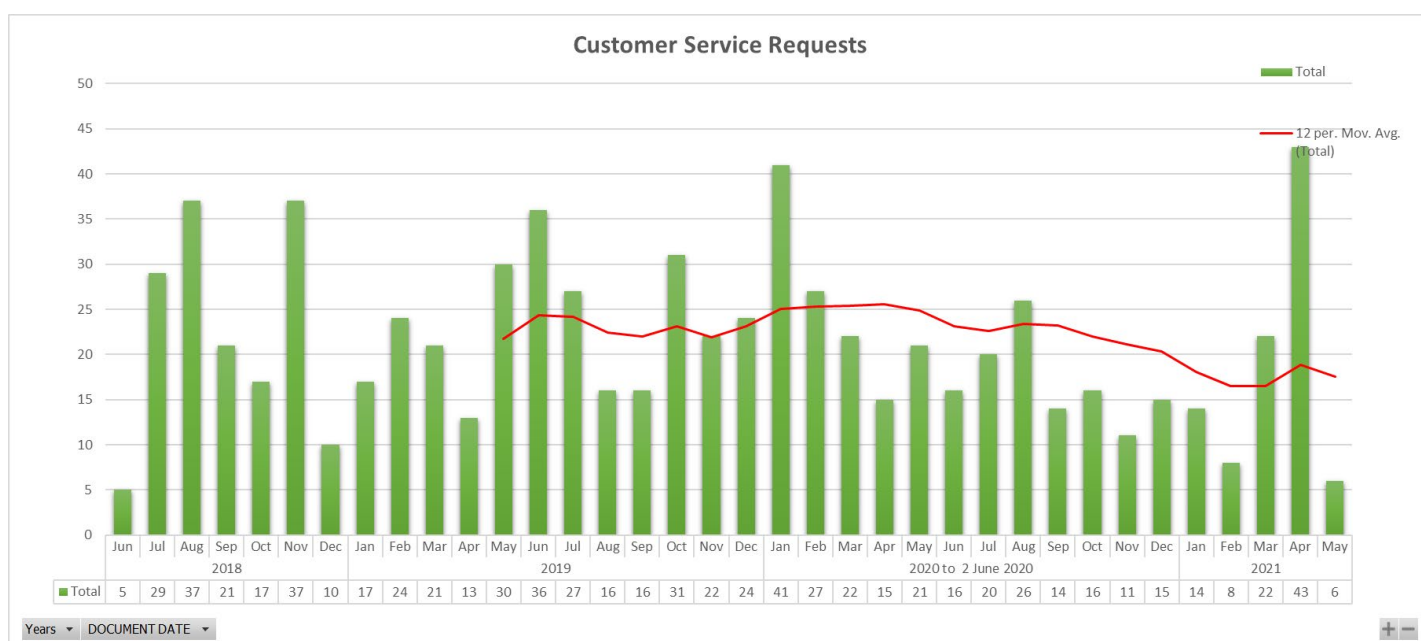
The new online Booking system for the Caravan park and cabins was launched in March 2021.

There have been 487 Night Stays for the months of March, April and May.

Further comparative Reports from the Booking System will be provided in the future.

## STATISTICS OF INTEREST

### Customer Service Module:

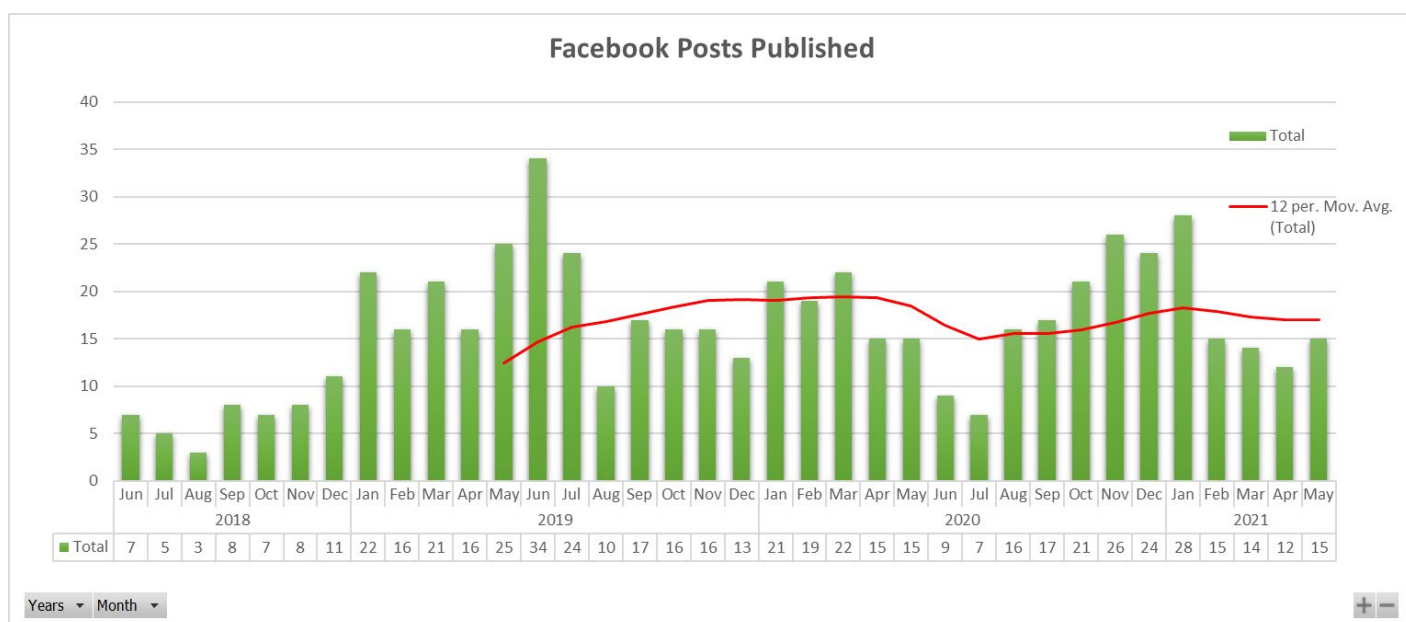


Financial Year	No. of Requests received
2018/2019	292
2019/2020	278
2020/2021 - to 31 <sup>st</sup> May 2021	195
<b>Total</b>	<b>765</b>

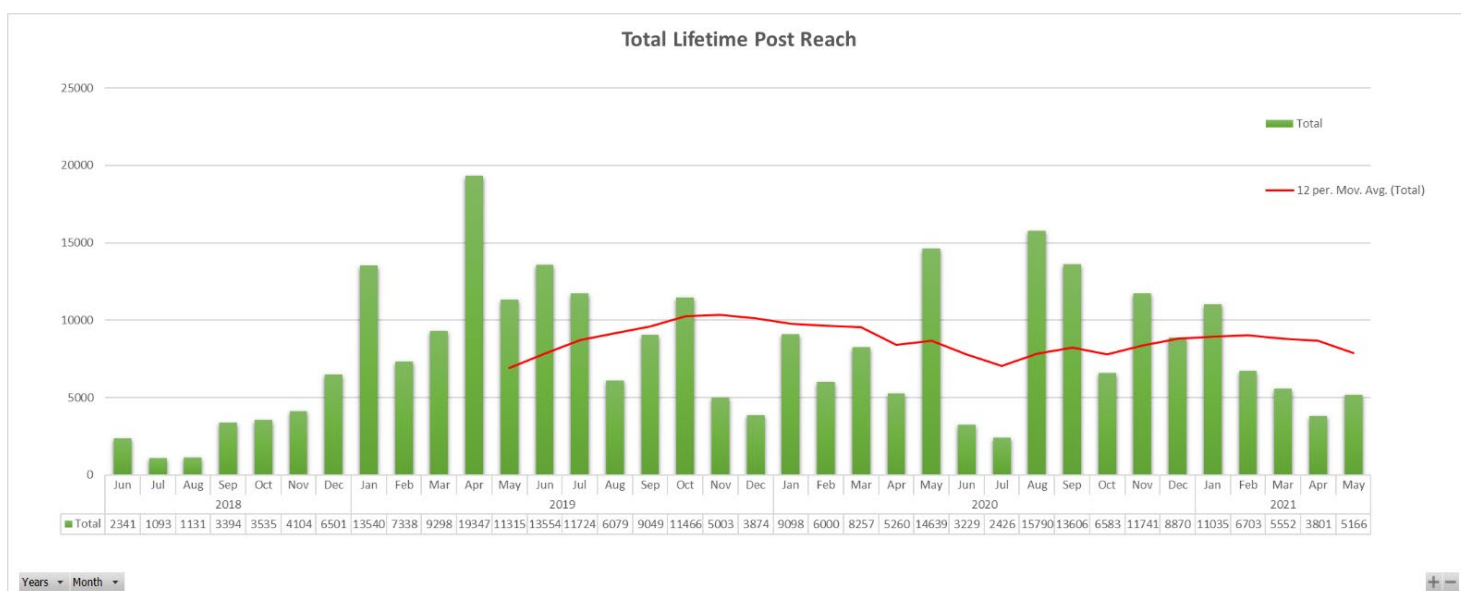
## Social Media – Facebook:

2019/2020 - 641 Followers on the Shire’s Facebook Page

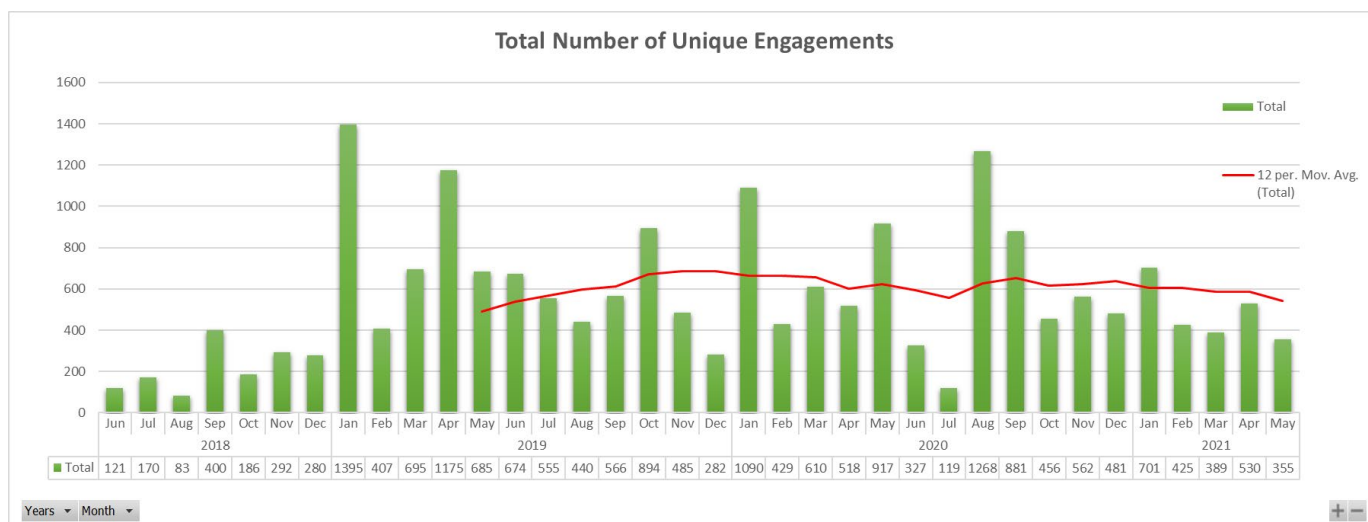
2020/2021 – 813 Followers on the Shire’s Facebook Page



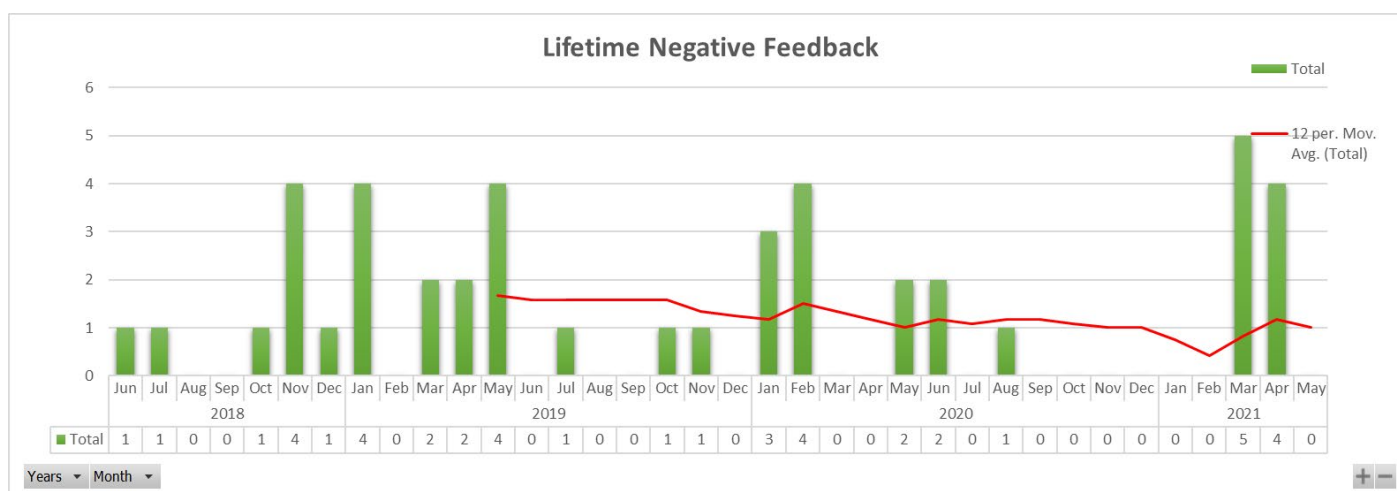
Financial Year	No. of Posts
2018/2019	176
2019/2020	197
2020/2021 – to 31 <sup>st</sup> May 2021	195
<b>Total</b>	<b>568</b>



Financial Year	No. of Lifetime Post reach
2018/2019	94,150
2019/2020	93,678
2020/2021 – to 31 <sup>st</sup> May 2021	91,273
<b>Total</b>	<b>279,101</b>

