

Ordinary Council Meeting

Notice of Meeting | 25th March 2021

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 25th March 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: 19th March 2021

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

Councillors are advised that an Invitation has been extended to Sergeant Lindsay Collett, the new School Teachers, to be accompanied by Principal Mrs Pauline Wray, to join us for Afternoon Tea.

ITEM 2 ATTENDANCE AND APOLOGIES

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

Apologies

Leave of Absence Previously Granted

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Mr Murray Yarran, Ms Cynthia Dann and four (4) Community Elders will be presenting to Council on Community Concerns.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 25th February 2021

RECOMMENDATION

MOVED _____ **SECONDED** _____

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

____/____

Voting Requirements – Simple Majority

7.2 Business Arising

SHIRE OF QUAIRADING

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

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

Cr Davies welcomed Councillors, Staff and Mrs Letty Mills to the meeting.

Cr Davies advised that Mrs Letty Mills will be presentation to Council for further investigation into the future heating of the leisure pool and Mr David Collard is scheduled to attend to update Council on the Nyoongar Pathways Program.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellon	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

Mrs Letty Mills	(2.00pm to 2.09pm)
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Apologies

Nil

Leave of Absence Previously Granted

Nil

ITEM 3 PUBLIC QUESTION TIME

Nil.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Mrs Letty Mills presented a petition of 171 signatures and background context calling for Council to further investigate the future heating of the Quairading leisure pool.

2.09 pm

Mrs Letty Mills left the Meeting.

Mr David Collard was scheduled to attend to update Council on the Nyoongar Pathways Program, however, Mr Collard did not attend the Meeting.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

ITEM 6 DECLARATIONS OF INTEREST

Nil, at this time.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting - 17th December 2020

RESOLUTION: 106-20/21

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Minutes of the Ordinary Meeting of Council held on the 17th December 2020 be confirmed as a true and accurate.

CARRIED 8/0

7.2 Business Arising

Nil.

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – December 2020

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) December 2020 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 107-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

That Council note the following:

1. That Schedule of Accounts for December 2020 covering Municipal Vouchers 23775 to 23783, EFT 8687 to EFT 8810 \$708,425.16 be received and
2. That Police Licensing payments for the month of December 2020 totalling \$17,505.60 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for December 2020 balance totalling \$1,667.36 be received (Attachment iii); and
4. That Net Payroll payments for the month December 2020 totalling \$108,779.88; and
5. That the Lease payment for the month of December 2020 on the CESM Vehicle totalling \$1,140.08.

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during December 2020.

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 Councils 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 – 31st December 2020

Meeting Date	25 th February 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Financial Statements for December 2020
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 108-20/21

MOVED Cr Stacey SECONDED Cr Hippisley

That Council receive the Monthly Financial Statements for the period ending 31st December 2020.

CARRIED 8/0

IN BRIEF

- Monthly Financial Statements for the period ending 31st December 2020 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 31st March 2005 and effective from the 1st 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.

9.3 Accounts for Payment – January 2021

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) January 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 109-20/21

MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

That Council note the following:

1. That Schedule of Accounts for January 2021 covering Municipal Vouchers 23784 to 23793, EFT 8811 to EFT 8916 \$582,781.14 be received and
2. That Police Licensing payments for the month of January 2021 totalling \$30,981.75 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for January 2021 balance totalling \$0.00 be received (Attachment iii); and
4. That Net Payroll payments for the month January 2021 totalling \$109,022.30; and
5. That the Lease payment for the month of January 2021 on the CESM Vehicle totalling \$1,140.08.

CARRIED 8/0

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during January 2020.

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.

9.4 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st January 2021

Meeting Date	25 th February 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Financial Statements for January 2021
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 110-20/21

MOVED Cr Hippisley SECONDED Cr Stacey

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

CARRIED 8/0

IN BRIEF

- Monthly Financial Statements for the period ending 31st January 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 31st March 2005 and effective from the 1st 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 Geographical Names Advisory Committee Minutes – 27th January 2021

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Geographical Names Advisory Committee Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	n/a

OFFICER RECOMMENDATION

RESOLUTION: 111-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill

That Council receive the Minutes of the Geographical Names Advisory Committee Minutes held on the 27th January 2021.

CARRIED 8/0

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

1) Light Industrial Subdivision Road Name

RESOLUTION: 112-20/21

MOVED Cr Stacey SECONDED Cr McGuinness

RECOMMENDATION: GEO1-20/21

That the Geographical Names Advisory Committee Recommend to Council that: -

1. That Council support the Road Name "Hinkley Way" for the Road within the new Light Industrial Subdivision.
2. That the CEO be authorised to finalise the Submission for lodgement with Landgate for consideration by the State Geographic Names Committee.

CARRIED 8/0

2) Naming of Quairading Community Nature Reserve

RESOLUTION: 113-20/21

MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: GEO2-20/21

That the Geographical Names Advisory Committee Recommend to Council that: -

1. The Proposal to rename the Quairading Community Nature Reserve to "Nookaminnie Rock Nature Reserve" and the naming of the Walk Trails as the "Rowlie Mellor Walk Trails" be listed for Consideration at the next meeting of the RAP Committee.
2. Subject to Support from the RAP Committee, Council support the renaming of Reserve No.16405 from the Quairading Community Nature Reserve to the Nookaminnie Rock Nature Reserve.

3. That the CEO be authorised to finalise the Submission for lodgement with Landgate for consideration by the State Geographic Names Committee.
4. Council support the naming of the Walk Trail Network as the Rowlie Mellor Walk Trails.

CARRIED 8/0**IN BRIEF**

- Council's Geographical Names Advisory Committee held its first Meeting on 27th January 2021.
- The Terms of Reference of the Geographical Names Advisory Committee required the Committee to consider and propose a name for the new LIA road to the February 2021 Ordinary Council Meeting.
- Committee was also to consider the renaming of the Quairading Community Nature Reserve and then to submit a proposal for Council's consideration.
- There has been a strong push by the State Government for the Dual / Indigenous Naming of Geographical features and places.
- Consultation with relevant Noongar Elders is a Condition of any renaming or proposed Indigenous Name.
- Landgate have advised that Council's Reconciliation Action Plan (RAP) Committee is an appropriate Consultation structure to satisfy the Consultation requirements.
- State Government Approval will be required for any change to the current name of the Reserve and for the new Road name.

MATTER FOR CONSIDERATION

Minutes of the 27th January 2021 Meeting of the Geographical Names Advisory Committee include two (2) Recommendations to Council.

BACKGROUND

In Western Australia the practice of officially naming features, localities and roads is covered under Section 26 and 26A of the Land Administration Act 1997. Adherence with the policies and standards set out in Landgate's "Policies and Standards for Geographic Naming in Western Australia" is mandatory.