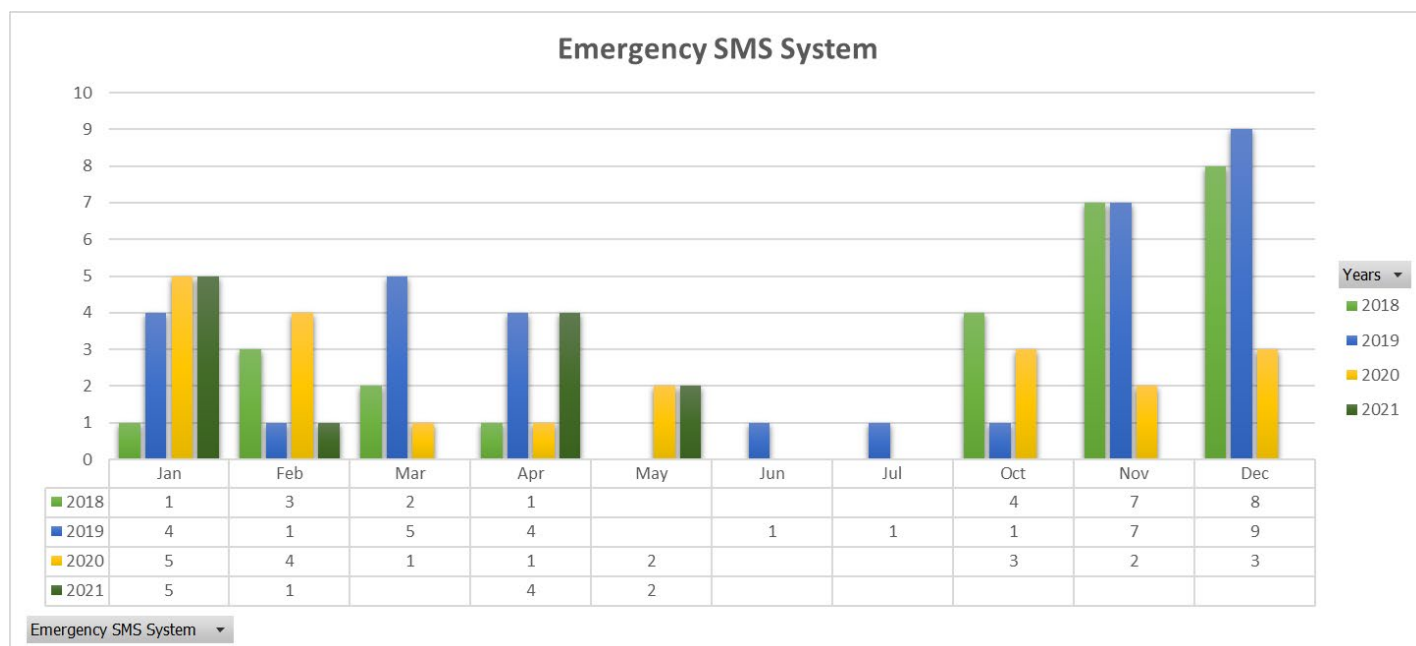


Financial Year	No. of Unique Engagements
2018/2019	6,442
2019/2020	7,113
2020/2021 - to 31 <sup>st</sup> May 2021	6,167
<b>Total</b>	<b>19,722</b>



Financial Year	No. of times people have given negative feedback to your post
2018/2019	19
2019/2020	14
2020/2021 - to 31 <sup>st</sup> May 2021	10
<b>Total</b>	<b>43</b>

## Emergency SMS System:



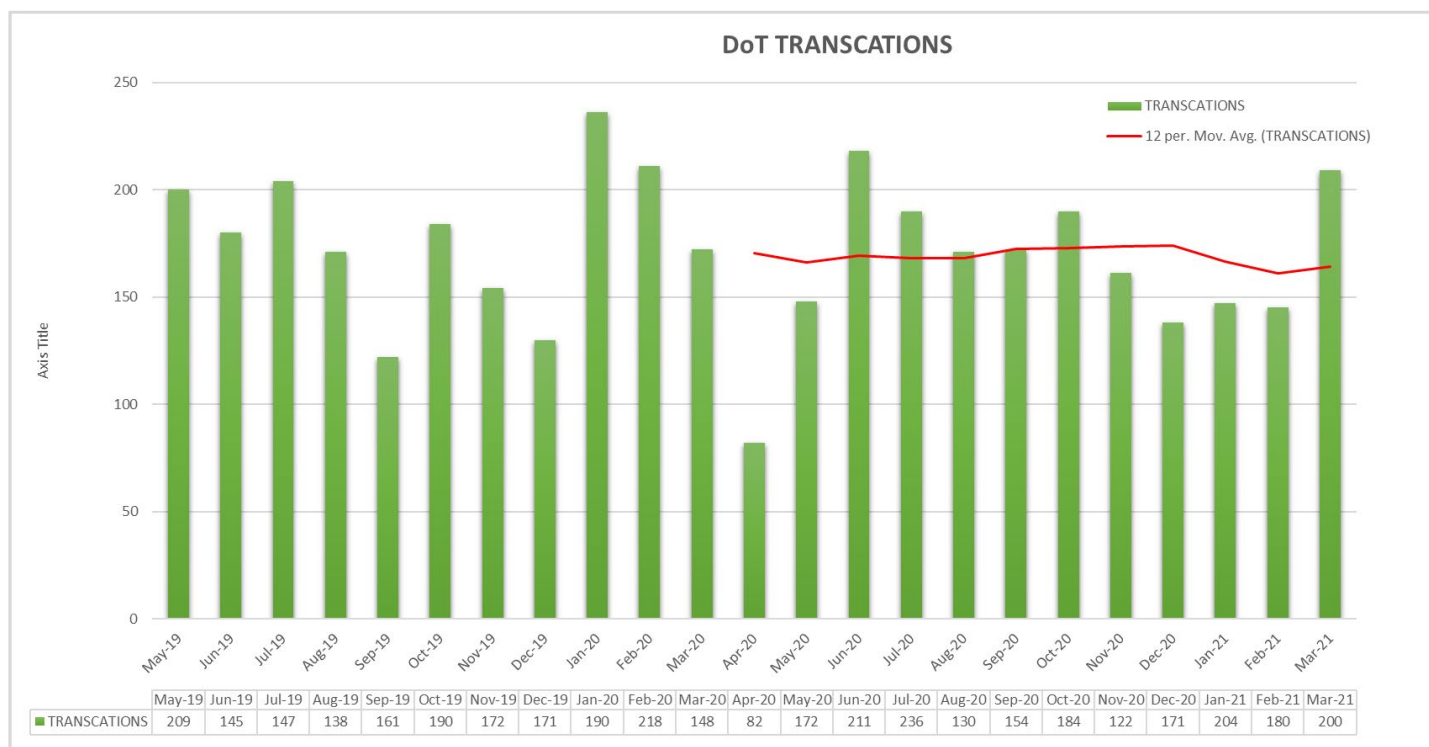
Financial Year	No. of Emergency SMS sent
2018/2019	34
2019/2020	31
2020/2021 - to 31 <sup>st</sup> May 2021	20
<b>Total</b>	<b>85</b>

2018/2019 – 388 Subscribers on the Emergency SMS System Database.

2019/2020 – 450 Subscribers on the Emergency SMS System Database.

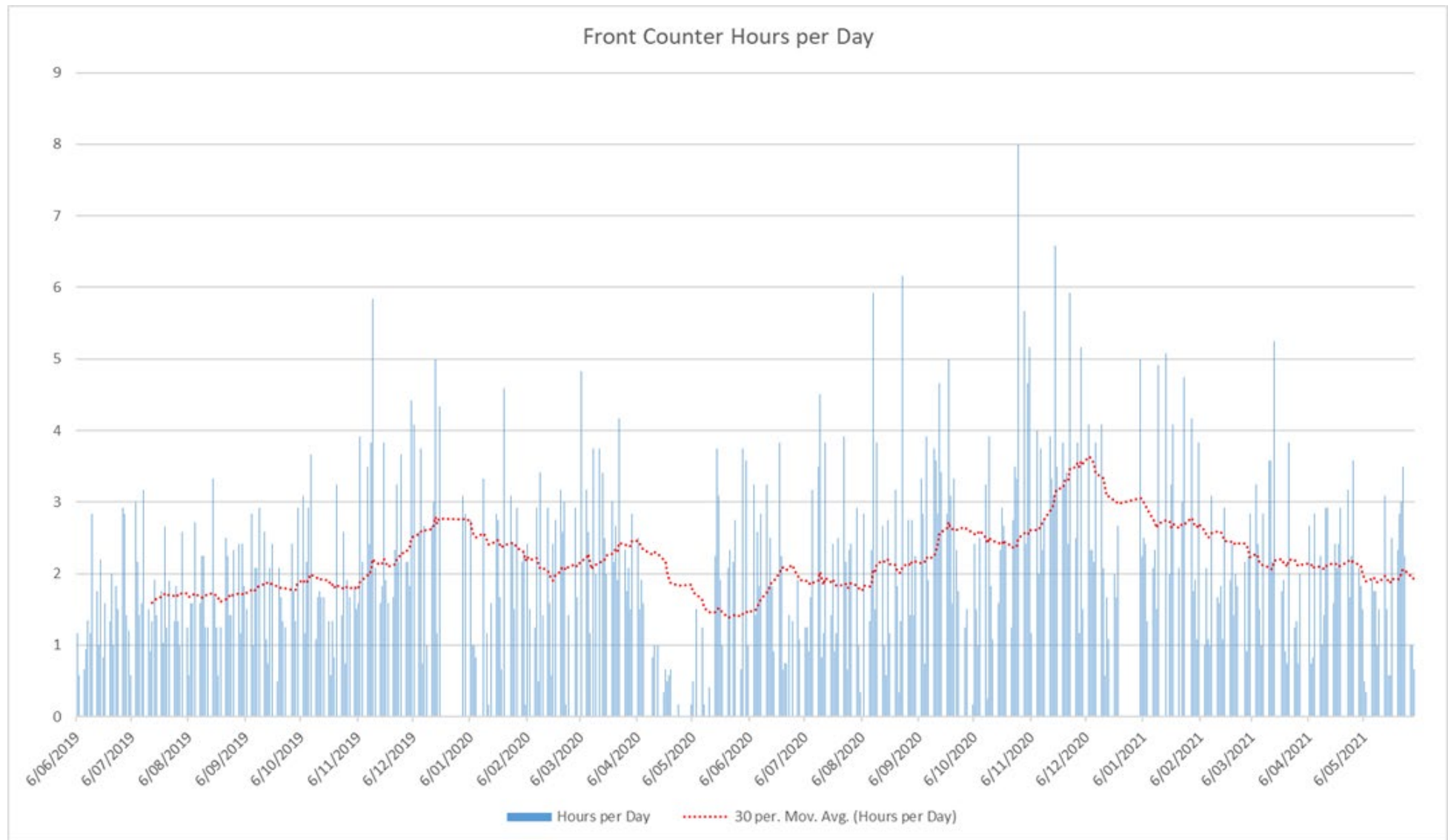
2020/2021 - 478 Subscribers on the Emergency SMS System Database.

## Department of Transport(DoT) Transactions:



Financial Year	No. of Transactions
<b>2019/2020</b>	<b>2,030</b>
<b>2020/2021 – to 31<sup>st</sup> March 2021</b>	<b>1,523</b>
<b>Total</b>	<b>3,553</b>

### Administration Centre – Front Counter Attendance (Hours per day):



## Cabin Occupancy:

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2020/21

Date	Cabin Nights	Cabin %	Cottage Nights	Cottage %	Grand Total
2020					
Jul	40	44%	11	37%	51
Aug	59	66%	6	20%	65
Sep	48	53%	7	23%	55
Oct	36	40%	3	10%	39
Nov	24	27%	7	23%	31
Dec	16	18%	2	7%	18
2021					
Jan	26	29%	0	0%	26
Feb	21	25%	0	0%	21
Mar	58	62%	0	0%	58
Apr	80	89%	0	0%	80
May	78	84%	0	0%	78
<b>Total</b>	<b>486</b>	<b>49%</b>	<b>36</b>	<b>11%</b>	<b>522</b>

## Caravan Park Occupancy Rate:

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New online booking system – 3 months.

Date	Nights	Percentage
2021		
Mar	91	10%
Apr	237	28%
May	159	18%
<b>Total</b>	<b>487</b>	<b>19%</b>

## Community Survey Participation:

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Year	Clients	Male	Female	Under 25	26-40	41 – 55	56 – 70	70+
2017	76	33%	67%	11%	15%	27%	32%	15%
2019	72	29%	71%	10%	19%	20%	24%	27%
2021	85	36%	64%	6%	26%	18%	28%	22%

### 2021 Community Consultation:

- 49 students from QDHS participated separately in the survey
- 10 Councillors and EMT at a Workshop
- 5 Elders in Noongar consultation
- 21 Seniors at Cafe session
- 7 SoQ Staff at Staff Meeting
- 40 at Corporate Bowls session
- 7 at Tourism Committee



# Shire of Quairading Website Google Analytics:

## OVERVIEW

https://www.quairading.wa.gov.au/

3 Jun 2020 - 3 Jun 2021

Users  
**14,677**  
↑ 18.9%

New Users  
**14,209**  
↑ 17.1%

Sessions  
**22,162**  
↑ 4.2%

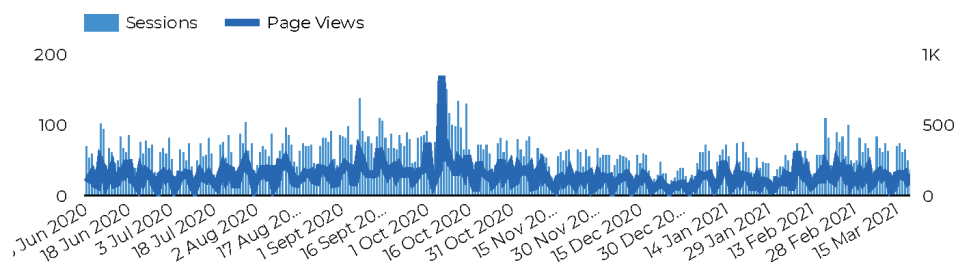
Session Duration  
**00:01:45**  
↓ -12.7%

Bounce Rate  
**56.80%**  
↑ 1.4%

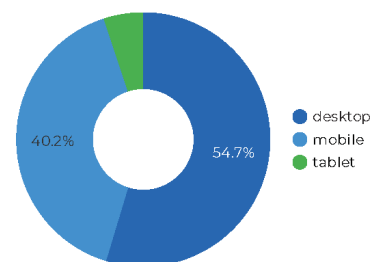
Pages/Session  
**2.34**  
↑ 0.5%

Pageviews  
**51,817**  
↑ 4.8%

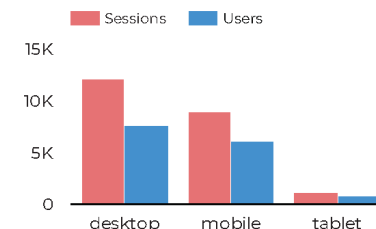
### Sessions & Pageviews



### Device Breakdown



### Sessions & Users (by device)



### Traffic Sources

Source/Medium	Sessions	% New Sessions	Bounce Rate
google / organic	15,008	65%	57%
(direct) / (none)	4,783	65%	62%
bing / organic	1,123	54%	43%
m.facebook.com / referral	137	93%	82%
l.facebook.com / referral	112	56%	35%
facebook.com / referral	105	36%	70%
visitquairading.com.au / referral	84	40%	31%

1 - 10 / 91 < >

### Page Views and Unique Page Views

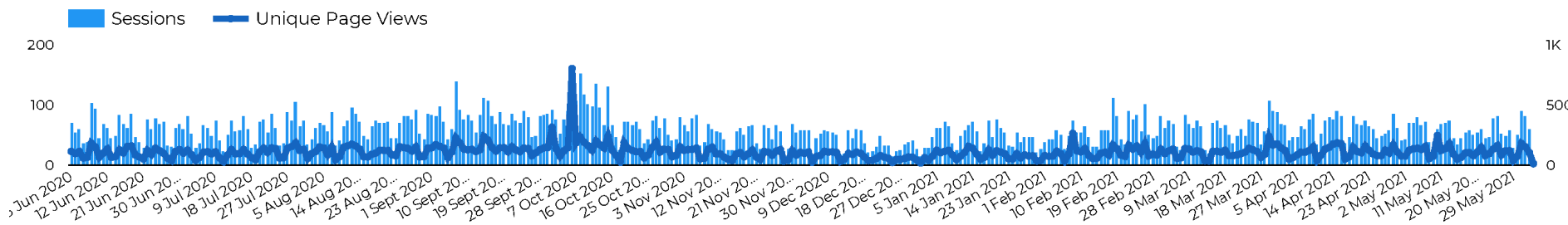
Page	Page Views	Unique Page Views
/	10,531	7,727
/stay.aspx	4,803	3,589
/documents/	3,723	2,447
/contact.aspx	2,633	1,963
/play.aspx	2,007	1,745
/newsletters.aspx	1,502	1,293
/council/council-contacts.aspx	1,489	1,285

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## LANDING PAGES & BEHAVIOR

3 Jun 2020 - 3 Jun 2021



Landing Page	Sessions	Users	Bounce Rate	Avg. Time on Page	Pages/Session	Page Views	Unique Page Views
/	7,242	4,715	30%	00:01:05	3.38	24,504	18,600
/stay.aspx	2,924	2,273	69%	00:02:37	1.64	4,804	3,593
/play.aspx	1,252	1,076	81%	00:02:32	1.38	1,727	1,483
/contact.aspx	971	803	63%	00:01:23	1.85	1,795	1,284
/newsletters.aspx	822	425	81%	00:02:15	1.44	1,185	1,002
/council/positions-vacant.aspx	757	467	72%	00:01:25	1.7	1,285	1,019
/council/council-contacts.aspx	519	469	74%	00:01:26	1.71	889	736
/council/facilities.aspx	448	371	73%	00:01:59	1.62	724	600
/waste-management.aspx	321	246	86%	00:02:29	1.4	451	402
/tourism-eat.aspx	310	269	81%	00:02:26	1.33	412	357
/accommodation.aspx	306	270	54%	00:02:00	2.07	634	454
/medical-centre.aspx	246	207	75%	00:01:33	1.5	370	305
/news/	226	126	46%	00:00:43	2.31	522	397
<b>Grand total</b>	<b>22,162</b>	<b>14,677</b>	<b>57%</b>	<b>00:01:19</b>	<b>2.34</b>	<b>51,817</b>	<b>40,344</b>

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## ITEM 12 COUNCILLORS' EMERGING ISSUES

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Nil.