The Geographic Names Committee, based at Landgate, has the responsibility of collecting, approving and registering place and road names in Western Australia.

In respect to the naming of new roads, topographical features, points of interest, administrative boundaries and localities, the Geographic Names Committee (GNC) requires that the Local Authority provides endorsement for any names submitted.

STATUTORY ENVIRONMENT

Policies and Standards for Geographical Naming in Western Australia Version 03:2017

Land Administration Act 1997

26. Land districts and townsites, constitution etc. of

(1) In this section –

townsite –

(a) means townsite constituted under subsection (2); and

- (b) except in subsection (2)(a), includes land referred to in clause 37 of Schedule 9.3 to the *Local Government Act 1995*.
- (2) Subject to section 26A, the Minister may by order –
 - (a) constitute land districts and townsites; and
 - (b) define and redefine the boundaries of, name, rename and cancel the names of, and, subject to this section, abolish land districts and townsites; and
 - (c) name, rename and cancel the name of any topographical feature, road or reserve.
- (3) An order made under subsection (2) may include such matters enabled to be effected under an order made under another provision of this Act as the Minister thinks fit.

[Section 26 amended: No. 38 of 2005 s. 8.]

26A. New subdivisions, names of roads and areas in

- (1) If a person delivers a diagram or plan of survey of a subdivision of land approved by the Planning Commission to a local government, and the proposed subdivision includes the provision of a road for use by the public, that person must also deliver to the local government the name proposed to be given to the road.
- (2) The local government may require the person so subdividing the land –
 - (a) to propose a name for the proposed road or, if a name has already been proposed, to alter that name; and
 - (b) to propose a name for the area the subject of the proposed subdivision, or if a name has already been proposed, to alter that name.
- (3) If the local government approves a name proposed under subsection (1) or (2), the local government is to forward the proposal to the Minister.
- (4) The Minister may –
 - (a) approve the proposed name; or
 - (b) direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or
 - (c) refuse to approve the proposed name.
- (5) A person must not –
 - (a) assign a name to the area or road unless the name is first approved by the Minister;
 - (b) alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.

Penalty: \$1 000 and a daily penalty of \$100.

[Section 26A inserted: No. 38 of 2005 s. 9.]

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil – at this time. If Approval granted Signage Costs would be accommodated 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
G3	Community Engagement

COMMUNITY CONSULTATION

Proposed Consultation through the RAP Committee, prior to the Nature Reserve proposal being lodged with Landgate for Consideration by the GNC.

Recommended by Landgate that the renaming of the Walk Trails also be considered through the RAP Committee.

Public Consultation not required for the Street Name for the new Road in the LIA Development.

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. Council is following the State Government’s Policies and Standards for Geographic Naming in Western Australia. Failure to follow the Guidelines and advice from Landgate Officers may lead to increased Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Nil, Further Comment

10.2 Annual Electors Meeting Minutes – 2nd February 2021

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Annual Electors Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	n/a

OFFICER RECOMMENDATION

RESOLUTION: 114-20/21

MOVED Cr Stacey SECONDED Cr McGuinness

That Council receive the Minutes of the Annual Electors Meeting held on the 2nd February 2021.

CARRIED 8/0

IN BRIEF

- Annual Electors Meeting held on 2nd February 2021
- No Decisions made at the Electors Meeting
- Various Issues were raised by Electors and recorded in the Minutes.

MATTER FOR CONSIDERATION

Minutes of the 2nd February 2021 Meeting of the Annual Electors Meeting be received by Council.

BACKGROUND

The Annual Meeting of Electors was held on the 2nd February 2021 in accordance with Section 5.27 of the Local Government Act.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

5.29. Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving –
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.

- (2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.

5.30. Who presides at electors' meetings

- (1) The mayor or president is to preside at electors' meetings.
- (2) If the circumstances mentioned in section 5.34(a) or (b) apply the deputy mayor or deputy president may preside at an electors' meeting in accordance with that section.
- (3) If the circumstances mentioned in section 5.34(a) or (b) apply and –
 - (a) the office of deputy mayor or deputy president is vacant; or
 - (b) the deputy mayor or deputy president is not available or is unable or unwilling to perform the functions of mayor or president,
 then the electors present are to choose one of the councillors present to preside at the meeting but if there is no councillor present, able and willing to preside, then the electors present are to choose one of themselves to preside.

5.31. Procedure for electors' meetings

The procedure to be followed at, and in respect of, electors' meetings and the methods of voting at electors' meetings are to be in accordance with regulations.

5.32. Minutes of electors' meetings

The CEO is to –

- (a) cause minutes of the proceedings at an electors' meeting to be kept and preserved; and
- (b) ensure that copies of the minutes are made available for inspection by members of the public before the council meeting at which decisions made at the electors' meeting are first considered.

5.33. Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable –
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose,
 whichever happens first.

(2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting

Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS

N/A.

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
G3	Community Engagement

COMMUNITY CONSULTATION

The Annual Electors Meeting was publicised in the Community through various Media. Minimum Notice of the Annual Electors Meeting is prescribed by the Local Government Act.

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

Financial - Risk Matrix Rating is assessed as Low. Council's Annual Financial Statements were submitted for External Audit and received an Unqualified Audit Report.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. The Annual Report provides Community with an overview of the Year's Operations, Projects and Statutory Reporting obligations. Council has completed its Statutory Requirements. Annual Report is on Council's Website as per legislative requirements.

Operation – Risk Matrix Rating is assessed as Low. Annual Report and conduct of the Electors Meeting undertaken as part of Council's Operations and within Adopted Budget.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The Local Government Act requires that all Decisions made at an Electors' Meeting are to be considered at the next Ordinary Council Meeting.

Council is informed that whilst various issues were raised by Electors there were no formal Decisions made at the Meeting.

10.3 Strategic Planning Committee Minutes – 9th February 2021

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 115-20/21

MOVED Cr McGuinness SECONDED Cr Hippisley

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 9th February 2021.

CARRIED 8/0

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

1) Light Industrial Area (LIA) - Land Development (Confidential Item)

RESOLUTION: 116-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

RECOMMENDATION: SP15-20/21

That the Strategic Planning Committee recommend to Council: -

1. That Council proceed with Stage 1 of the Light Industry Area Subdivision with the development of two (2) Lots and the Mains Power Substation at a Projected Total Cost of \$714,023 (including Costs to date)
2. The Project be staged over the 2020/2021 and 2021/2022 Financial Years.
3. That Council research External Grant opportunities for the funding of the development of Stage 2 of the Subdivision.

CARRIED 8/0

2) Project Management Status Report

RESOLUTION: 117-20/21

MOVED Cr McGuinness SECONDED Cr Hippisley

RECOMMENDATION: SP16-20/21

That the Strategic Planning Committee recommend to Council: -

That Council receive the Project Management Status Report for February 2021.