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

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*No matters for consideration.*

**ITEM 14      NEXT MEETING DATE**

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The next Audit & Risk Committee Meeting is scheduled to take place on Tuesday 14<sup>th</sup> September 2021, commencing at 5.00 pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Jo Haythornthwaite noted that this is the last Audit & Risk Committee Meeting before Mr Nathan Gilfellow leaves Council’s employment. Cr Haythornthwaite thanked Mr Gilfellow for his outstanding efforts with Council finances and with the Committee and wished him well for the future.

**ITEM 15      CLOSURE**

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There being no further business, the Chairman closed the Meeting at 5.02 pm.

I certify the Minutes of the Audit & Risk Committee Meeting held on 8<sup>th</sup> June 2021 were confirmed on 14<sup>th</sup> September 2021 as recorded on Resolution No. \_\_\_\_\_.

Confirmed..... 14/09/2021

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 WALGA – Notice of Annual General Meeting

<b>Meeting Date</b>	24 <sup>th</sup> June 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Notice of Annual General Meeting WALGA (ii) Information and Registration Brochure
<b>Owner/Applicant</b>	Nick Sloan, CEO of WA Local Government Association (WALGA)
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That Council: -

1. Nominate Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as Voting Delegates; and
2. Cr \_\_\_\_\_ and the Chief Executive Officer as proxy Voting Delegates

for the Western Australian Local Government Association 2021 Annual General Meeting, to be held on Monday, 20<sup>th</sup> September 2021.

\_\_\_\_/\_\_\_\_

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- The Western Australian Local Government Association (WALGA) has invited Council to appoint two Voting Delegates and two Proxy Voting Delegates for the 2021 WALGA Annual General Meeting to be held on Monday, 20<sup>th</sup> September 2021 at Crown Perth.
- Member Local Governments are also invited to submit motions for inclusion on the Agenda for consideration at the WALGA AGM.

### MATTER FOR CONSIDERATION

Registration of Voting Delegates and the submission of any Motions for the WALGA AGM Agenda.

### BACKGROUND

WALGA's 2021 AGM, will take place on Monday 20<sup>th</sup> September 2021 as part of the WA Local Government Convention which will be held from the Sunday 19<sup>th</sup> September to Tuesday 21<sup>st</sup> September 2021.

Attendance at the Annual General Meeting is free of charge to all Member Local Governments and lunch is provided for AGM attendees. Delegates must register their attendance in Advance.

Pursuant to the WALGA Constitution, all Member Councils are entitled to be represented by two Voting Delegates. Voting Delegates may be either Elected Members or serving Officers.

Council is requested to nominate two Voting Delegates to attend the WALGA 2021 Annual General Meeting, along with two Proxy Voting Delegates. Only registered Delegates or registered Proxy Delegates will be permitted to exercise voting entitlements on behalf of the Member Council.

Voting Delegates and Proxy Voting Delegates must be appropriately registered with WALGA by Friday, 27<sup>th</sup> August 2021.

Council's Standing WALGA/CCZ Delegates are: -

Voting Delegate 1, Cr Brett McGuinness (Current Chairperson of CCZ)

Voting Delegate 2, Deputy Shire President, Cr Jo Haythornthwaite

Proxy 1, Shire President, Cr Wayne Davies

Proxy 2, Chief Executive Officer, Mr Graeme Fardon.

Other Elected Members are welcome to attend the AGM as Observers.

Council's nomination of Voting Delegates will be dependent upon individual Elected Members availability to attend the AGM.

Council has not specifically listed any Matters during the past Year to be developed into Motions for the Annual General Meeting. However, the opportunity exists for Member Council to develop Motions.

The deadline for submission of General Motions for the AGM Agenda closes on Friday 16<sup>th</sup> July 2021.

Please see the Comments Section of this Report for WALGA's Guidelines on the preparation of Motions.

### STATUTORY ENVIRONMENT

Clause 24 of the WALGA Constitution details 'Representation and Voting at General Meetings'. This includes voting entitlements at the AGM.

Section 5.98 (2) of the *Local Government Act 1995* provides for the payment of reimbursement of costs for Council Members.

Expenses that may be approved for reimbursement are covered under r.32 of the *Local Government (Administration) Regulations 1996*.

### POLICY IMPLICATIONS

Council's Policy ORG.7 Attendance at Events Policy Section 1 and Section 3: -

1.3 *A list of events and attendees authorised by the local government in advance of the event is at Annexure A – Pre-Approved Events*

3.1 *Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the Council determines attendance to be of public value.*

### FINANCIAL IMPLICATIONS

Council provides a Budget Allowance for Elected Members & Partners attendance at Conferences and Training. In recent years, Council's Delegates have arranged their own accommodation arrangements during the Convention.

### STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

#### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability
G2.1	Partnerships with and advocacy to Federal and State Government to strengthen service provision within the Shire



## 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.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk mitigated by Council's representation at the Annual General Meeting.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

Attachment (ii) the *Information and Registration Brochure*, and further information regarding the conference and venue are available on the [WALGA website](#).

Discussion will be held at the Council Meeting to determine which Councillors are interested and available to attend the Convention.

Registration for the Convention can be made on [LGC21 Registration Page](#)

Please note that a Council Purchase Order is required from the Executive Officer prior to proceeding with a Councillor's individual Registrations.

The Convention Registration deadline is Wednesday, 1<sup>st</sup> September 2021.

The following guidelines should be followed by Member Councils in the formulation of Motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.



**Notice**  
**of**  
**Annual General**  
**Meeting**  
**and**  
**Procedural Information**  
**for Submission of Motions**

**Crown Perth**  
**Monday, 20 September 2021**

**Deadline for Agenda Items**

(Close of Business)

**Friday, 16 July 2021**

# 2021 Local Government Convention

## General Information

### **WALGA Annual General Meeting**

The Annual General Meeting for the Western Australian Local Government Association (WALGA) will be held from 9:00am on Monday, 20 September 2021. This event should be attended by delegates from all Member Local Governments.

### **Cost for attending the Annual General Meeting**

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments. Lunch will be provided. Delegates must register their attendance in advance.

### **Submission of Motions**

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2021 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is **5:00pm Friday, 16 July**.

*Please note that any motions proposing alterations or amendments to the Constitution of WALGA must be received by **5:00pm Friday, 2 July** in order to satisfy the 60 day constitutional notification requirements.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

## Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA President and Chief Executive Officer will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the determinations.

Enquiries relating to the preparation or submission of motions should be directed to Kathy Robertson, Executive Officer Governance on (08) 9213 2036 or [krobertson@walga.asn.au](mailto:krobertson@walga.asn.au).

## Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



**Mayor Tracey Roberts JP**  
**President**



**Nick Sloan**  
**Chief Executive Officer**



# EMAIL BACK

## Voting Delegate Information 2021 Annual General Meeting

TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Monday, 20 September 2021 at Crown Perth.

Please complete and return this form to the Association by **Friday, 27 August** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

**Please Note:** All Voting Delegates will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

VOTING DELEGATES	PROXY Voting Delegates
Name of Voting Delegates (2): ..... .....	Name of Proxy Voting Delegates (2): ..... .....
<p><b>For (Local Government Name):</b> Shire/Town/City of .....</p> <p><b>Signature Chief Executive Officer</b> _____            (An electronic signature is <u>required</u> if submitting via email)</p> <p style="text-align: right;"><b>Date</b> _____</p>	

ON COMPLETION PLEASE EMAIL TO: [krobertson@walga.asn.au](mailto:krobertson@walga.asn.au)

Kathy Robertson, Executive Officer Governance

# LEADING THE WAY



## Information and Registration

WA Local Government Convention  
Sunday, 19 – Tuesday, 21 September 2021  
Crown Perth

PRESENTED BY



PARTNERED SERVICE



PRINCIPAL SPONSOR





# EVENT PARTNERS



## Partnered Service

LGIS is proud to partner with WALGA at the WA Local Government Convention. The Convention provides a wonderful opportunity for everyone across the sector to come together, share experiences and network.

As the Local Government mutual indemnity Scheme, our members are at the heart of everything we do. We're proud to have stood with our members for over 25 years protecting your communities, organisations and people.

We understand the Local Government industry, its purpose, the risks involved, and our ultimate philosophy of working with you to deliver the best outcome for your communities.

We're also proactive we don't just wait for claims to happen - through our comprehensive Scheme risk program we're dedicated to working with members to manage their risk.

The team at LGIS look forward to seeing all of our members and exploring how we can support you.



CIVIC LEGAL

## Principal Sponsor

Civic Legal is proud to be the principal sponsor of the WA Local Government Convention again this year. We always look forward to catching up with you to hear your stories and to learn more about the issues Local Governments are facing.

Civic Legal has its roots in Local Government. Our specialist Local Government lawyers are passionate about working out the best solutions for Local Governments in all areas of Local Government law.

Drop by our booth to find out more, and to chat with our team. We can help you with complex contracts, leases, employment law matters, planning, litigation, SAT appeals, governance or any other issues your Local Government may face.

Enjoy the conference, and see you soon!

Best regards

**Anthony Quahe**  
Managing Principal

## Supporting Sponsor



## Convention Breakfast Sponsor



## Coffee Cart Sponsors





# AN INVITATION

**It is my pleasure to invite all Elected Members, Chief Executive Officers and Senior Managers to attend the 2021 WA Local Government Convention, scheduled for Sunday, 19 – Tuesday, 21 September at Crown Perth.**



The theme for the 2021 Local Government Convention is Leading the WAY: Looking Forward, Looking Back, taking place against the backdrop of generational change for the sector with reform of the Local Government Act on the horizon.

Additionally, 2020 and 2021 has seen an unprecedented level of uncertainty experienced in areas such as local and international politics; the economy; the environment, together with the ongoing impact and evolving nature of the COVID-19 pandemic. The Convention program has been developed to specifically support and encourage Local Government representatives.

We are pleased to welcome the Honourable Julie Bishop as our Opening Keynote Speaker, and Australian of the Year – Ms Grace Tame, has agreed to deliver the Closing Keynote Speech.

The event will commence with the AGM, followed by a day and a half of plenary and concurrent sessions. These sessions will discuss both contemporary and controversial topics, while the overarching conference format provides opportunity to converse, debate, discuss and share ideas in a welcoming and professional forum.

There is also an opportunity to register for one of the optional field trips scheduled for Wednesday, 22 September.

A significant contingent of industry suppliers will be on display in the trade exhibition to demonstrate their latest products to the Local Government sector. I encourage you to take this once a year opportunity to meet with these suppliers and be updated on what is currently available.

Finally, I would like to express appreciation for the valuable support provided by our Partnered Service – LGIS and Principal Sponsor – Civic Legal. I also wish to thank our Supporting Sponsor; the Department of Local Government, Sport & Cultural Industries and our other sponsors, Ventia, Synergy and Credit Solutions.

I look forward to seeing you in September.

**Mayor Tracey Roberts JP**  
President



# ABOUT THE EVENT

## Who should attend?

The WA Local Government Convention is presented specifically for those engaged in the Local Government sector.

The conference sessions aim to support and inform Mayors, Presidents, Elected Members and Chief Executive Officers. Additional attendance by Executive Directors and other senior managers is also highly recommended. Available options include full conference participation and daily registration.

## Optional events

### Monday, 20 September

Australian Local Government Women's Association (ALGWA) AGM and Breakfast (\$70pp)  
Convention Gala Dinner at Optus Stadium (\$165pp)

### Tuesday, 21 September

Convention Breakfast with Jelena Dokic (\$95pp)  
PHAIWA Local Government Policy Awards and Breakfast –  
For more information or to register for this breakfast, please visit [www.phaiwa.org.au](http://www.phaiwa.org.au)

### Wednesday, 22 September

Field Trip: Bushmead Estate (\$70)  
Field Trip: Construction Training Fund (\$70)  
WALGA Forum on Aboriginal Engagement and Reconciliation

## Partner Program

The Partner Program offers an interesting range of options for accompanying guests, including a full day tour to Fremantle. Social networking functions include the Opening Welcome Reception on Sunday evening and the Gala Dinner on Monday evening.

## Elected Member training

WALGA Training has scheduled a selection of its Elected Member training opportunities prior and post-Convention for your convenience.

- **Friday, 17 September**  
[Developing Specifications for Excellence](#)
- **Wednesday, 22 September**  
[CEO Performance Appraisals](#)
- **Wednesday, 22 & Thursday, 23 September**  
[Recovery Coordinators Course for Local Government](#)

More information on WALGA Training opportunities can be found in the [WALGA Training Directory](#) or on [WALGA Training Website](#).

## 2021 #shoWcAse in Pixels Competition

#shoWcAse in PIXELS is an annual exhibition of artwork from Local Governments, displayed on the iconic 45-metre high digital tower at the heart of Yagan Square in Perth City.

As one of the State's largest ongoing community arts projects, the event is widely acknowledged as being one of the most colourful and vibrant displays throughout the year.

The art competition was held in this format for the first time in 2019, which saw art submissions created from recycled products, wall murals and large-scale canvasses.

Artwork will be displayed in Yagan Square from Monday, **6 September** to Sunday, **26 September**, at 12:00pm each day (subject to changes by Yagan Square).



# KEYNOTE SPEAKERS



## Hon Julie Bishop

**The Honourable Julie Bishop served as Australia's Minister for Foreign Affairs from 2013 until her resignation in 2018. She was the first female to hold the role as well as the first female Deputy Leader of the Liberal Party, serving for 11 years.**

As Foreign Minister, Ms Bishop was responsible for strengthening Australia's key strategic and economic relationships with Ministerial responsibility for more than 5000 departmental staff, 110 overseas missions as well as government agencies Australian Secret Intelligence Service and Australian Centre for International Agriculture Research.

In 2014, she led the international response to the downing of Malaysian Airlines flight MH17 over Ukraine, and was awarded the Commander of the Order of Merit of the Netherlands Ministry of Foreign Affairs.

Under her leadership, the 2017 Foreign Policy White Paper was developed, providing a comprehensive policy framework for the next decade; and the New Colombo Plan was established, enabling Australian undergraduates to live, study and work in the Indo-Pacific region. Within five years more than 40,000 students have participated in the Plan.

In a political career spanning over 20 years, Julie also served as Minister for Education, Science and Training, Minister for Women's Issues and Minister for Ageing.

Prior to entering politics, Ms Bishop was Managing Partner of the law firm Clayton Utz in Perth.

In 2020 Julie was awarded a Fisher Family Fellowship for the Future of Diplomacy Project at Harvard Kennedy School Belfer Centre for Science and International Affairs. In 2021 Julie was awarded the Kissinger Fellowship at the McCain Institute of International Leadership at Arizona State University. In 2021 Julie was appointed by the UK Government to the G7 Equality Advisory Council (GEAC).

Julie is the Chancellor of Australian National University, chair of Telethon Kid's Institute, Chair of The Prince's Trust Australia, member of the international advisory boards of Afiniti and the Human Vaccines Project and is the Patron of Shooting Stars – an education programme for young Aboriginal girls.

She has also established a boutique advisory firm, Julie Bishop and Partners.



## Hon Jason Clare MP

### Shadow Minister for Regional Services, Territories and Local Government; Housing and Homelessness

Jason is a member of the Australian Parliament where he represents the seat of Blaxland in Western Sydney.

He was a Minister in the Rudd and Gillard Labor Governments, where he served as Minister for Home Affairs, Minister for Justice, Minister for Defence Materiel and Cabinet Secretary.

Jason is currently the Shadow Minister for Housing and Homelessness, Shadow Minister for Regional Services, Territories and Local Government.

He has also served as Shadow Minister for Communications, Shadow Minister for Trade and Investment and Shadow Minister for Resources and Northern Australia.

Jason's most important job though is being Louise's husband and Jack's dad.

## Hon Mark Coulton MP

### Federal Minister for Regional Health, Regional Communications and Local Government

Mark was first elected to the House of Representatives for the seat of Parkes, New South Wales, in 2007. He has since been re-elected in 2010, 2013, 2016 and 2019.

On 6 February 2020, Mark was sworn-in as the Minister for Regional Health, Regional Communications and Local Government.

During his time in the Federal Parliament, Mark has also held the positions of Deputy Speaker of the House of Representatives, National Party's Chief Whip, Shadow Parliamentary Secretary for Ageing and the

Voluntary Sector, Shadow Parliamentary Secretary for Water and Conservation and Shadow Parliamentary Secretary for Regional Development and Emerging Trade Markets.

Prior to his election to the House of Representatives, Mark was the Mayor of Gwydir Shire Council from 2004 until 2007.

Mark has an extensive agricultural background having spent 30 years as a farmer and grazier. Mark and his wife Robyn owned and operated a mixed farming system growing cereal crops and running beef cattle.





## Anthony De Ceglie

**Three-time Walkley Award winner and Editor-in-Chief of West Australian Newspapers**

He first started his career as a cadet journalist in regional WA with the *Collie Mail* before becoming a journalist and sub editor at the *Mandurah Mail*.

Anthony previously worked as a reporter with *The Sunday Times* before becoming chief of staff and deputy editor of the newspaper and its website *Perth Now*.

During a secondment to New York in 2011, Anthony helped to launch the iPad newspaper *The Daily* before moving to Sydney to work for *The Daily Telegraph*.

In January 2019 he was appointed senior editor of *The West Australian*, becoming editor in chief in December that same year.

In addition to responsibility for *The West Australian*, *The Weekend West*, *The Sunday Times*, [thewest.com.au](http://thewest.com.au) and [perthnow.com.au](http://perthnow.com.au) and the company's 19 regional publications, Anthony has overseen the successful integration of the Community Newspaper Group and Regional Newspapers and the launch of digital subscriptions on the [west.com.au](http://west.com.au)

## Hon Pru Goward

**The Honourable Pru Goward is a former Cabinet minister, Sex Discrimination Commissioner and was a pioneering television reporter with the ABC.**

Pru has a long history of promoting women's rights, driving reform and getting it done and has frequently challenged institutional bullying and harassment.

Since leaving politics, Pru is a Professor of Social Interventions and Policy at Western Sydney University, a board member of Anglicare, a regular newspaper columnist, and a diversity and discrimination expert who has recently reviewed sexual misconduct for ministerial staff in the NSW Government and the NSW Supreme Court.

Her outstanding career as a senior government official and government minister saw reforms in Family Law and more recently child protection, social and affordable housing and urban planning.

With her drive, New South Wales overhauled the State Government's approach to domestic violence and is the only Australian state or territory to witness a decline in assault rates.

Prior to this, Pru was Australia's Sex Discrimination Commissioner for six years, promoting the landmark introduction of paid maternity leave, now a national entitlement. She also oversaw Australia's first statistically valid sexual harassment survey which continues to be the benchmark for governments and business and reported on the state of work-life balance for men and women in Australia. Pru was also the commissioner responsible for age discrimination.

As a senior current affairs reporter with the Australian Broadcasting Corporation for 19 years, Pru was ABC Television's first female correspondent, the inaugural presenter of Radio National Breakfast and the recipient of a prestigious Walkley Award for her courageous television profile of organized crime figure George Freeman.

She has authored *A Business of Her Own* and has co-authored a biography of John Howard.

*Hon Pru Goward appears by arrangement with Saxton Speakers Bureau*





## Greg Hire

### Founder, A Stitch in Time

As the former Perth Wildcats Vice-Captain, Greg Hire undoubtedly made a huge impact on basketball, however it could be argued his greatest contribution to our State is the work he is doing off the court. A championship player with both the Wanneroo (now Joondalup) Wolves in the State Basketball League, and the Perth Wildcats in the NBL, Hire was named 2018 Western Australian of the Year (Youth) for his efforts as an advocate for youth mental health. Hire grew up around domestic violence, drugs, alcohol, depression and a lack of positive role models and is heavily involved in community and youth sporting activities and other initiatives that aim to combat mental illness and youth suicide.

Greg played for the Perth Wildcats from 2010 until 2019; accumulating 243 games, winning four NBL Championships as Vice-Captain and recently has represented Australia at the World Cup in 3 on 3 Basketball, winning a Gold Medal at 2020 Asia Cup. As the founder of charity A Stitch in Time, his passion and efforts are now transpiring off the court in the work he is doing in the mental health space.

## Paul Kelly

### Editor-at-Large, The Australian

Paul Kelly is currently the Editor-at-Large at *The Australian*. He was previously Editor-in-Chief and he writes on Australian politics, public policy and international affairs.

Paul has covered Australian governments from Gough Whitlam to Scott Morrison and is a regular television commentator on Sky News. He is the author of nine books including *The Hawke Ascendancy*, *The End of Certainty* and *The March of Patriots*. His most recent book, *Triumph and Demise* covered the Rudd-Gillard era.

Paul has been a Fellow at the Kennedy School of Government at Harvard University and a Fellow at the Menzies Centre, King's College, London.





## Glenn Mitchell

**Glenn is a former leading ABC sports broadcaster. During his 20 years with ABC Sport in Perth he became a familiar voice around the country with his commentaries on international and domestic cricket and AFL football.**

He also commentated at four Olympic Games (Atlanta, Sydney, Athens and Beijing), and three Commonwealth Games.

One of the ABC's senior cricket commentators, Glenn broadcast over 110 Tests and One Day Internationals, covering overseas tours against Sri Lanka, India, Pakistan, England and New Zealand.

But all through this period, Glenn was a sufferer of mental illness and in early 2011 he descended into a highly depressive state that resulted in him inexplicably resigning his dream position at the ABC and making an attempt on his own life. After overcoming his personal demons and reshaping his life, Glenn now aims to try and prevent others from enduring the torturous path he did by candidly speaking about his own journey.

*Glenn Mitchell appears by arrangement with Cheri Gardiner & Associates*

## Grace Tame

**After being raped and sexually abused by her maths teacher when she was just 15 years old, Grace Tame has spent the last 10 years turning her traumatic experience into being an advocate for survivors of child sexual abuse and a leader of positive change.**

Recognising the injustice of Tasmania's gag order that prevented survivors from self-identifying publicly, Grace offered her story to the #LetHerSpeak campaign created by Nina Funnell, along with the stories of 16 other brave survivors. In 2019, she finally won the court order to speak out under her own name, making her the state's first female child sexual abuse survivor to do so.

Now, 26 and based in Hobart, Grace is dedicated to eradicating child sexual abuse in Australia, and supporting the survivors of child sexual abuse.

Her focus is around enabling survivors to tell their stories without shame, educating the public around the process and lasting effects of grooming and working with policy and decision-makers to ensure we have a federal legal system that supports the survivors, not just perpetrators.

She is also a passionate yoga teacher, visual artist, and champion long-distance runner, having won the 2020 Ross Marathon in a female course record time of 2:59:31.

Grace is the 2021 Australian of the Year.





## Liam Bartlett

**60 Minutes reporter, host of Radio LPR's morning program, award winning broadcaster and journalist**

Having spent nearly 30 years working in Australian media, Liam is one of Perth's highest profile journalists and public broadcasters.

With a Bachelor of Economics from the University of Western Australia, he has held a series of high profile positions across all three major platforms – television, radio and print. His roles have included hosting the State-based 7.30 Report on ABC TV,

news anchor at STW Channel Nine in Perth, reporting for the Nine Network's Melbourne bureau of A Current Affair, columnist and feature writer for News Limited through the Sunday Times and the host of prime-time talkback shifts on Radio 6PR and 720 ABC Perth.

*Liam Bartlett appears by arrangement with Cheri Gardiner & Associates*

## Convention Breakfast – Jelena Dokic

**Jelena Dokic has had a storied and well-documented life and tennis career both on and off the tennis court. She started playing tennis when she was six years old and very quickly became the national champion in multiple age groups. However, the war erupted in former Yugoslavia and the family was forced to escape twice. Jelena and her family were refugees before settling in Australia when she was 11 years old.**

In 1998, as a 15-year-old, Jelena won the US Open junior title and the French Open doubles title. She became number 1 junior in the world in 1998 and also made a Fed Cup debut the same year winning both her singles matches and becoming the youngest player ever to represent Australia in the Fed Cup.

In early 1999, still only 15 she won the Hopman Cup for Australia partnering Mark Philippoussis and also reached the 3rd round of the Australian Open at 15. Later that year at the age of 16, she caused one of the biggest upsets in tennis history beating world number 1 Martina Hingis as a qualifier. It still remains the only time a world number 1 has lost to a qualifier at Wimbledon. She went on to reach the quarter-finals of Wimbledon that year and it catapulted Jelena to prominence on the world stage.

In 2001 Jelena won her first WTA singles title in Rome. She went on to win two more titles that year and reach the top 10 in the world at the age of 18. At the age of 19 she reached world number 4.

After a string of injuries and a battle with depression, Jelena made a comeback to tennis in 2008 and had an incredible run at the 2009 Australian Open,

reaching the quarterfinals and also winning her first WTA title in nine years in Kuala Lumpur. Jelena's latter part of her career was riddled with injury and illness which forced her to retire early.

Jelena has penned the best-selling autobiography *Unbreakable*, a book which details her career and her life. In the book, she details the struggles of being a refugee, dealing with poverty, racism, bullying, and discrimination. She also talks about the physical and emotional abuse she suffered for over 20 years at the hands of her father which started when she was just six years old.

Jelena now pours her efforts into commentary and TV work for Channel 9, Fox Sports and Tennis Australia. She does work for multiple radio stations and she regularly writes columns.

*Jelena Dokic appears by arrangement with ICMI*



# THE PROGRAM

## SUNDAY, 19 September (pre-conference)

2:30pm – 6:00pm	Delegate Service Desk open for Convention Registration
3:00pm – 5:00pm	<b>Mayors and Presidents' Forum</b> (separate registration – by invitation only)
5:00pm – 6:30pm	<b>Opening Welcome Reception</b> A welcoming space to network your way through an evening of food, beverages, music and friendly conversation. Included in Full Delegate Registration.

## Monday, 20 September

7:00am	Delegate Service Desk open for Convention Registration
7:00am – 8:30am	<b>ALGWA (WA) AGM and Breakfast (\$70)</b> Register online via Delegate Registration. Other enquiries to Cr Karen Wheatland, City of Melville - 0401 335 642 or <a href="mailto:CrKaren.Wheatland@melville.wa.gov.au">CrKaren.Wheatland@melville.wa.gov.au</a>
7:30am – 8:45am	<b>Breakfast with Heads of Agencies</b> This breakfast is for Mayors, Presidents and CEOs only and invitations will be sent directly. Sponsored by Aware Super.
9:00am – 12:45pm	<b>WALGA Annual General Meeting</b> (includes recognition of Honours Award recipients)
12:45pm – 1:45pm	Lunch for AGM attendees
12:45pm – 1:45pm	<b>2021 Honour Awards Lunch</b> (by invitation only)
1:50pm – 3:00pm	<b>Opening Keynote Speaker: The Honourable Julie Bishop</b>
3:00pm – 3:40pm	Afternoon Tea
3:40pm – 5:00pm	<b>Local Government, a Federal Perspective</b> <b>Hon Mark Coulton MP</b> , Minister for Regional Health, Regional Communications and Local Government <b>Hon Jason Clare MP</b> , Shadow Minister for Regional Services, Territories and Local Government; Housing and Homelessness Moderated by <b>Liam Bartlett</b>
6:30pm – 11:00pm	<b>Gala Dinner, Optus Stadium</b> (\$165) Put aside business for the night and enjoy a stunning view, food, drinks and dancing Includes announcement of #shoWcAse in Pixels winners



## Tuesday, 21 September

- 7:00am Delegate Service Desk open for Registration
- 7:00am – 8:45am **PHAIWA Local Government Policy Awards and Breakfast**  
For more information or to register for this breakfast, please visit [www.phaiwa.org.au](http://www.phaiwa.org.au)
- 7:30am – 8:45am **Convention Breakfast with Jelena Dokic** (\$95)
- 8:50am **Minding Your Mental Health** – Panel Discussion  
Aboriginal and non-Aboriginal mental health is an issue that all Australians need to confront to offer genuine support and care for those affected and to help mitigate risks in workplaces and interactions. Local Government in particular, with its role as a major employer and provider of community services, needs to continuously explore how mental health issues manifest and evolve to best inform their options in responding.  
**Hon Pru Goward**, former Cabinet Minister  
**Greg Hire**, Founder, A Stitch in Time  
**Glenn Mitchell**, former leading ABC sports broadcaster
- 10:00am **State and Federal Political Insights**  
A conversation centred on the political landscape including the current State Government's performance following the recent State Government Election and an overview of Federal Government initiatives, emerging critical issues and the media response.  
**Paul Kelly**, Editor-at-Large, *The Australian*  
**Anthony De Ceglie**, Editor-in-Chief, *The West Australian*
- 10:40am – 11:15am Morning Tea

11:15am

## CONCURRENT SESSIONS

### Recovery from Emergencies in WA

Western Australia communities have been hit hard by emergencies in 2021. In February, a fire ignited in the Wooroloo area in the Shire of Mundaring. The blaze rapidly escalated to a level 3 fire, burning for almost a week and crossing two Local Government areas, destroying 86 homes and causing widespread damage.

In April, Tropical Cyclone Seroja made landfall between Kalbarri and Port Gregory. Winds of up to 170 kilometres an hour left a trail of destruction over 35,000 square kilometres of Western Australia. Throughout 10 Local Government areas; it destroyed homes, businesses, resorts, sheds, fences and water stations, leaving thousands of people homeless and without power and communication for extended periods.