CARRIED 8/0

3) Strategic Community Plan Review Report

RESOLUTION: 118-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

RECOMMENDATION: SP17-20/21

That the Strategic Planning Committee recommend to Council: -

That Council receive the Strategic Community Plan Review Report for February 2021.

CARRIED 8/0

4) Review of the Community Grants Process – Business Support Grant Program

RESOLUTION:119-20/21

MOVED Cr McGuinness SECONDED Cr Cowcill

RECOMMENDATION: SP18-20/21

That the Strategic Planning Committee recommend to Council: -

That the matter be held over for the next Strategic Planning Committee Meeting 13th April 2021.

CARRIED 8/0

5) Asset Management Plan Progress Report

RESOLUTION: 120-20/21

MOVED Cr Cowcill SECONDED Cr Hippisley

RECOMMENDATION: SP19-20/21

That the Strategic Planning Committee recommend to Council: -

1. That Council receive the Asset Management Plan Progress Report for February 2021.
2. That the Building Asset Management Plan be included for consideration in the Review of the Long Term Financial Plan and Community Strategic Plan.

CARRIED 8/0

6) Risk Management Quarterly Report

RESOLUTION: 121-20/21

MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite

RECOMMENDATION: SP20-20/21

That the Strategic Planning Committee recommend to Council: -

That Council receive the Risk Management Quarterly Report for February 2021.

CARRIED 8/0

IN BRIEF

- Strategic Planning Committee Meeting held on the 9th February 2021
- Six Recommendations for Council's Consideration.

MATTER FOR CONSIDERATION

For Council to be informed of discussions and recommendations of the Strategic Planning Committee and to determine its position in regard to the Recommendations.

BACKGROUND

The Strategic Planning Committee met on 9th February 2021 from which there are six (6) recommendations for Council consideration, namely: -

- RESOLUTION: SP15-20/21
- RESOLUTION: SP16-20/21
- RESOLUTION: SP17-20/21
- RESOLUTION: SP18-20/21
- RESOLUTION: SP19-20/21
- RESOLUTION: SP20-20/21

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP15-20/21 – Due to timing of the Subdivisional On ground works it is expected that the expenditure for 2020/2021 will be within the Current Budget. Additional Income will also be received from the successful sale of 81 and 83 Heal Street Factory Units.

Budget Provision from the Town Planning and Development Reserve Fund will need to be made in 2021/2022 Year to complete the Subdivision.

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

Not required as an operational matter.

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

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

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

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

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

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

10.4 Review of the Shire of Quairading Delegations

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Delegation Register for Review (ii) Delegations – Schedule of Authority – under separate cover.
Owner/Applicant	Shire of Quairading
Disclosure of Interest	CEO – Council delegates certain Powers to the CEO

OFFICER RECOMMENDATION

RESOLUTION: 122-20/21

MOVED Cr Stacey SECONDED Cr McGuinness

That Council: -

1. Approves the Delegations made to the Shire President, Chief Bush Fire Control Officer, Chief Executive Officer, Audit & Risk Committee and the Manager of Health and Building as contained in the amended Register of Delegations;
2. Notes the Sub-Delegations from the Chief Executive Officer in the amended Register of Delegations; and
3. Notes the Delegations from other Agencies and Instruments of Delegation or other Acts to the Chief Executive Officer.

CARRIED ABSOLUTE MAJORITY 8/0

IN BRIEF

Legislative Requirement and Good Governance Practice to review the Delegation of Power to the Chief Executive Officer and to Committees (if any) on an Annual basis.

MATTER FOR CONSIDERATION

Annual review and Adoption of the Shire's Delegation Authority Register.

BACKGROUND

Delegations by Council are an effective way to reduce red tape and improve customer satisfaction through prompt decision-making processes. Using the power of delegation appropriately assists local governments to efficiently deal with a wide range of operational matters that are minor, administrative in nature and potentially time consuming.

Certain safeguards are incorporated into delegations such as limiting the use of when a delegation can be exercised as well as granting appeal rights to the Council when an impacted individual is aggrieved with an officer's decision, as set out in Part 9 – Division 1 of the Act.

It is important to note that officers are not obliged to use a delegation; where a matter is determined to be of a contentious nature, the matter can be referred to Council.

As is required by section 5.46 of the Local Government Act 1995, a review of the current delegations has been undertaken by the CEO and the Executive Officer with recommendations on proposed

amendments to the Delegations from Council. This review has been based upon a best practice approach to delegations in local government, referencing the WALGA Delegations template and Guidelines issued by the Department.

Additional guidance has also been sought from Council's Compliance Audit Consultant, Mr Niel Mitchell of Conway Highbury P/L.

STATUTORY ENVIRONMENT

Local Government Act 1995

Building Act 2011

Bush Fires Act 1954

Cat Act 2011

Caravan Parks and Camping Grounds Act 1995

Control of Vehicles (Off-road Areas) Act 1978

Dog Act 1976

Environmental Protection Act 1986

Food Act 2008

Health (Miscellaneous Provisions) Act 1911

Litter Act 1979

Public Health Act 2016

Planning and Development Act 2005

Schedule 2 clause 82(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*

State Administrative Tribunal Act 2004

POLICY IMPLICATIONS

Yes – Review of the current Delegations in place.

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

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating assessed as Low. Financial risk mitigated through annual review of all Delegations granted by Council.

Health – Risk Matrix Rating assessed as Low.

Reputation – Risk Matrix Rating assessed as Low. Reputational Risk mitigated through the annual review of the approved Delegations from Council. Failure to conduct a Review would be a non-compliance with the Local Government Act and Regulations and would lead to increased Reputational Risk.

Operation – Risk Matrix Rating assessed as Low. Delegations provide for orderly conduct of Council's Operations and streamlines decision making processes. Review has been conducted in house.

Natural Environment – Risk Matrix Rating assessed as Low.

REVIEW COMMENTS

It has been proposed that there be an amendment to each Delegation be made to clarify that Authority remains with Council and that it is a "Delegation of Power to the CEO".

The following individual Delegations have proposed amendments: -

Delegation A.6 – Payments from Municipal Fund and Trust Fund Bank Accounts

Section 1.0 removed based on Governance Advice that the Management of the Ordering and Procurement is a Function of the role of the CEO as defined in Section 5.41(C)&(D) of the Local Government Act 1995. All procurements must comply with Council's Purchasing Policies and Procedures and must be in the Council's Adopted/Reviewed Annual Budget or by a Council Resolution.

Section 2.0 (renumbered 1.0) remains the same – Only signatories for Council Payments are the CEO, EMCS and the EO. Two signatures or electronic approvals are required for each transaction.

Review proposes that all Cheques be co-signed by two Authorised Signatories. The Current Delegation enables Cheques under \$5000 in value to be signed by only one Authorised Signatory.

Council's Authorised Signatories have already implemented this Practice for all Cheque Payments.

Rates Delegations

Minor Changes in Rates Delegations to reflect that Council's Rates Officer is currently on Parental Leave and the Rates Function is being undertaken by the Senior Finance Officer.

Delegations from other Agencies and Instruments of Delegation or other Acts remain in effect and are unaltered: -

Delegation 52 – Noise Control – Environmental Protection Notices [Reg.65(1)]

Delegation 112 – Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Delegation 119 – Noise Management Plans – Construction Sites

Delegation 1738/2002v8; 858/2001 v9 – Instrument of Authorisation - Sign Development Applications for Crown Land as Owner.

10.5 Appointment of Complaints Officer and Adoption of Complaints Form

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	<ul style="list-style-type: none"> i. Complaint About Alleged Breach Form ii. Local Government (Model Code of Conduct) Regulations 2021 (Web Link)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 123-20/21

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

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*.

CARRIED BY ABSOLUTE MAJORITY 8/0

IN BRIEF

- The *Local Government (Model Code of Conduct) Regulations 2021*, was gazetted on Tuesday 2nd February 2021 and took effect on the 3rd February 2021.
- This report seeks to inform the Council on recent changes made to legislation and enact some of those changes in accordance with deadlines provided by the State Government.
- Council is required to appoint a Complaints Officer for the Shire of Quairading to be able to receive complaints and withdrawal of complaints in accordance with cl. 11(3) of the Regulations, and to approve a standard form to be used by complainants in accordance with cl. 11(2)(a) of the Regulations.
- Section 5.104 of the *Local Government Act 1995* (Act) requires that local governments adopt a Code of Conduct for Council Members, Committee Members and candidates that incorporates the Model Code of Conduct within three months (by 3rd May 2021).
- Until such time as a local government adopts a new Code of Conduct, the Model Code of Conduct outlined within the *Local Government (Model Code of Conduct) Regulations 2021* will apply.
- To account for any breaches occurring on the first day that the Regulations take effect, local governments must authorise at least one person within three weeks of the Regulations taking effect (being by 24th February 2021).

MATTER FOR CONSIDERATION

Council appointment of a complaints officer for the Shire of Quairading to be able to receive complaints and withdrawals of complaints in accordance with cl. 11(3) of the *Local Government (Model Code of Conduct) Regulations 2021*.

Secondly, Council to approve a standard form to be used by complainants to make a complaint regarding a Council Member, Committee Member or Candidate in accordance with cl. 11(2)(a) of the new Regulations.

Thirdly, Approval is also sought to allow the Chief Executive Officer to be able to authorise additional complaints officer(s) for the purposes of receiving complaints and withdrawals of complaints in accordance with the Regulations.

BACKGROUND

Council's previous Code of Conduct did not have an appointed Complaints Officer or Complaints / Resolution process.

Each local government was previously required to develop their own Code of Conduct and manage behaviour in accordance with that Code.

The new Regulations have been developed to replace these individual Codes by introducing a Model Code of Conduct that applies to Council Members, Committee Members and Candidates for Elections.

The *Local Government (Model Code of Conduct) Regulations 2021*, was gazetted on Tuesday 2nd February 2021 and took effect on the 3rd February 2021.

The purpose of the Model Code is to guide the decisions, actions and behaviours of Members, both in Council and on Council Committees, and of Candidates running for election as a Council Member.

Council is required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct within three months, in accordance with section 5.104 of the Act. Until that time, the Model Code of Conduct will be taken to be Council's Code of Conduct.

The Department of Local Government, Sports and Cultural Industries (Department) requires all local governments to appoint a Complaints Officer and approve a Complaint Form by the 24th February 2021 to account for any breaches occurring on the first day that the Regulations take effect. Council will consider this Item on the 25th February 2021, the first opportunity for a Full Council Meeting.

In accordance with the *Local Government (Model Code of Conduct) Regulations 2021*, Council is also required to approve a standard form to lodge complaints of breaches of Division 3 of the Model Code of Conduct. It is recommended that Council adopts the attached Complaint About Alleged Breach Form.

STATUTORY ENVIRONMENT

Local Government Act 1995

Sections 5.103 and 5.104

5.103. Model code of conduct for council members, committee members and candidates

- (1) Regulations must prescribe a model code of conduct for council members, committee members and candidates.
- (2) The model code of conduct must include –
 - (a) general principles to guide behaviour; and
 - (b) requirements relating to behaviour; and

- (c) provisions specified to be rules of conduct.
- (3) The model code of conduct may include provisions about how the following are to be dealt with –
 - (a) alleged breaches of the requirements referred to in subsection (2)(b);
 - (b) alleged breaches of the rules of conduct by committee members.
- (4) The model code of conduct cannot include a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).
- (5) Regulations may amend the model code of conduct.

[Section 5.103 inserted: No. 16 of 2019 s. 50.]

5.104. Adoption of model code of conduct

- (1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.

**Absolute majority required.*

- (2) Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend* the adopted code of conduct to incorporate the amendments made to the model code.

**Absolute majority required.*

- (3) A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements –
 - (a) can only be expressed to apply to council members or committee members; and
 - (b) are of no effect to the extent that they are inconsistent with the model code.
- (4) A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.
- (5) The model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.
- (6) An alleged breach of a local government's adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.
- (7) The CEO must publish an up-to-date version of a local government's adopted code of conduct on the local government's official website.

Local Government (Model Code of Conduct) Regulations 2021

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

N/A.

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. It is low risk for Council to appoint the CEO as Complaints Officer and approve the Complaint Form in accordance with the requirements of the Regulations and the Department.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

The *Local Government (Model Code of Conduct) Regulations 2021* bring into effect sections 48 to 51 of the Amendment Act by introducing a mandatory code of conduct for Council Members, Committee Members and Candidates.

Until such time as a local government adopts a new Code of Conduct, the Model Code of Conduct outlined within *the Local Government (Model Code of Conduct) Regulations 2021* will apply.

To enable the Shire to be compliant with the legislation changes and be able to process complaints made under Division 3 of the Model Code of Conduct the Shire must:

- appoint a person to receive and withdraw complaints and
- approve a form for complaints to be lodged.

The form that is proposed to be used (Attachment 1) has been created using a template provided by the Department of Local Government, Sport and Cultural Industries.