Whilst Local Government has the legislative responsibility for recovery, the scale and significance of both of these recovery effects, has seen the State appoint a State Recovery Controller for each of these events to lead the whole of government approach to recovery efforts.

During this session, we will hear the experience of those involved and learn about how they managed the unique challenges of these extensive recovery efforts.

### Governance: Roles & Responsibilities

The purpose and intent of the Local Government Act 1995 is to provide efficient and effective good governance to communities. Inherent in this purpose and intent is the separation of powers principle which, as Parliament considered when the Act was introduced in 1993, stated '...there will be clear specifications of the roles of key players ... to promote efficiency ...and to avoid conflicts caused by uncertainty...".

The question of separation of powers remains a focus of Local Government advocacy and has featured in the Final Report of the Local Government Review Panel, Report of the Inquiry into the City of Perth and Select Committee into the Local Government Final Report.

This session will examine why this remains a topic of interest to the sector, scenarios that led to commentary in recent Reports and how proposals for improvements in role clarity will foster efficient and effective Local Government.

### Elected Members:

#### Champions of economic resilience and community prosperity

As community leaders and key decision makers, Elected Members have an important role to play in supporting local economic development and prosperity. This session provides a valuable opportunity to get exclusive access to Economic Development Australia's (EDA's) new economic development education and training program and will cover important topics such as:

- principles for economic development planning
- leading recovery and building resilience for your community; and
- being an Economic Development Champion - promoting economic prosperity for your community

Economic Development Australia (EDA) is the national peak body for economic development professionals.

## Tuesday, 21 September (continued)

12:45pm – 1:40pm

Lunch

1:40pm

### CONCURRENT SESSIONS

#### **Bushfire Volunteers**

Western Australians in rural and pastoral areas rely heavily on Bush Fire Brigade volunteers to keep them safe from the threat of fire. Local Governments are responsible for administering and training the 19,500 volunteers in 565 bushfire brigades around the State.

This session will provide the latest information on volunteer workplace health and safety obligations, training opportunities and the changing landscape in attracting and retaining bushfire volunteers.

#### **Local Government Audits**

The WA State Government amended legislation and regulations to provide for the Auditor General to be responsible for undertaking Local Government audits effective from 1 July 2018. The Office of the Auditor General (OAG) phased in over three years the responsibility for undertaking the audits previously carried out by Local Government appointed commercial contract auditors.

This session will provide information on the:

- Experience of initial three years of financial audits
- Lessons learnt from the OAG perspective
- OAG perspective on Local Government financial statutory provisions
- Expectations for future auditing
- Overview of Local Government Performance Audits and future focus

#### **Waste Avoidance and the impact of the Waste Export Bans**

In WA, the majority of material that is recycled through the kerbside recycling bin is exported for reprocessing and use in new products. That's all set to change with the introduction of export bans for plastic, paper and cardboard. As of 1 July 2021, mixed plastic, which is about 4% of what is collected through the kerbside recycling bin, will no longer be able to be exported and will be reprocessed locally. While this is a good outcome in relation to increasing transparency of where material goes, it is likely to have a financial impact on the costs of kerbside recycling.

This session will outline the impact of the export bans, the local processing options being developed and ultimately the best thing that Local Government and the community can do with waste – avoid it completely.

3:10pm– 3:45pm

Afternoon Tea

3:45pm

**Closing Speaker: Grace Tame**

4:45pm

Official Close of the 2021 Local Government Convention

## Wednesday, 22 September (post-conference)

8:30am Delegate Service Desk open

### 9:00am – 11:30am **Field Trip: Bushmead Estate, Shaped by Nature (\$70)**

Bushmead Estate, 16 km east of Perth's CBD, is a new land development located in the City of Swan that has placed the pristine natural bushland at the forefront of design, with every household connected to the bush. The development which will eventually be home to around 950 new dwellings aims to minimise the environmental footprint and places high importance on the retention of trees within the development. Bushmead is also one of the few estates in Western Australia to have received 6-Leaf EnviroDevelopment Accreditation, ensuring sustainable living for residents.

The land developer, Cedar Woods, will discuss the sustainability features of the estate and the process involved around tree retention from planning to construction, and participants will view a development shaped by the natural site features and experience the parks and walking trails of this unique community.

Includes bus transfers from Crown Perth and Morning Tea.

### 9:00am – 12:00pm **Field Trip: Construction Futures Centre (\$70)**



Construction Training Fund (CTF) is a government statutory authority creating a skilled Western Australian construction workforce. It collects a training levy, helps pay for training, conducts research, showcases training and career opportunities and makes a contribution to building our communities. It also operates an interactive venue, the Construction Futures Centre in Belmont, designed to educate school aged children, young adults and others to consider the many job options on offer within the industry.

Join this tour to explore a range of virtual and augmented reality technologies, artefacts, videos, games and static displays that offer a unique insight into the scope of WA's building and construction industry.

Includes bus transfers from Crown Perth and Morning Tea.

### 9:30am – 3:00pm **WALGA Forum on Aboriginal Engagement and Reconciliation**

Hear from State Government on key Native Title Settlements in WA, and learn from Local Governments about the process of commencing Reconciliation Action Plans (RAPs) through to embedding reconciliation activities as core business. Join Traditional Owners and Aboriginal leaders for a round-table yarn on opportunities and barriers experienced by local Aboriginal communities, and the positive impact Local Government can make. The program will cover Aboriginal engagement methods, employment and economic opportunities, cultural awareness and interpretation, and traditional ecological knowledge in landcare.

Separate registration - [CLICK HERE](#) for more information

# PARTNER ACTIVITIES

Registration is required for all activities – prices include GST. Please contact WALGA for more information should your partner be interested in attending a particular conference session.

## SUNDAY, 19 September

### Fremantle Tour

8:30am – 4:00pm \$175

Departing Crown Perth at 8:30am we make our way to Fremantle where you will be taken on a private tour of Fremantle Prison. Following the tour, we will replenish ourselves with a two-course lunch at the National Hotel. From there we do a short walking tour of Fremantle before heading back to Crown Perth via train.

**Please note:** We recommend comfortable walking shoes for this tour.

**Includes:** Coach transfer, morning tea, tour of Fremantle Prison, Lunch at the National Hotel, walking tour, return train to Crown Perth and Guide

(Minimum 15 – maximum 20)

### Opening Welcome Reception

5:00pm – 6:30pm \$85

## MONDAY, 20 September

### Shaken not Stirred Cocktail Course

2:00pm – 4:00pm \$90

Get ready to have fun and learn how to make cocktails! Held at Crown Perth, your Cocktail Master will teach you insider mixologist techniques and fun facts about each cocktail. All you have to do is sip and enjoy while the demonstrations are given and the ingredients for the next cocktail are prepared.

**Includes:** 2-hour cocktail course

(Minimum 15 maximum 35)

### Convention Gala Dinner at Optus Stadium

6:30pm – 11:00pm \$165

## TUESDAY, 21 September

### Breakfast with Jelena Dokic

7:30am – 8:45am \$95

### Optus Stadium Tour and Morning Tea

8:30am – 11:30am \$70

This private tour presents an exclusive opportunity to explore Optus Stadium. It will be followed by morning tea at the gorgeous City View Café.

**Please note:** We recommend comfortable walking shoes for this tour and a reasonable level of fitness as there is a lot of walking involved.

**Includes:** Guide, Morning Tea and Private Tour of Optus Stadium.

(Minimum 12 – maximum 20)

### Matagarup Bridge Climb and Zip

12:30pm – 4:00pm \$175

Dare if you will, to climb Matagarup Bridge and Zip down. Afterwards we will have celebratory drinks and nibbles at The Camfield Tavern.

**Includes:** Matagarup Bridge Zip & Climb Adventure for 2 hours, Drinks & Nibbles and Guide

(Minimum 8 – maximum 16)

# GENERAL INFORMATION

## ONLINE CONVENTION REGISTRATIONS

Visit [www.walga.asn.au/lgc21](http://www.walga.asn.au/lgc21) to complete your registration online

Full Delegate fees cover the daily conference program, lunches, refreshments, and the Opening Reception on Sunday, 19 September. The Convention Gala Dinner on Monday evening and Convention Breakfast on Tuesday morning are optional, and a ticket fee applies.

## Convention Fees

Prices are per person and are all inclusive of GST.

Deadline for all Registrations is  
**Wednesday, 1 September 2021**

### Convention Registration

Full Delegate	\$1,200
WALGA Life Members	Complimentary
Corporate	\$1,500

### Optional Extras

ALGWA AGM and Breakfast (Monday)	\$70
Gala Dinner at Optus Stadium (Monday)	
Delegates/Exhibitors/Partners	\$165
Life Members and their partners	\$95
Convention Breakfast with Jelena Dokic (Tuesday)	\$95

### Partners/Guests

Opening Reception (Sunday)	\$85
Lunch (Monday/Tuesday)	\$50
Partner Tours	Individual tour fees as listed

Please contact WALGA for more information should your partner like to attend a particular conference session.

## Changes to your registration

You can modify your online booking at any time before the close of registrations. Once you have completed your registration, an email with your confirmation number will be emailed to you. Click on the link and enter your confirmation number to make any changes or additions to your reservation.

**Registration cancellations** must be advised **in writing** prior to the deadline date of **Wednesday, 1 September**. Thereafter full fees are payable. Alternatively, a registration may be transferred to another member of the Council.

## Special Requirements

Special dietary requirements, mobility or any other special needs should be indicated when registering – WALGA will use its best endeavours to meet these requests.

## Accommodation

Hotel information is available at [www.walga.asn.au/lgc21](http://www.walga.asn.au/lgc21). Reservations are to be made direct with hotel. Please note that city hotels have limited guest parking so please clarify these arrangements when booking.

## Crown Perth Parking

There is a range of free, paid, undercover and open car parks at Crown Perth; including over 3000 free parking bays available across the property plus 50 accessible ACROD parking bays.

To view the Crown Perth Parking Map, please [CLICK HERE](#). Access to Crown Perth is also available via train (Armadale & Thornlie Lines), bus (Great Eastern Highway) and taxi/ride share.

Information in this brochure is correct at time of printing but may be subject to change



## ENQUIRIES

Ulla Prill, Event Manager | T 08 9213 2043 | E [registration@walga.asn.au](mailto:registration@walga.asn.au)

PRESENTED BY



**WALGA**

**ONE70** LV1, 170 Railway Parade, West Leederville WA 6007

**T** (08) 9213 2000 | **E** [info@walga.asn.au](mailto:info@walga.asn.au)

[www.walga.asn.au](http://www.walga.asn.au)

## 10.2 Free of Charge Camping Options

**Meeting Date** 24<sup>th</sup> June 2021

**Responsible Officer** CEO Graeme Fardon

**Reporting Officer** CEO Graeme Fardon

**Attachments** Nil

**Owner/Applicant** N/A

**Disclosure of Interest** CEO - Nil

### OFFICER RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

1. That the Officers Report on "Free Camping" be received
2. That Council declare "Toapin Weir Camping / Picnic Area" as a Free of Charge Camping Area
3. That Council retain the "Permit to Rest Area" for Self Contained RV / Caravans on the Overflow Area within the Greater Sports Ground Precinct.
4. Council acknowledge and support Camping at the Wamenusking Sports Club (Reserve No 11689) with management by the Wamenusking Sports Club.

\_\_\_\_/\_\_\_\_

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- Council initially through an Information Session earlier in 2021 discussed the merits of investigating options for "Free of Charge Camping" in the District.
- Council at the April 2021 OCM resolved that an Officers Report be prepared for the June 2021 Council Meeting.
- Report outlines existing Caravan / Camping Facilities and offer some Options for Council's Consideration.

### MATTER FOR CONSIDERATION

Officers Report on Free of Charge Camping Options.

### BACKGROUND

Council at its Ordinary Council Meeting held 29<sup>th</sup> April 2021 resolved as follows: -

"Free Camping" options in the District

*RESOLUTION: 159-20/21*

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

Approximately 15 years ago, Quairading was designated as a "RV Friendly Town" under the RV Friendly Town Scheme administered through the Campervan and Motorhome Club of Australia (CMCA). There is a requirement to fulfil the essential criteria of providing a short term parking area for self-contained recreational vehicles, however there was no prescription at that time by CMCA that the parking was to be



"Free of Charge". The CEO's discussions and agreement with CMCA representatives over the years has been that a low fee can be applied for the self-contained RV's.

### **Current Camping Options**

#### **Quairading Caravan Park**

Situated within Reserve No 15546 which is vested in the Shire.

Short Term Occupancy Permitted – up to 3 Months

Park Capacity: -

20 Powered Caravan / RV Sites

4 Powered Tent Sites

4 Unpowered Tent Sites

Fees apply to all Sites.

Council has been very successful with the redevelopment of the Caravan Park and through active paid and unpaid Promotion the occupancy rate has exceeded the initial business plan for the Park.

#### **Overflow Camping / Showgrounds Area**

Situated to the East of the Bowling Club and accessed on the Right hand side as RV's enter the Greater Sports Ground

This Area is flat, tree lined to the West and South and is well suited to the parking up of Self Contained RV's and Caravans that do not wish to utilise the facilities within the Caravan Park nor connect to Power and Water.

Council does have a row of Power boxes in this Area but these are generally locked and utilised only if a large number of RV's / Van are in Town (i.e. RV Rally)

Camping in this considered Short Term (1-3 days) and attracts a Permit to Rest Fee of \$5.50 (inc GST) per day.

The Campers can access the Ablutions adjoining the Agricultural Hall but as Council is aware these facilities are very dated and not compliant with Standards for modern public ablutions.

There has been feedback from some Campers (on WikiCamps and locally) that there is often confusion on where the Area is and also Campers are seeking out Free Camping rather than Low Cost Fees.

Council may want to consider the both merits and disadvantages of offering the Overflow Area as a Free Camping Area for fully self-sufficient RV's and Caravans for the limit of up to 3 days versus trying to attract Campers into the Caravan Park for the daily Fee of \$30.00 per Van.

There are economic benefits to attracting more travellers to stay in Quairading or to extend their stay.

#### **Toapin Weir**

Council has developed over time a Picnic and Camping Area at Toapin Weir

The Reserve is Occupied under a Licence to Use Agreement with the Water Corporation.

The Area is serviced with a Flushing Single Toilet, Electric Barbecue, Non Potable water from Rainwater Tank and Rubbish bins.

The Picnic and Camping Area is serviced weekly by Council Staff.

Council Staff also undertake weed control and Slashing on a seasonal basis.

This Area is very popular with Visiting Campers.

In the past, Council attempted to seek a "Permit to Rest" Fee but this has been largely on an Honour basis as a number of Campers stay at Toapin Weir Reserve and do not attend the Shire Office.

Interestingly, Council has not formally had a Camping Fee set for the Toapin Weir Site.

It is highlighted that the issue has been discussed by the Tourism Steering Group who have supported the recent strategy by Council's Administration to publicise that Toapin Weir Campsite does not attract a Fee.

This initiative has been well received by Campers that have provided feedback to Council Staff.

### **Wamenusking Sports Club**

Situated on Reserve 11689 which is vested in the Shire for the purpose of "Recreation"

The Reserve is occupied by the Wamenusking Sports Club

Council does have the Wamenusking Volunteer Bush Fire Brigade Shed located on the Reserve

All Facilities at the Clubhouse, including Ablutions are owned and managed by the Sports Club.

On occasions travellers do stay overnight at this Site without Notice or Club Permission.

The Club does conduct events such as Hosting Archery Events or Caravan Clubs on occasions.

To date, this Reserve has not been publicised by Council as a Camp Site and any arrangements for camping are administered by the Sports Club.

There are no Council Fees & Charges set for Camping at the Wamenusking Reserve.