The Model Code of Conduct Regulations outline:

- Division 2 General Principles - This section of the Regulations set out the fundamental rules that Council Members, Committee Members and Candidates are expected to adhere to, promote and support. Adhering to these rules will assist individuals to comply with the behaviours outlined in Division 3 and 4.
- Division 3 Behaviour – sets out requirements relating to the behaviour of Council Members, Committee Members and Candidates and the mechanism for dealing with alleged breaches of those requirements. Behaviours are to be managed by Local Governments and complaints of alleged breaches of behavioural requirements must be dealt with by the Local Government. The Shire Administration will develop further guidance on dealing with complaints through the introduction of a complementary policy or procedure on complaints management in accordance with Division 3 of the Model Code of Conduct.
- Division 4 Rules of conduct – Under section 5.105(1) of the Act a Council Member commits a minor breach if the Council Member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the Council Member was a Candidate. The rules of conduct are specific rules for which alleged breaches (minor breaches) are referred to the Standards Panel. The Rules of Conduct Regulations are being repealed and replaced by Division 4.

Local governments are required to prepare and adopt a new Code of Conduct by the 3rd May 2021.

Next Steps

CEO and Executive Officer to draft a new Code of Conduct for Council Members, Committee Members and Candidates and present to Council for Adoption prior to the deadline date of the 3rd May 2021.

ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

12.1 RFT 4-20/21 Supply and Delivery of 1 x New Road Grader and the Trade or Outright purchase of 1 x 12M Caterpillar Grader

Meeting Date	25 th February 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	X7 Confidential attachments under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RESOLUTION: 124-20/21

MOVED Cr Stacey SECONDED Cr Cowcill

That Council: -

1. Accept the Tender received for the Supply and Delivery of one (1) New Road Grader from WesTrac Pty Ltd for a Caterpillar 140 L3 for the cost of \$360,000 (ex GST).
2. Accept the Tender received from KCA Sales Pty Ltd for the outright purchase of Council's 2011 Caterpillar 12M Grader for \$150,000 (ex GST).
3. That the Changeover Amount of \$210,000 (ex GST) be fully funded from Council's Plant Replacement Reserve Fund.

CARRIED 8/0

IN BRIEF

- RFT advertised for the Supply and Delivery of new machine and the Trade or Outright Purchase of Council's 12M Caterpillar Grader.
- Whole of life costing based on 8-year replacement was prepared by UNIQCO.
- Three Tender Submissions received for the supply, delivery with trade.
- One Tender Submission received for the supply only no trade
- Four Tender Submissions received for the outright purchase.
- Operator assessment on short listed machines.

MATTER FOR CONSIDERATION

For Council to consider Tender submissions received for the Supply and Delivery of one (1) new Road Grader and Trade or Outright Purchase of Council's 12M Caterpillar Grader.

BACKGROUND

A Request for Tender (RFT) 4-20/21 for the Supply and Delivery one (1) new Road Grader and Trade or Outright Purchase of Council's 12M Caterpillar Grader was advertised in the West Australian on the 16th January 2021, Council's Website, Banksia Bulletin, Passion Sheet and Facebook.

The submissions were assessed using an assessment matrix as shown below:

Price Consideration	Weighting
Whole of life cost	40%
Tendered Price	30%
Description of Qualitative Criteria	
Service and Backup	10%
Warranty	10%
Environmental Impact	10%

The assessment matrix allows Tenders to be evaluated in an unbiased manner where the tenderer with the highest overall points may be considered to be the most advantageous Tender. This is to be used as a guide only during the assessment and is not necessarily binding.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11

POLICY IMPLICATIONS

The Shire of Quairading Purchasing Policy requires that for prices over \$250,000 Council is to procure services via public tender or by WALGA Preferred Suppliers Program.

FINANCIAL IMPLICATIONS

In the Shire of Quairading 2020/2021 Adopted Budget an allowance has been made of \$220,000 (ex GST) changeover cost. The changeover cost would be \$210,000 (ex GST) should Council accept the Officer's Recommendation.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

COMMUNITY CONSULTATION

N/A.

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

Financial – Risk Matrix Rating is considered Low – Change over cost is within Budget.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating is considered Low – Tenders have been sought as per Council's Purchasing Policy FIN.2 and the LG Act and Regulations.

Operation – Risk Matrix Rating is considered Low – As per the Ten Year Plant Replacement Program. Purchase and changeover of the Grader will not impact upon Council's operations.

Natural Environment – Risk Matrix Rating is considered Low.

COMMENT

Tender submissions closed on Wednesday 5th February 2020 at 4.00pm. Tender opening was conducted on Monday 8th February 2021 at 12.00pm. Three (3) submissions had been received from three (3) companies for the supply and trade, one (1) submission for supply only, and four (4) submissions of outright purchase via RFT 04-20/21: -

Supply and trade submissions received from:

- WesTrac Pty Ltd
- McIntosh & Son
- AFGRI Equipment Australia Pty Ltd

Supply only submission from:

- Komatsu Australia Pty Ltd

Outright purchase submissions from:

- KCA Sales Pty Ltd
- WA Machinery Brokers Pty Ltd
- Allused Pty Ltd
- Manheim Australia

The three (3) Tender Submissions for supply and trade have been assessed, ranked with Price considerations and Qualitative Criteria Totals is as follows:

Company	Make	Model	Weighted Score (100%)	Ranking
WesTrac Pty Ltd	Caterpillar	140 L3	88.05	1
McIntosh & Son	Case	865B	82.28	3
AFGRI Equipment	John Deere	620GP	84.72	2

The one (1) Tender Submission for supply only has been assessed, ranked with Price considerations and Qualitative Criteria Totals is as follows:

Company	Make	Model	Weighted Score (100%)	Ranking
*Komatsu Australia Pty Ltd	Komatsu	GD655-7	0	N/A

* Komatsu Australia Pty Ltd was not considered as the changeover is over budget.

The three (3) Tender Submissions for supply and outright purchase have been assessed, ranked with Price considerations and Qualitative Criteria Totals is as follows:

Company	Make	Model	Weighted Score (100%)	Ranking
WesTrac Pty Ltd	Caterpillar	140 L3	89.25	1
McIntosh & Son	Case	865B	78.21	3
AFGRI Equipment	John Deere	620GP	86.44	2

The four (4) Tender Submissions for the outright purchase have been assessed as follows (1 being the highest offer and 4 being the lowest offer) ranking is on price only.

Company	Weighted Score
KCA Sales Pty Ltd	1
WA Machinery Brokers Pty Ltd	3
Allused Pty Ltd	4
Manheim Australia	2

- From the above tables, the Tenderer to receive the highest score against the Qualitative Criteria and Price Consideration is WesTrac Pty Ltd for the Caterpillar 140L3.
- Komatsu Australia Pty Ltd Tender submission offered no trade and was assessed against the highest outright purchase price submitted by KCA Sales. The changeover amount was over budget therefore this submission was no longer considered for further evaluation.
- Regarding the sale of Council's 2011 Caterpillar 12M Grader the Officer recommends that it is sold to KCA Sales Pty Ltd as per their Tender submission for outright purchase.

The Executive Manager of Works and Services and Mr Andrew Marnham (Marnham Mechanical) have undertaken an operational and visual assessment of shortlisted machines being the Caterpillar 140 L3 and the John Deere 620GP. The Case 865B was included in the shortlist but the machine was not available in WA to be inspected. The two shortlisted machines inspected were based on the suitability of Council's operational requirements.

Assessment areas that were covered included access to maintenance service points, cab layout, operator comfort, safety and overall suitability for Council's requirements.

Both machines displayed all the necessary requirements from the operational assessment.

Results from the evaluation against the Qualitative Criteria and Price Consideration scores the Caterpillar 140 L3 highest at 89.25 out of 100 for the supply and the outright purchase.

In conclusion, the tender submission from WesTrac Pty Ltd for the Caterpillar 140 L3 delivers the best value to Council in regard to whole of life costings based on an 8-year replacement and demonstrates the suitability for Council's operational requirements.

ITEM 13 URGENT COUNCILLORS' BUSINESS

RESOLUTION: 125-20/21

MOVED Cr Hippisley SECONDED Cr McGuinness

That Council accept new Urgent Councillors Business.

CARRIED 8/0

Petition – Calling on Council to further investigate the future heating of the Quairading leisure pool

Cr Davies proposed to the Meeting, that Council receive the petition presented to Council from Mrs Letty Mills and the Matter be referred to the April 2021 Strategic Planning Committee Meeting for consideration.

RESOLUTION: 126-20/21

MOVED Cr Hippisley SECONDED Cr Cowcill

1. That Council receive the petition from Mrs Letty Mills, calling upon Council to further investigate the future heating of the Quairading leisure pool; and
2. That the matter be referred to the April 2021 Strategic Planning Committee Meeting for Consideration.

CARRIED 8/0

Cr Smith

Dulbelling North Road Standpipe

Cr Smith advised Council that a Ratepayer had recently raised with him the issue of safety concerns with the current location of the standpipe located on the curve of Dulbelling North Road on the York – Merredin Road. In particular, the poor sightlines when entering and exiting the standpipe hardstand area.

The Executive Manager of Works & Services advised that he will contact Water Corporation, Main Roads WA and Contractor Lendlease regarding the standpipe and will seek out practicable options for possible relocation to the standpipe to a more preferred location. This Matter to be reported back to Council.

Cr Hippisley

Cr Hippisley queried the authority and power of Council in regard to considering applications for Garages / Outbuildings when there is not a residence on the subject Lot.

The CEO advised that by definition an Outbuilding has to be associated with a Principal Building / Residence on the Lot.

The CEO took the question on Notice and requested that Cr Hippisley provide the CEO with further information/ background on the Planning enquiry.

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

No matters for consideration.

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 25th March 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

There being no further business, the Chairman closed the Meeting at 3.11 pm.

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

Confirmed..... 25/03/21

ITEM 8 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

9.1 Accounts for Payment – February 2021

Meeting Date	25 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) February 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council note the following:

1. That Schedule of Accounts for February 2021 covering Municipal Vouchers 23794 to 23805, EFT 8917 to EFT 9059 \$708,253.89 be received and
2. That Police Licensing payments for the month of February 2021 totalling \$64,192.85 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for February 2021 balance totalling \$1,511.09 be received (Attachment iii); and
4. That Net Payroll payments for the month February 2021 totalling \$113,748.64; and
5. That the Lease payment for the month of February 2021 on the CESM Vehicle totalling \$1,140.08.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 9.1 1/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during February 2020.