### **Roadside Layby at Dangin**

Campers often are observed pulled up in the Layby within the Dangin Townsite.

It is considered that this is often travellers who have stopped for the night because of the "Free Camping" or do not wish to stay in Town.

Please refer to the provisions of the Caravan and Camping Grounds Regulations below relating to staying up to 24 hours in a "Roadside Rest Area".

## **DISCUSSION**

A review of a number of other Councils has indicated a wide variance on their stance on Free Camping ranging from supporting and providing Free Camping Areas to total Prohibition of Camping outside of registered caravan Parks and Camping Grounds.

Several similar sized Councils have been debating and / or trialling Free of Charge camping in recent years.

### Nearby Free Camping Options

#### **Shire of Bruce Rock**

##### **Kwolyin Campsite**

Kwolyin Campsite is situated on what used to be the old football oval. You wouldn't know it. Pristine bush, with orchids, flowering annual and sandalwoods surround the camp. Rarely can you sit in a picnic shelter and look on at orchids on the sides of the shelter. Or, park your caravan in a dedicated bay in the bush.

The camp boasts toilets, camp kitchen, large & small shelters, dedicated tent camping and caravan bays, campfires with BBQ plate (April until Sept only), bush walks and a pioneer walk trail through the old campsite & more.

There are no camping fees, and bookings are not required.

## **Shire of York**

### **Gwambygine Park (Ascent)**

Located approx. 11km South of York along Great Southern Highway (towards Beverley).

A 24-hour free RV camping location the park has toilets, free gas BBQ's and potable drinking water.

## **Shire of Merredin**

### **Merredin Peak Reserve**

#### **RV Friendly 24 Hour Overnight Site**

Short term camping at the Merredin RV 24-hour site at Merredin Peak is for fully self-contained recreational vehicles (RV) and will be permitted subject to the following conditions:

1. Only fully self-contained vehicles with waste water tanks are permitted. In this instance, the definition of fully self-contained is a caravan or motorhome with the ability to store grey water;
2. Keep noise to a minimum, compressors & generators are not to be used to the annoyance of other campers; and
3. The area used is left in a clean and tidy condition and all rubbish is to be removed.

### Other Options in the Townsite

Individual Councillors and Community Members have identified several areas or locations within the Townsite which may be considered suitable, including: -

- Reserve 36774 situated to the South and West of the "Bowling Club Dam" off Parker Street  
This Reserve totalling 10 hectares is Vested in the Shire for the purpose of "Wildlife Park" and Council has proposed for the development of Passive Walk Trails and Rest Points/Benches within the Reserve.
- The new Caravan Parking Area to the west of Cubbine Road in Heal Street.  
The Main Road and Heal Street has been modified to better accommodate the parking of Vans near to the War Memorial and a short walk to the Shopping Centre Precinct.

There are several residences in this locality.

## **STATUTORY ENVIRONMENT**

### *Caravan and Camping Grounds Act 1995*

15. Local government may operate facility in its district without licence
  - (1) Despite section 6, a local government is not required to hold a licence to operate a facility in its district but sections 13 and 31 and all subsidiary legislation made under this Act apply to a local government which operates a facility in its district as if it were the licence holder in respect of the facility.
  - (2) A local government must ensure that all facilities that it operates in its district are inspected in accordance with section 21 and that any works specification notice given

*Caravan and Camping Grounds Regulations 1997*

10. Where person may camp

A person may camp only –

- (a) at a site in a caravan park or camping ground, as appropriate, licensed under the Act; or
- (b) in accordance with regulation 11.

Penalty: a fine of \$1 000.

*[Regulation 10 amended: Gazette 12 Dec 2014 p. 4733.]*

11. Camping other than at caravan park or camping ground

(1) A person may camp –

- (a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval; or
- (b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area; or
- (c) for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve; or
- (d) on any land which is –
  - (i) held by a State instrumentality in freehold or leasehold; or
  - (ii) dedicated, reserved, or set apart under the *Land Administration Act 1997* or any other written law, and placed under the care, control or management of a State instrumentality,
 in accordance with the permission of that instrumentality; or
- (e) on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the *Land Administration Act 1997*, or a person authorised by the Minister to give permission under this paragraph.

(2) Written approval may be given for a person to camp on land referred to in subregulation (1)(a) for a period specified in the approval which is longer than 3 nights –

- (a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months; or
- (b) by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or
- (c) despite paragraph (b), by the local government of the district where the land is situated –
  - (i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and
  - (ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a permit has effect in relation to the land.

(3) In this regulation –

**emergency** means a situation where to move the caravan or other vehicle to a more suitable area would constitute an immediate and serious hazard due to the condition of the caravan or other vehicle, or a vehicle towing the caravan, or of the driver, or passengers, of any such vehicle;

**permit** means a building permit or a demolition permit as defined in the *Building Act 2011* section 3;

**road side rest area** means an area designated by a traffic sign erected in accordance with a written law, as an area which may be used for 24 hours for –

- (a) resting; or
- (b) stopping; or
- (c) camping,

in a vehicle;

**State instrumentality** has the same meaning as it has for the purposes of the *Land Administration Act 1997*;

**unallocated Crown land** has the same meaning as it has for the purposes of the *Land Administration Act 1997*;

**unmanaged reserve** has the same meaning as it has for the purposes of the *Land Administration Act 1997*.

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

Minimal Income received from "Permit to Rest" Fees.

Possible loss of Caravan Park Income, if Free of Charge Camping is introduced on the Overflow Area in the Greater Sports Ground Precinct.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

## COMMUNITY CONSULTATION

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

Feedback on Free Camping has been provided by several members of the Tourism Steering Group.

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Nil.

**10.3 LEMC Minutes – 10<sup>th</sup> June 2021**

**Meeting Date** 24<sup>th</sup> June 2021

**Responsible Officer** CEO Graeme Fardon

**Reporting Officer** CEO Graeme Fardon

**Attachments** (i) LEMC Minutes – 10<sup>th</sup> June 2021

**Owner/Applicant** LEMC Committee

**Disclosure of Interest** CEO - Nil

**OFFICER RECOMMENDATION**

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That Council receive the Minutes of the Local Emergency Management Committee for its Meeting of 10<sup>th</sup> June 2021.

\_\_\_\_/\_\_\_\_

**VOTING REQUIREMENTS** –Simple Majority

**IN BRIEF**

- Local Emergency Management Committee (LEMC) Meeting held on the 10<sup>th</sup> June 2021.
- No Committee Recommendations to this Council Meeting
- The LEMC meets Quarterly

**MATTER FOR CONSIDERATION**

Receival of the Minutes of the LEMC Committee Meeting.

**BACKGROUND**

The Local Emergency Management Committee met on 10<sup>th</sup> June 2021 from which there were no recommendations for Council's consideration.

Local governments are key players in the State's emergency management arrangements and provide expert knowledge about their communities and environments. It is their role to ensure that local emergency management arrangements are prepared and maintained, as well as to manage recovery after an emergency.

Under section 38 of the *Emergency Management Act 2005*, a local government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government's district. However, local governments may unite for the purposes of emergency management and establish one or more LEMC for their combined districts. The LEMC is to be managed and chaired by the local government, with representation from organisations and agencies that play a key role in emergency management within their district.

The functions of a LEMC, in relation to its district or the area for which it is established, are:

- to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMAs) are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of the LEMA; and

- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

## STATUTORY ENVIRONMENT

*Emergency Management Act 2005*

s.38 – Local emergency management committees

s.41 – Emergency management arrangements in local government.

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Social Objective: Active, healthy, safe and inclusive community

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

## COMMUNITY CONSULTATION

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.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Legislative requirement for Council to establish and maintain a LEMC. LEMC's are required to meet Quarterly (including any Exercises). As this is a Statutory Committee the Minutes of their Meetings are to be presented to Council and published on the Shire Website.

Operation – Risk Matrix Rating is assessed as Low. LEMC operates within Council's current structure and resources. Effectiveness of the LEMC is subject to active engagement of Council Representatives and all Agencies represented on the LEMC.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

Under Section 41 of the *Emergency Management Act 2005*, a local government is to ensure that emergency management arrangements are in place for that local government district.



# SHIRE OF QUAIRADING

## Local Emergency Management Committee

The Local Emergency Management Committee Minutes of Meeting held on Thursday 10<sup>th</sup> June 2021 commencing at 4.30 pm.

### ITEM 1      OPENING & ANNOUNCEMENTS

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The Acting Chairperson welcomed everyone to the Meeting and declared the Meeting open at 4.30 pm.

### ITEM 2      ATTENDANCE AND APOLOGIES

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#### 2.1      Attendance

Cr JN Haythornthwaite	Deputy Shire President / Acting Chairperson
Mr G Fardon	Chief Executive Officer
Mr R Bleakley	Executive Manager of Community, Projects and Strategy
Mr D Richardson	St John Ambulance
Mr S Bell	Community Emergency Services Manager
Mrs D Ellison	HSM – Quairading District Hospital (from 4.33pm)
Ms T Patton	Quairading Volunteer Fire and Rescue Captain
Ms J Spadaccini	Department of Communities
A/ Sgt E Duffy	Quairading Police
Mr T Sandercock	St John Ambulance
Cr P Smith	Councillor

#### 2.2      Observers / Visitors

Ms Y Emmanuel	St John Ambulance
Cr B Cowcill	Councillor

#### 2.3      Apologies

Cr W Davies	Shire President / Chairperson
Mrs Y Grigg	DFES – District Emergency Management Advisor
Mr J Corrigan	Department of Fire and Emergency Services
Ms S Cutts	Quairading Co-op Manager
Mr A Duncan	Quairading Central Bush Fire Brigade Captain

## ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Nil.

## ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 4.1 Confirmation of Minutes – 11<sup>th</sup> March 2021

#### **RESOLUTION: LEMC2- 20/21**

#### **MOVED Mr Richardson SECONDED A/ Sgt Duffy**

That the minutes of the Local Emergency Management Committee Meeting held on 11<sup>th</sup> March 2021 be confirmed as a true and correct record of that Meeting.

**CARRIED**

### 4.2 Business Arising

Mr Bell advised that the Bushfire Risk Planning Coordinator (BRPC), Mr Humfrey, is nearing the completion of both Kellerberrin and Tammin's Bushfire Risk Management Plans (BRMP). Kellerberrin's Plan is currently being reviewed by the Office of Bushfire Risk Management (OBRM), and will then be handed to the Council for endorsement. Tammin's Plan is soon to be submitted to OBRM for review. Preparation of the Quairading Plan is now underway with an estimated completion time of 6 months, subject to all information being collected from stakeholders and other agencies in a timely manner.

The Department of Communities are currently requesting copies of floor plans for all identified welfare centres, so that Safety Plans can be developed for the scenario that persons are presenting to the evacuation centre with COVID 19.

Mr Fardon asked if the plans are still required by the Department of Communities.

Ms Spadaccini informed that they are still required.

Mr Bell and Mr Bleakley to liaise with Ms Spadaccini on the floor plans and details of the Welfare Centres required.

## ITEM 5 CORRESPONDENCE

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### 5.1 Inward

Nil

### 5.2 Outward

Nil

## ITEM 6 STANDING ITEMS

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### 6.1 Update of Contacts

The Contacts section of the Local Emergency Management Arrangements were emailed out to LEMC members for comment and updating as required.

Mr Bell advised that the LEMA is due for major review in 2022 and work will commence on the review in the coming months with the Contacts and Resources Section being first and will be updated in to the new format.

### 6.2 Training Dates

No training dates directly related to the LEMC have been scheduled.

A Fire Control Officers (FCO) Course has been scheduled to be held in Quairading on the 3<sup>rd</sup> September. This is for current Fire Control Officers to re-sit the course and refresh their skills and also for prospective FCO's to attend to gain the required qualifications for Permit writing for prescribed burns in the future.

## ITEM 7 LEMC EXERCISES

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An Exercise was scheduled to be held during this LEMC meeting, however due to Ms Grigg being unable to attend, the exercise has now been rescheduled to the September 2021 meeting.

The Exercise held will be a desktop recovery exercise following the aftermath of a significant earthquake impacting the Shire of Quairading and the utilisation of the Contacts and Resources section of the LEMA.

## ITEM 8 AGENCY UPDATES

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### 8.1 WA Police

#### A/ Sgt Duffy

Acting OIC Eddy Duffy reported that Sgt Lindsay Collett has now departed Quairading, having been posted to Carnarvon. A/Sgt Duffy will be Acting for his remaining two weeks in Quairading and then his relocation to Brookton set for the 28<sup>th</sup> June. A/Sgt Duffy confirmed that a new OIC had been appointed to Quairading and she was awaiting relocation to Town. In the interim, an Officer from Kellerberrin Station will be based in Quairading for an estimated 4-week period to cover until the new OIC arrives.

Mr Fardon asked for an update on the recent Community Recognition Award.

A/ Sgt Duffy reported that following a recent funeral in town there were some public disturbances. Three Quairading locals had assisted Police with dispersing the crowd and calming down the situation. One of the Community Members, Mr Jason Colbung had recently been presented with a Recognition Award for the assistance he provided.

Another Community member is in line for Recognition.

Mr Fardon further informed that Mr Bell and himself attended the farewell for both Sgt Collett and Snr Constable Duffy and at which Mr Fardon thanked both Officers on behalf of Council, LEMC and the Community for their outstanding service during their postings in Quairading.

## 8.2 St John Ambulance (SJA)

### Mr Richardson

Ongoing Covid awareness for SJA Volunteers and the implementation of a sealed ambulance (for suspected Covid patients) being based at Northam to be utilised as a regional asset. Local level PPE training is ongoing to remain up to date with all Covid safety protocols.

Flu Vaccinations are underway and most volunteers have now received the flu shot and the Covid Vaccine is also available to those who would like to receive it as well.

Professional Paramedics to be placed at Merredin and Narrogin. This does not directly affect Quairading although if a major emergency was to occur it would be extra career staff members that could be called upon to assist.

### Mr Sandercock

Works have been completed at the airstrip / transfer shed.

Current issue with reduced active volunteer numbers.

A generator has been installed and is capable of running the facility should a loss of Mains power occur.

Training has been reasonably well attended by those volunteers that are active.

## 8.3 Fire and Emergency Services

### Mr Bell – Verbal Report from Mr P Hay

UCL/UMR mitigation works are currently being identified and reviewed. Unfortunately, this is a timely process due to the substantial amount of Rare and Declared Flora within the Shire of Quairading.

### Ms Grigg

Written Report provided – No questions were raised by those present.

### Ms Patton

One New member has joined, with a prospective 2 more to come, these were as a result of the Station Open Day on the 15<sup>th</sup> May.

New Thermal Imaging Camera (TIC) arrived to assist in Structural/Motor Vehicle Accidents, Firefighting and searches.

## 8.4 Quairading Co-op

### Ms Cutts

Nil - Apology for the meeting

## 8.5 Department of Communities

### Mrs Spadaccini

Mrs Spadaccini reported that due to the impact of TC Seroja earlier in the year, an audit is now being conducted on all listed welfare centres in the Wheatbelt to identify which centres would be able to withstand a category 2 cyclone strength winds. Further, if they are Rated then ensure they are not made predominantly of Glass or other substances that are unlikely to withstand the high wind speeds.

During the time of the Cyclone approaching closer to communities, Blue/Yellow/Red alerts were utilised. There were many residents unaware as to what the alerts meant. This was due to the

communities never having required Cyclone Warnings in the past and some businesses were still operating under a Red alert.

Communications were extremely critical with significant power outages occurring. Satellite phones were the only means of communication and this also caused issues for the public as they were unable to receive critical information. The Communications section of the LEMA should be updated with details on alternative methods of how information can be received by the community, other than by phones and internet.

The State Health Incident Centre (SHIC) informs the Department of Communities staff about the procedures that are to be followed regarding Covid and any other restrictions that may be required in the event that a Welfare Centre needs to be activated.

The Local Emergency Welfare plan is still currently in draft form – to be circulated with meeting minutes for awareness.

Mr Fardon asked if there will be "lessons learnt" information dispersed to local governments so better preparations can be in place should similar incidents (Cyclones) occur again.

Mrs Spadaccini confirmed that there will be information to local government, however the "debrief reports" may come out at multiple stages as the recovery process will take quite some time for the Local Governments impacted. These reports will include information surrounding Cyclone Alert levels and how they work.

## 8.6 Department of Education

### Mrs Wray

Nil - not present at this meeting.

## 8.7 Department of Health

### Mrs Ellison

Most Staff and Hospital & Parker House residents have now fully vaccinated. Over 50's can now be vaccinated in Town.

Flu shots are currently rolling out to the community with a strong recommendation that community members receive the shot. Evidence must be provided upon entering an aged care facility that a flu shot has been received and entry will be refused without evidence.

The Local Health Advisory Group (LHAG) will be reconvening in August, currently awaiting another 2-3 stakeholders to nominate for the committee. Mr Drew Richardson (SJA) nominated himself.

Quairading Health Service currently has the highest employment of indigenous staff in the Wheatbelt, with another Aboriginal staff member to begin within the next four weeks.

Mrs Ellison advised she will be taking Leave as of the 14<sup>th</sup> June for 6 weeks. Ms Susan Taylor will be acting HSM.

A/ Sgt Duffy asked how evidence can be attained in order to be provided at an aged care facility.

Mrs Ellison informed that upon Receipt of the shot a Receipt can be provided or a doctor's note can be provided and it can be emailed in advance, a screen shot on a phone, or hard copy.

Cr Hathornthwaite asked if this was for all aged care facilities.

Mrs Ellison informed that this is for all aged care facilities, and once this has been provided it is then filed and will not be required again on follow up attendances to an aged care facility (for the duration of flu season).

## 8.8 Local Government

### **Cr Hathornthwaite**

Nil

### **Cr Smith**

Attendance at two fires one on Goldfields road, providing assistance in the Shire of Cunderdin and the other in Westdale (Shire of Beverley).

### **Mr Gelmi**

Nil - not present at this meeting.

### **Mr Duncan**

Nil - Apology for this meeting.

### **Mr Fardon**

Through LGIS, Fire Warden training has been completed for Shire staff, with the Medical Practice and CRC still to be undertaken.

The Executive Manager of Corporate Services (EMCS) Mr Nathan Gilfellon will be finishing employment with the Shire on the 16<sup>th</sup> July 2021.

Mr Fardon reported that Mrs Leah Horton currently with the City of South Perth has been recruited to the EMCS position.

That Wheatbelt Company, CRISP Wireless has secured State Government Funding to expand its wireless broadband network including in the Quairading District. Council has committed \$30,000 towards the Project to improve digital connectivity in the District.

### **Mr Bleakley**

Further informed that the Airstrip apron expansion works have been completed.

Council will be budgeting for architectural advice for a design of a future reconfiguration and renewal of the Public Toilets at the western end of the Hall. The design to include Showers and Universal access. This future project is aimed at further improving the capabilities and amenity of the building as a Welfare Centre in an emergency event.

### **Mr Bell**

The Shire's Annual Capability and Preparedness Report has been prepared and submitted.

Soon to be implemented WHS legislation will see Bush Fire Brigade volunteers deemed as employees of the Local Government. Relevant volunteer training courses will have to be actively offered to help satisfy Council's Chain of Command obligations.

CESM advised that he will soon be receiving a satellite communications device that will be housed in the CESM vehicle but can be used within the Shire for an emergency situation. This device will not be hardwired so can be removed from the vehicle and will have capacity for multiple devices to be connected simultaneously.

## ITEM 9 URGENT BUSINESS

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### **Ms Emmanuel**

Ms Emmanuel enquired on progress on the fencing between the CBH property and the Nature Reserve / The Groves Area to the west of the CBH site. She commented that the current situation of public travelling through the CBH Worksite to access 'The Groves' was a major safety concern for the Public, CBH employees and truck drivers.

Mr Fardon highlighted that both Council and the Main Roads have approved the design of the new Vehicle access to "The Groves" and Council has had the work budgeted for both the past two years.

Mr Fardon informed that this long outstanding issue had been with the State Public Transport Authority and Arc Infrastructure for several years and still remains unresolved.

Further lobbying to Politicians will be required to force an outcome action on this issue.

To this end, Mr Fardon requested an email or letter from the District Manager of CBH outlining the Workplace and Public Safety issue to assist further lobbying.

## ITEM 10 NEXT MEETING DATES

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### **Quarterly Meetings – 4.30pm Commencement**

Adopted dates for 2021

Thursday 9<sup>th</sup> September 2021 - Exercise to be held in September.

Thursday 2<sup>nd</sup> December 2021

## ITEM 11 CLOSURE

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There being no further business, the Chairperson closed the Meeting at 5.22pm.

I certify the Minutes of the Local Emergency Management of Council held on 10<sup>th</sup> June 2021 were confirmed on 9<sup>th</sup> September 2021 as recorded.

Confirmed.....02/12/2021

## 10.4 Draft Strategic Community Plan (SCP) 2021-2031

<b>Meeting Date</b>	24 <sup>th</sup> June 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EXCPS Richard Bleakley
<b>Attachments</b>	(i) Draft Strategic Community Plan 2021-2031
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

**MOVED** \_\_\_\_\_ **SECONDED** \_\_\_\_\_

That: -

1. Council Adopt the Draft Strategic Community Plan 2021- 2031
2. The Draft Strategic Community Plan be publicised for Community Comment for a Period of 3 Weeks.
3. Any Public Submissions received are to be considered by Council as part of the Officer's Report to be prepared for the July 2021 Council Meeting where the Final Strategic Community Plan will be considered for Adoption.

\_\_\_\_/\_\_\_\_

**VOTING REQUIREMENTS** –Absolute Majority

### IN BRIEF

- Council adopted the 2017-2027 SCP in October 2017.
- A Minor Review of the SCP was undertaken during 2019 and the Reviewed Plan Adopted by Council in December 2019.
- Council is required to undertake a Major Review of the SCP at least once every 4 Years.
- Key Strategic Planning Document for the period 2021-2031, which sets out the Vision, Aspiration and Objectives of the Community.
- Draft Plan prepared following extensive Community Consultation and Workshops with Councillors & Staff facilitated by the Consultant.
- Recommended that the Draft Plan be publicised inviting Public Submissions for a period of 3 weeks.
- Any Public Submissions received are to be considered by Council as part of the Officer's Report to be prepared for the July 2021 Council Meeting where the Final Strategic Community Plan will be considered for Adoption.
- Adopted SCP to be publicised by Local Public Notice and SCP to be published on the Shire Website.

### MATTER FOR CONSIDERATION

Adoption of the Draft Strategic Community Plan 2021-2031.

### BACKGROUND

The Original Strategic Community Plan (SCP) was developed and Adopted by Council in 2013.



The second SCP was adopted by Council in October 2017 and a Minor Review Report prepared and adopted by Council in December 2019.

Council budgeted for a major Review to be conducted during the 2021/2022 Year and proceeded to engage Regional Consultants 150Square Pty Ltd to assist Council by facilitating the Community Engagement Phase, Workshops with Councillors and Staff and preparation of the Draft Plan with input and review by Council's Management Team.

The Community Engagement Phase achieved 243 Contacts / Responses being 23% of the Districts Estimated Population of 1019 persons.

The Draft Plan has captured the Themes and Priorities identified from the Community Engagement Phase and includes: -

- Community
- Economic and Tourism Development
- Built Infrastructure
- Natural Environment
- Efficiency and Effectiveness
- Financial Profile.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995 Section 5.56*

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

*Local Government (Administration) Regulations 1996 Part 5 Division 3*

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to –
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.

- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

#### 19D. Public notice of adoption of strategic community plan

- (1) If a strategic community plan is adopted, the CEO must –
  - (a) give local public notice that the plan has been adopted; and
  - (b) publish the plan on the local government's official website.
- (2) If modifications to a strategic community plan are adopted, the CEO must –
  - (a) give local public notice that modifications to the plan have been adopted; and
  - (b) publish the modified plan on the local government's official website.

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

Council made Budget Provision for External Consultancy Services to assist Council with the Major Review of the 2017-2027 Strategic Community Plan and the preparation of the Draft SCP 2021-2031. Consultant's proposal valued at \$8400 (inc GST) was within the Budget Provision.

Funding for the carryover work on the CBP and LTFP will be provided for in the 2021/2022 Budget.

#### **STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**

##### **Governance Objective: Strong governance and community engagement**

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

#### **COMMUNITY CONSULTATION**

Extensive Community Consultation occurred during the Community Engagement Phase of the Strategic Plan Review. Upon Adoption of the Draft SCP, the Draft will be publicised and Submissions invited from the Community.

Community Submissions must be considered by Council prior to the Final SCP is adopted by Council.

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

Financial - Risk Matrix Rating is assessed as Low. Council has budgeted for the Major Review of the SCP, CBP and LTFP in the 2020/2021 Financial Year. Funding for the carryover work on the CBP and LTFP will be provided for in the 2021/2022 Budget.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Legislative requirement to conduct a Major Review of the Strategic Community Plan at least once every 4 Years. Non Compliance may lead to increased Reputational Risk and Risk that the SCP does not reflect Community Priorities or Emerging Issues.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Community Feedback will be sought on the Draft SCP and any Community Submissions will be considered before the Final Strategic Community Plan 2021-2031 is Adopted by Council.



**DRAFT**  
**Strategic Community Plan**  
2021 - 2031



## Shire Vision

"Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting."

## Welcome from the Shire President



On behalf of Council, I have pleasure in presenting this Introduction to the Shire of Quairading Draft Strategic Community Plan for the next 10-year Period, being 2021-2031.

In accordance with State legislation, Council is required to conduct a major Review of its Integrated Planning Documents at least every 4 Years.

The Review work commenced early in 2021 with the engagement of Wheatbelt based Consultancy 150 Square Pty Ltd, led by Caroline Robinson to assist Council and the Community with the Review of the 2017 – 2027 Plans. We thank Caroline and Associate Stephen Grimmer for their professional assistance to date on the Plan.

The Draft Plan presented outlines what Achievements and Progress have been made since the last Plan was adopted and implemented in 2017. I highlight that there have been many changes to the Council's Organisational Structure and Delivery Plans to best maximize the level of Service to the Residents of the District whilst seeking to keep Council Rates at a realistic level.

During this Period, Council has also benefitted from an increased level of Grant Funding from both the Federal and State Governments (such as Drought Funding, COVID Recovery and also the Secondary Freight Network Funding) to deliver a raft of Renewal Projects to Council's Road Network, Building and Facilities.

I would like to thank the many Community Members who have invested time, effort and their thoughts into the Community Engagement Phase of the Review which will guide Council in its deliberations on the Priorities and Strategies for the next decade.

The Draft Plan for 2021-2031 reflects the community's re-focused vision for Quairading to be a place of welcome and inclusion for all, where we work together, with thriving industry creating jobs, seeking out new opportunities, a bright future for our young people, and a bustling town in a beautiful and productive rural setting. It balances the community's desire to look after the assets we have, invest in our future; and keep Rates increases to an affordable level.

As with the current Strategic Community Plan, Council will have to continue to prioritise the Capital works program to provide a balance of new investments with the need to renew and maintain Council's existing Built Assets. Council will continue to actively seek out External Grant Funding opportunities to help fund the many planned Projects.

The Community has reaffirmed its Priorities of seeking a strong, growing and resilient economy which will lead to increased job opportunities and a good quality of life for all Community

members. Council commits to working with Business and the Community to see these Aspirations and Priorities achieved. Council is also mindful of all aspects and advantages of a small country town and Community that need to be retained.

On behalf of Council, I invite the passionate Quairading Community to actively participate in the ongoing Strategic Planning for our Community and District.

Councillor Wayne Davies  
President, Shire of Quairading



## Council's Commitment to the Community

- We will spend local as often as we can
- We will consult and engage with our community
- We will encourage, welcome and value feedback
- We will be open, fair and impartial in whatever we do
- We will treat all people with respect
- We will encourage and support the volunteers in our community.

## Key Points of the Plan

This plan outlines the objectives and strategies that will be followed over the coming years, including a number of major projects. In particular, the plan will deliver the following strategic priorities.

### Community

The Shire of Quairading will continue to invest resources to deliver and provide support for both Core Services to the Community (including community welfare, health services, inclusivity, volunteering and emergency services), and the renewal and upgrading of Shire's community Facilities and Infrastructure.

The Plan commits to progress on cultural development and initiatives in partnership with local Noongar elders and family representatives through the Reconciliation Action Plan Committee.

The Plan provides for the realisation of a number of significant projects and further enhancements as follows:

- Development of Kwirading Koort Park.
- being "investment ready" for Independent Living Units and the Redevelopment of Arthur Kelly Village Independent Aged Accommodation, and further light industrial lots.
- saving up for the future redevelopment of a number of Sport and Recreation Facilities at the Greater Sports Oval.

The Council will undertake due diligence on all major capital and operational projects prior to any final decision to proceed. This will be done in order to ensure they are sustainable, viable and affordable (including whole of life costs) for Council and the community.

### Economic and Tourism Development

Economic and tourism development is a very high priority for the community. The Council recognises the importance of thriving local businesses to provide jobs and investment opportunities for existing and potential new residents. Equally, a thriving community is needed



to provide the workforce and local capital needed for business growth. Quairading has significant advantages (including location, liveability, available workforce), but also a number of challenges.

### *Economic infrastructure*

Economic infrastructure is a challenging area. Lack of land for light industry is a known constraint. The focus is on the development of light industrial lots at the site of the old Sales Yard with Stage 1 of the Program (roads, services and utilities) and two (2) lots to be delivered in 2021/22.

The timing of Phase 2 will be following occupancy of initial sites and securing of funding.

### *Business-friendly*

Alongside provision of infrastructure to support business growth, the Council also has a role in ensuring it conducts itself in a business-friendly manner. The Council is committed to the "Small Business Friendly Local Governments" program and will continue to update the Shire's program and deliver on its outcomes.

A recent initiative of the Council has been introduction of a Small Business Grants Program which will commence in the 2021/22 Financial Year.

### *Leveraging Federal and State Government priorities and programs*

The Federal and State Governments are supporting a number of economic development priorities and programs. Development Commissions now have a focus on supporting regional businesses to be able to compete for State Government contracts.

The Shire will work with relevant agencies on opportunities to leverage priorities and programs to benefit local and regional businesses.

### *Facilitation of business and jobs growth*

The Council will explore a facilitation approach to business and jobs growth through its Business Attraction Plan. The real engine of growth in the local economy is business itself. Only through the growth of existing or new businesses, especially those that bring wealth in (e.g. tourism, agriculture, logistics and manufacturing for wider markets etc), can employment and incomes rise. Local purchasing helps to keep those dollars from "leaking".

It can be assumed that individual businesses are already focused on their commercial success, and opportunities to further grow and prosper. If it is considered that growth in the local economy is possible, then it generally has to be in areas that exceed the capacity of businesses acting alone.

### *Tourism*

The Shire will continue to support the growth of tourism through both Quairading and the region through:

- Engagement and support for the Quairading Tourism Steering Group;
- Membership and active participation in Roe Tourism Association;
- The introduction of the Small Business Grant program;





- The branding “Take a Closer Look” and promotion of Quairading in both social media and traditional media; and
- Support for events and activities.