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 - February 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT8917-EFT8952	01/02/2021	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS	30,589.06	
EFT8953	03/02/2021	QUAIRADING TYRE & BATTERY SUPPLIES	2X 255/70R22.5 SAILUN TYRES AND FITTING Q4460, 4X 11R22.5 GITI AND FITTING Q272	2,970.00	
EFT8954	03/02/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES	28.88	
EFT8955	03/02/2021	ROYAL FLYING DOCTORS SERVICE	AUSTRALIA DAY DONATIONS TO ROYAL FLYING DOCTOR	315.00	FULLY
EFT8956	03/02/2021	WATER CORPORATION	WATER USAGE AND CHARGES 1/01/2021 TO 28/02/2021	5.32	
EFT8957	03/02/2021	LO-GO APPOINTMENTS	CONTRACTING SERVICES HEAD GARDENER 1 WEEK ENDING 23/01/2021	5,777.61	
EFT8958	03/02/2021	BENT NAIL BUILDING & MAINTENANCE	ASBESTOS REMOVAL AND DEMOLITION OF INFANT HEALTH CENTRE	9,460.00	PARTIAL
EFT8959	03/02/2021	WORKWEAR GROUP (PACIFIC BRANDS)	10X RE-USABLE FACE MASKS BLACK - EVACUATION CENTRES	59.90	
EFT8960	03/02/2021	AG IMPLEMENTS QUAIRADING	REPAIRS TO TRACTOR PTO DRIVE, 100HR SERVICE AND REPLACE WINDSCREEN WASHER PUMP Q754	4,085.17	
EFT8961	03/02/2021	GAIL SHARRETT	BOND REFUND: CABIN 1	200.00	FULLY
EFT8962	03/02/2021	CWB ELECTRICAL & A/C	INSTALL TWO WP GPO'S AND EXTERNAL HORN SPEAKERS AT COMMUNITY BUILDING AND REPAIR CARAVAN PARK WASHING MACHINE	1,508.84	
EFT8963	03/02/2021	IRIS CONSULTING GROUP PTY LTD	RECORD KEEPING CONSULTANCY SERVICES	1,540.00	
EFT8964	03/02/2021	BRIAN KIMBER	NOVEMBER AND DECEMBER 2020 EXPENSES - SKELETON WEED LAG	825.49	FULLY
EFT8965	03/02/2021	DOWNER EDI WORKS PTY LTD	APPLY 14MM AND 10MM TWO COAT PRIMER SEAL QUAIRADING - CUNDERDIN ROAD. SLK 14.12 TO SLK 19.34. APPROXIMATELY 44,000M2	71,243.43	PARTIAL
EFT8966	03/02/2021	BARNETTS (WA) PTY LTD - T/AS BARNETTS	REPLACEMENT WEATHERSTRIPES FOR EXTERIOR DOORS AT TOWN HALL	398.51	
EFT8967	03/02/2021	HELEN JUDITH ROGERS	BOND REFUND: CABIN 2	200.00	FULLY
EFT8968	10/02/2021	QUAIRADING TYRE & BATTERY SUPPLIES	1 X RV REPAIR TYRE AND 1 X P112A PLUG Q3446	36.29	
EFT8969	10/02/2021	QUAIRADING AGRI SERVICES	JANUARY 2021 EXPENSES VARIOUS	3,886.00	
EFT8970	10/02/2021	SUNNY SIGN COMPANY PTY LTD	1X REPLACEMENT DISABLED PARKING SIGN NO ARROW AT CRC BUILDING	36.30	
EFT8971	10/02/2021	SAGE CONSULTING ENGINEERS PTY LTD	HOCKEY LIGHTING DESIGN REVISION	3,206.50	PARTIAL
EFT8972	10/02/2021	WATER CORPORATION	WATER USAGE AND CHARGES 01/01/2021 TO 28/02/2021	234.07	
EFT8973	10/02/2021	LO-GO APPOINTMENTS	CONTRACTING SERVICES HEAD GARDENER 1 WEEK ENDING 30/01/2021	1,900.53	
EFT8974	10/02/2021	MARNHAM'S MECHANICAL SERVICES	250HR SERVICE AT 1787HRS Q368, REPLACE TRACK PLATE PAD AND TIGHTEN RETAINING BOLTS Q4818, REPAIR TIPPRRT FUNCTION CONTROL VALVE Q272	1,056.00	
EFT8975	10/02/2021	PETER ROBERT YORK	RESEALING WINDOW FRAMES X2, REPLACE SEAL ON CISTERN TO TOILET BOWL AND REPAIR GAPS IN OUTSIDE WALL SHEETS AT PRE-PRIMARY CENTRE	140.00	
EFT8976	10/02/2021	A & B CANVAS AUSTRALIA	2 X WINDSOCKS 3.6M X 900MM	528.99	
EFT8977	10/02/2021	CONTRACT AQUATIC SERVICES	SWIMMING POOL MONTHLY CONTRACT FEE JANUARY 2021	15,977.50	
EFT8978	10/02/2021	REDFISH TECHNOLOGIES PTY LTD	HALL LIGHTING UPGRADE	18,980.21	PARTIAL
EFT8979	10/02/2021	DEANNA LEE HATHAWAY	UNIFORMS	70.00	
EFT8980	10/02/2021	WORKWEAR GROUP (PACIFIC BRANDS)	60X INDIVIDUAL BLACK REUSABLE MASKS - GENERAL STOCK	179.40	
EFT8981	10/02/2021	WALGA	2021 TRANSPORT AND ROADS FORUM	70.00	
EFT8982	10/02/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES JANUARY 2021	1,122.00	
EFT8983	10/02/2021	CQ WATER TRUCK HIRE	WATER TRUCK HIRE - VARIOUS	43,316.90	PARTIAL
EFT8984	10/02/2021	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS JANUARY 2021 RADIO ADVERTISING	88.00	
EFT8985	10/02/2021	CABLE LOCATES & CONSULTING	REFUND 1 NIGHT STAY: CABIN 3	110.00	FULLY
EFT8986	10/02/2021	IPLX PIPELINES AUSTRALIA PTY LTD	8 X 225MM BLACKMAX PIPES, RUBBER RINGS AND PRESS S2 LUBRICANT - ROADWORKS	1,376.76	PARTIAL
EFT8987	10/02/2021	CWB ELECTRICAL & A/C	REPAIR BOLLARD AND CAR PORT LIGHTING AT ARTHUR KELLY VILLAGE	476.05	