## **Built Infrastructure**

### *Asset renewals*

The Shire needs to address an underlying gap in asset renewals, particularly for roads. It is vital to endeavour to close this gap and to preserve the serviceability of our local road network for our economy and community. The Plan sees a Rates increase above inflation rate to enable this gap to be narrowed.

### *Rural Roads Maintenance*

The Shire has drawn up a 10-Year Capital Works Program for Roads, Pathways, Drainage and Bridges.

This Program will assist in determining the renewal and maintenance Programs on the Shire’s Road and Footpath Network.

### *Buildings Maintenance*

Future Building Maintenance and Renewal Strategy to be determined during the life of the Plan.

This will drive the renewal and maintenance Program for Shire’s Building assets.

## **Natural Environment**

The Shire seeks to ensure the sustainability of our local environment through: -

- Compliance with environmental health legislation.
- Conservation of our natural environment through management of invasive species, and management of our nature reserves.
- Reduction of the Shire’s carbon footprint through water-wise programs, renewable energy and waste recycling.

## **Efficiency and Effectiveness**

We will strive for continual improvement in efficiency and effectiveness, with an emphasis on:

- Maintaining and developing partnerships to achieve the best outcomes for the community:
  - working together locally (e.g. with Quairading CRC, Education, Business, Sport and Recreation Council).
  - regional and sub-regional collaboration.
- Improving customer service, communications and community engagement.
- Reviewing efficiency to make sure every dollar counts.



## Financial Profile

Historically, the Shire has had an underlying gap in asset renewals, particularly for roads. Like many rural Shires, asset renewals have been subject to historic underfunding. While this suppresses rates, it leads to a decline in the serviceability of the assets. It is therefore vital to close this gap, particularly to preserve the serviceability of our local road network for our economy and community.

The cost of this has been reflected in rates increases above inflation. Long term financial projection assumes inflation at the rate of 2%.

Prudent borrowing is used to spread the cost of major new assets over their life.

The Shire will actively pursue grants both competitive and non-competitive for priority projects, and will maximise revenue generation from activities such as private works.

Due diligence will be applied to all proposed major capital and operational projects to ensure they are sustainable, viable and affordable.

There are moderate increases in operational costs to fund economic development initiatives, which was a high priority to emerge from the community engagement. There are also some non-discretionary items in areas such as town planning and workforce planning, environmental health and building control.

Review of the Long Term Financial Plan is being undertaken in 2021 to determine the funding required to achieve this plan.



## Achievements since the 2017 - 2027 Strategic Plan

Our Shire has achieved the following since our last major Strategic Community Plan review.

### OUTCOMES - ECONOMY

- Adoption of Small Business Friendly Government program.
- Good quality, affordable visitor accommodation at the Quairading Caravan Park.
- Assessment of existing facilities to drive improved economic outcomes – Business Attraction Plan adopted.
- Factory units – Sale of factory units to new business in Town.
- Development of a Business Small Grant Program.

### OUTCOMES – COMMUNITY

- Development, refinement and delivery of the Shire’s Community Grant program.
- Provision of sport and recreation facilities and forward planning for local sports clubs, including the continuation of Reserve Funds for future infrastructure development.
- Collaborative emergency planning and preparedness.
- Reconciliation Action Plan Committee established with regular meetings.
- Dual naming initiatives commenced.
- Youth Officer integrated into Shire structure and services.
- Continued support of child care services being delivered locally.
- Development of Concept Design for Independent Living Units Precinct on Suburban Road.
- Development of final design for Kwirading Koort Nature Playground.
- Establishment of a MOU with the Quairading CRC Committee.

### OUTCOMES - BUILT ENVIRONMENT

- Buildings
  - Completion of Works Depot Redevelopment.
  - Installation of Caravan Park Cottages, Backpacker Units and Caretaker Cottage.
- Roads
  - Major roadworks completed on the Cunderdin / Quairading Road under the Grain Freight Funding.
  - Completion of repairs to flood damaged roads and infrastructure (WANDRRA).
  - Pilot Wheatbelt South Freight Network Program – Quairading / Cunderdin Rd (5 kms).
  - Resheeting of priority gravel roads through the Shire.
  - Expansion of Airstrip Apron.



- Other infrastructure
  - Upgrades to Shire Hall including Audio-visual system, stage lighting, renovations to Main Hall, Lesser Hall and Stage and Change room facilities.
  - Renewal of Bowling Club synthetic surface.
  - Renewal of Oval floodlighting.
- Land Planning
  - Design and sub-divisional approval of Phase 1 of Light Industrial Lots Precinct.

## OUTCOMES – NATURAL ENVIRONMENT

- Water and Energy
  - Waterwise Accreditation of the Memorial Swimming Pool.
  - Installation of Solar Voltaic Systems at Medical Centre (10KW System) and Swimming Pool / Oval / Caravan Park Precinct (36.5KW System).
- Waste Management
  - Containers for Change Program implemented.
- Natural Reserves
  - Coordination and delivery of the State NRM Funded Project Combating Vegetation Decline Program.
  - Compliance with Native Vegetation Regulations and Environmental Protection Act.

## OUTCOMES – GOVERNANCE

- Local Laws reviewed.
- Policy Review Project completed in 2019/20.
- SCP desktop review completed in 2019.
- Revision of the Workforce Masterplan adopted in 2021.
- Increased Elected Member Governance Training.
- Advocacy - Political lobbying of local members at both State and Federal Government level.
- Partnerships - Strong regional representation at WALGA/Central Country Zone, Wheatbelt South Regional Road Group, Wheatbelt Business Network and Roe Tourism Association.
- Enhanced community engagement to provide opportunities for collaboration and participation in decision making.
- Customer Service
  - Development and implementation of a Customer Request System.
  - Enabling better tracking, reporting and documentation of Customer issues and outcomes.



- Finances – strong financial management achieving unqualified “clear” audits.

## Shire of Quairading Key Statistics

The Shire of Quairading is located 167km east of Perth on the York-Quairading Road. Its main localities are Quairading, Pantapin, Yoting, Badjaling, Dangin, South Caroling, Balkuling, Doodenanning, and Wamenusking. Occupying a land area of approximately 2017 km<sup>2</sup>, the Shire borders eight other LGAs consisting of the Shires of York, Cunderdin, Beverley, Bruce Rock, Kellerberrin, Brookton, Corrigin, and Tammin.

- The 2016 Census recorded the Shire’s usually resident population at 1,019. There has been little change over the past 10 years.
- The median age in the Shire of Quairading is 52 years, up 4 years from 2011. This is considerably older than the median age for Western Australia as a whole which was 36 in the 2016 census (no change from 2011).
- The 2016 Census records 82 people who are Aboriginal or Torres Strait Islander living in the Shire of Quairading, representing 8% of the population.
- The 2016 Census shows that there has been a slight increase in the proportion of residents that were born outside of Australia (from 8% to 13%).
- In 2016, there were 393 households in the Shire of Quairading, a reduction from 420 in 2011. There are 249 family households and 149 non-family households. The largest family type is couple with no children (137).
- The percentage of the population with higher qualifications is slightly below the Western Australian State average. Note that there has been a slight increase in the percentage of the population that holds a higher qualification since 2011.
- The SEIFA score for the Shire of Quairading was 930 a ranking of 19 among LGAs in Western Australia (the lower the ranking number, the more disadvantaged the LGA).
- According to the 2016 Census, the District has a workforce of 396 or 44% of the total resident population.
- According to ABS 2015 estimates, the latest available, there were 146 businesses operating in the Shire of Quairading, a slight drop from 2014. The majority of these businesses were non-employing businesses (88), while 47 had 1-4 employees, 8 had 5-19, and 3 employed 20 or more persons. Family farms are a significant form of business in the Shire.



## How We Developed this Document

Our Strategic Community Plan reinforces our commitment to the people who live, work and visit Quairading. The purpose of this document is to provide a clear purpose and strategic direction for our Shire, and to source the funding and support required to address the community priorities detailed later in this document.

It was developed based on

- The State Government's Blueprint for the region and other relevant policies, plans and strategies from both the State and Federal Governments.
- Extensive community engagement on what is important to the people that live within our Shire.
- Input from Elected Members and Staff based on feedback they have received and their strong desire to deliver positive outcomes for their community.
- Current partnerships and projects already being delivered.

## Progress Reporting

The Shire of Quairading has adopted a traffic light based Quarterly Update to report progress against the priorities as detailed in the Corporate Business Plan which will be shared via a Council Item and on the Shire web-site. In addition, results are formally communicated to the community annually via the legislated Annual Report.

## IPR Reviews

This Strategic Community Plan will be subjected to a minor review in 2023 and a major review requiring extensive community engagement in 2025 as legislated. In addition, the Corporate Business Plan will be reviewed and updated annually to reflect any changes to priorities, service levels and the budget.



## Summary of Community Engagement

ACTIVITY	VENUE & FORMAT		RESPONSES
Business Survey Drop	Dropped surveys into businesses in the Main Street and briefly discussed		
Community Drop-in	Handed out surveys to people attending the local supermarket		
Tourism Group	Discussion with the local tourism development committee at the CRC		7
Business Session - Corporate Bowls	Discussions with local business at the Bowling Club		40
Shire of Quairading Staff Meeting	Session with staff to get their input at the Shire Offices		7
Seniors Coffee and Chat	Round table discussion with a group of seniors at the local cafe		21
Councillors Information Session	Discussion on macro issues (external and internal) affecting the Shire		10
Noongar engagement session	Round table discussion with elders at the CRC		5 Elders
Phone calls to identified individuals			15
Community Surveys - school students	Hard copies		49
Community Surveys	Hard Copies	On-line	85
<b>TOTAL 243</b>			
<b>23% OF RESIDENT POPULATION</b>			



## Strategic Priorities

Community members were asked to rank the following strategic priorities in order of importance to them with the resulting order being.

STRATEGY	HIGH PRIORITY	MEDIUM PRIORITY
Access to health services		
Access to services and facilities for Noongars		
Access to services and facilities for people with disabilities		
Bush fire prevention and control		
Conservation and environmental management		
Development of the Town Centre		
Economic Development		
Facilities, services and care available for seniors		
Events, arts and cultural activities		
Sport and recreation activities		
Promotion of our community		
Tourism development		
Safety and security		
Services and facilities for youth		





Emerging issues raised by community members at the various engagement forums:

- The **pride that local people** and in particular long-term residents have in their shire and their desire to support and care for each other.
- The **importance of agriculture and rural services** and the need to think big to attract rural business opportunities.
- A desire for the Shire to **employ local residents** wherever this is practical.
- The **shrinking population and the potential impact** this could have on community facilities and services.
- The **importance of volunteering** and the potential for volunteer burnout with the pool of volunteers shrinking.
- The **importance of and potential for local tourism** with COVID-19 resulting in a significant increase in visitors to the town.
- The **lack of suitable rental accommodation** to attract workers to the town.
- The **importance of attracting community minded people, targeted skills and boutique business** to the town and the region.



## Strategic Direction

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
<b>1. COMMUNITY</b>	
1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.	<p>The Shire facilitates inclusive access to all facilities and services</p> <p>Work towards Reconciliation Action Plan Committee aspirations</p> <p>Preservation of assets and education of our local culture and heritage</p> <p>Actively support youth development</p>
1.2 Provide social and cultural activities for all members of the community	<p>Sporting and recreational facilities</p> <p>Increased participation</p>
1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire	<p>Retention of local health facilities and visiting services</p> <p>Ageing in place can occur within the district</p> <p>Facilitate support for mental health to vulnerable persons</p>
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	<p>Volunteers feel supported by the Shire</p> <p>Delivery of the Shire's Community Grants Program</p>
1.5 Support emergency services planning, risk mitigation, response and recovery	We collaboratively plan and respond to emergency situations identified in Local Emergency Management Arrangement (LEMA)



## 2. ECONOMY

2.1 Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)	Work towards initiatives in our Economic and Business Growth plans
	Support and advocacy for agriculture
	Local economic diversification
	Delivery of the Shire's Business Grant Program
2.2 Build upon our "Take a Closer Look" brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population	Local businesses capture opportunity through the caravan park and tourism assets and experiences
	Improved online presence and awareness
	Visitors receive timely and accurate information about our Shire attractions and services
	Well attended local events and celebrations
2.3 Shire engages stakeholders and partners to help capture local economic development initiatives	Demonstrated progress with stakeholders to facilitate land development, industry and jobs growth
2.4 Encourage local workforce participation	Residents can access local, inclusive and modern childcare facilities and services
	Traineeships / apprenticeships / flexible employment models



### 3. ENVIRONMENT BUILDING **B**BUILT

3.1 Safe, efficient and well maintained road and footpath infrastructure	Achievement of the 10yr road plan goals and strategies
	Less impact on our roads due to extreme weather events and increased vehicle tonnage (road engineering, stormwater management)
3.2 Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles	Completion of the Community Park in the Quairading town site
	Access and aesthetic improvements at the cemetery are undertaken
3.3 Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans	Updating of Shire's Asset Management Plan to ensure viability and sustainability of the Shire's Building Assets
	Planning and development for sport and recreation facilities is coordinated and cohesive (Masterplan Sport and Rec)
	Agreed concept and project plan for Multi-Purpose Precinct
	Heating of the leisure pool at the swimming pool enables greater patronage

### 4. ENVIRONMENT NATURAL

4.1 Maintain a high standard of environmental health services	Compliance with environmental health legislation
4.2 Conservation of our natural environment	Community engagement in the management of invasive species,
	Management of nature reserves
4.3 Demonstrate sustainable practices of water, energy and waste management	Preservation and improved efficiency and use of natural assets (water, sun, wind)



## 5. GOVERNANCE AND LEADERSHIP

5.1 Shire communication is consistent, engaging and responsive	Residents and community groups believe they are being listened to and fairly treated
5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels	Collaborative planning amongst key stakeholders
	Local community engagement level
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	Performance against targets – Strategic Community Plan and Corporate Business Plans goals
5.4 Implement systems and processes that meet legislative and audit obligations	External Audits and Reviews confirm compliance with relevant legislation.



## Strategic Risks for the Shire of Quairading:

The following risks were identified by Council and mitigation of these risks are included in the Strategic Community Plan, Corporate Business Plan, Workforce Plan and Long-term Financial Plan.

<p><b>COMMUNITY</b></p> <ul style="list-style-type: none"> <li>▪ Employment opportunities and diversity</li> <li>▪ Quality public and private accommodation</li> <li>▪ Attraction and retention of resident population</li> <li>▪ Volunteer fatigue</li> </ul>	<p><b>ECONOMY</b></p> <ul style="list-style-type: none"> <li>▪ Low cost, reliable power sources</li> <li>▪ Telecommunication reliability and coverage</li> <li>▪ Proximity to regional centres</li> <li>▪ Ageing water infrastructure</li> <li>▪ Education opportunities</li> </ul>
<p><b>ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>▪ Changing of the climate</li> <li>▪ Waste and recycling management</li> </ul>	<p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>▪ Managing community expectations of Council</li> <li>▪ Councillor and staff succession and renewal</li> <li>▪ Staff attraction and retention</li> <li>▪ Compliance</li> <li>▪ Access to funding to achieve community aspirations</li> <li>▪ Aging workforce</li> </ul>



## ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

## ITEM 12      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*



ITEM 13 URGENT COUNCILLORS' BUSINESS

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

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*No matters for consideration.*

## ITEM 15      NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 29<sup>th</sup> July 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

## ITEM 16      CLOSURE

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

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

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*No matters for consideration.*

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