EFT8988	10/02/2021	SHERRIN RENTALS PTY LTD	MULTI TYRED ROLLERAND PADFOOT ROLLER DRY HIRE FROM 5/1/2021 TO 29/1/2021	6,017.00	PARTIAL
EFT8989	10/02/2021	FUTURE POWER WA PTY LTD	MANUFACTURE AND INSTALLATION OF HOCKEY TRAINING LIGHTING	56,747.38	PARTIAL
EFT8990	10/02/2021	JUST ADD WATER SWIMMING	INFANT SWIMMING LESSON PROGRAM	1,907.20	FULLY
EFT8991	10/02/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	REPLACEMENT OF 2X DOWN LIGHTS IN STAIRWELL TO BIO BOX AT TOWN HALL	154.00	
EFT8992	10/02/2021	QUAIRADING BOOK POST (2020)	JANUARY 2021 LIBRARY SERVICES	2,559.59	
EFT8993	10/02/2021	RESONLINE PTY LTD	JANUARY 2021 ROOM MANAGER SERVICE	191.61	
EFT8994	10/02/2021	BOC LIMITED	CONTAINER RENTAL 29/12/20 TO 28/01/21	50.07	
EFT8995	10/02/2021	PLUMBERJ'S MOBILE PLUMBING	CLEAR BLOCKED DRAIN AT UNIT 3/19 GILLETT STREET AND REPAIR TOILET CISTERN AT 14 REID STREET	242.00	
EFT8996	10/02/2021	SPECIALISED TREE SERVICE	REMOVE TREE BEHIND QUAIRADING SWIMMING POOL	1,805.00	
EFT8997	18/02/2021	QUAIRADING TYRE & BATTERY SUPPLIES	1 X BOSCH 40B19LS BATTERY FOR Q4455	120.28	
EFT8998	18/02/2021	AVON WASTE	WASTE SERVICES JANUARY 2021	10,211.62	
EFT8999	18/02/2021	QUAIRADING FARMERS CO-OP	JANUARY 2021 EXPENSES	1,350.38	
EFT9000	18/02/2021	TOLL TRANSPORT PTY LTD	SUNNY SIGNS FREIGHT COSTS	10.73	
EFT9001	18/02/2021	LANDGATE	MINING TENEMENTS CHARGABLE SCHEDULE NO. M2021/1	40.60	
EFT9002	18/02/2021	QUAIRADING EARTHMOVING CO.	14 DAYS WET HIRE GRADER AND 4 DAYS DRY HIRE DYNAPAC 612D 19 TONNE STEEL DRUM ROLLER	22,176.00	PARTIAL
EFT9003	18/02/2021	QUAIRADING MEDICAL PRACTICE	ACTING CESM PRE-EMPLOYMENT MEDICAL	279.40	
EFT9004	18/02/2021	SOUTH WEST ABORIGINAL LAND & SEA COUNCIL	BOND REFUND: SHIRE HALL	625.00	FULLY
EFT9005	18/02/2021	LO-GO APPOINTMENTS	CONTRACTING SERVICES HEAD GARDENER 1 WEEK ENDING 06/02/2021	3,230.90	
EFT9006	18/02/2021	BENT NAIL BUILDING & MAINTENANCE	ADJUST DOORS AT UNIT 2 AKV, REAFFIX EXTERNAL EAVES, REPAIR LEAKY FRONT GUTTER AT 50A SUBURBAN AND REPAIRS TO GUTTER AND FACIA AT 74 MCLENNAN	838.75	
EFT9007	18/02/2021	WESTERN STABILISERS PTY LTD	SUPPLY THE PROVISION AND STABILISATION SERVICES FOR THE 2020/2021 YEAR	131,966.38	PARTIAL
EFT9008	18/02/2021	LESLEY MCHENRY	REFUND: CABIN CANCELLATION	345.00	FULLY
EFT9009	18/02/2021	DALWALLINU CONCRETE PTY LTD TRADING AS DALLCON	SUPPLY OF SINGLE BARREL 225MM PIPE HEADWALLS WITH 265MM HOLES	2,018.50	PARTIAL
EFT9010	18/02/2021	QUICK CORPORATE	JANUARY 2021 STATIONERY ORDER	292.68	
EFT9011	18/02/2021	WORKWEAR GROUP (PACIFIC BRANDS)	UNIFORM	172.32	
EFT9012	18/02/2021	WA CONTRACT RANGER SERVICES PTY LTD	1X MICROCHIPPING OF DOG	50.00	FULLY
EFT9013	18/02/2021	BLUESTEEL ENTERPRISES P/L (AGENT FOR: FRONTLINE FIRE & RESCUE)	VARIOUS SUPPLIES	3,340.81	FULLY
EFT9014	18/02/2021	NORTH QUAIRADING CONTRACTORS PTY LTD	WET HIRE SEMI SIDE TIPPER	9,762.50	PARTIAL
EFT9015	18/02/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL SERVICES - VARIOUS	6,436.10	PARTIAL
EFT9016	18/02/2021	DAVES TREE SERVICE	TREE TRIMMING ON OLD GOLDFIELDS RD SLK 5.00 TO 4.20 AND A FEW TREES TO THE WEST BOUNDARY, TREE REMOVAL AND STUMP GRIND AT YOUTH CENTRE.	9,196.00	
EFT9017	18/02/2021	DORMAKABA AUSTRALIA PTY LTD	DOOR MAINTENANCE - MEDICAL PRACTICE	434.18	
EFT9018	18/02/2021	TOODYAY TRENCHERS	TRAVEL TO GOLDFIELDS ROAD QUAIRADING TO LOCATE ASSETS FROM SLK 5.6KM TO 9.16KM	650.00	PARTIAL
EFT9019	18/02/2021	SHELLEYANNE RUSSELL	HILLS PRESSURE SPRAYER 1L	11.00	
EFT9020	18/02/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	ELECTRICAL CABLE AND FIXTURE MODIFICATIONS FOR HALL STAGE LIGHTING	2,239.88	PARTIAL
EFT9021	18/02/2021	NUTRIEN AG SOLUTIONS	1 X 3PL SREADER POLY HOPPER 345LT AND ECOPRIME NPK EMERALD 25KG	2,112.00	
EFT9022	18/02/2021	CLARK EQUIPMENT SALES PTY LTD	1 X GLASS DOOR, SEAL AND FREIGHT FOR BOBCAT T595 Q430	640.54	
EFT9023	18/02/2021	CORPORATE TRAVEL MANAGEMENT WA	REFUND: CABIN HIRE FOR 18/02/2021	125.00	FULLY
EFT9024	18/02/2021	NICHOLL'S MACHINERY 1995	1 X NEW CRENDON 655 SQUIRREL CHERRY PICKER	51,040.00	
EFT9025	18/02/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY PERIOD ENDING 22/01/2021	901.00	
EFT9026	18/02/2021	EFT CANCELLED			
EFT9027	18/02/2021	OFFICE OF REGIONAL ARCHITECTURE	YOUTH CENTRE - PROCUREMENT EVALUATION	2,087.45	

EFT9028	24/02/2021	AUSTRALIAN TAXATION OFFICE	JANUARY BAS 2021	15,624.00	
EFT9029	24/02/2021	WESTRAC PTY LTD	CUTTING EDGES, BOLTS AND NUTS FOR Q368	1,433.98	
EFT9030	24/02/2021	CUNDERDIN COMMUNITY RESOURCE CENTRE	ADVERT - SENIOR FINANCE OFFICER	28.00	
EFT9031	24/02/2021	SOLARGAIN PV PTY LTD	PURCHASE AND INSTALLATION OF SOLAR VOLTAIC SYSTEM FOR POOL	2,634.50	PARTIAL
EFT9032	24/02/2021	LOCAL GOVERNMENT PROFESSIONALS	STAFF TRAINING - GRANT WRITING AND BUSINESS CASE DEVELOPMENT WORKSHOP	900.00	
EFT9033	25/02/2021	QUAIRADING EARTHMOVING CO.	WET HIRE GRADER - SUMMER GRADING	9,504.00	
EFT9034	25/02/2021	EASTERN HILLS SAWS & MOWERS	CHAINSAW SERVICE	561.00	
EFT9035	25/02/2021	BURGESS RAWSON	WATER RATES AND USAGE 8/12/2020-10/02/2021	3,454.63	
EFT9036	25/02/2021	QUAIRADING MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL - PLANT OPERATOR	139.70	
EFT9037	25/02/2021	WATER CORPORATION	WATER USAGE AND CHARGES 8/12/20 TO 11/02/21	39,312.96	
EFT9038	25/02/2021	LO-GO APPOINTMENTS	CONTRACTING SERVICES FOR HEAD GARDENER WEEK ENDING 13/02/2021	2,204.61	
EFT9039	25/02/2021	J.A. GIMBEL PAINTING	BACK STAGE DOORS, SAFETY YELLOW ON BACK STAGE HANDRAILS, 2 X STAGE ACCESS STEPS	330.00	PARTIAL
EFT9040	25/02/2021	PETER ROBERT YORK	FITTING AND FILLING OF RAT BAIT STATIONS AT YOUTH CENTRE, REGROUT 2X SHOWER RECESSES, RESTRING CLOTHESLINE AND PATCH HOLE IN ROOF AT 14 REID, SUPPLY NEW PLUG, REPLACE 3 WIND DAMAGED ROOF SHEETS AND FIX LOCK AT AKV.	698.95	
EFT9041	25/02/2021	WESTRAC PTY LTD	4X GREASE ADAPTER Q368 AND STRIP WEAR PLATES FOR MOLEBOARD Q240	1,077.51	
EFT9042	25/02/2021	G J JONES PLUMBING	PLUMBING REPAIRS - VARIOUS	2,407.75	PARTIAL
EFT9043	25/02/2021	REDBACK CONFERENCING PTY LTD	WRRR TELECONFERENCE - 25/01/2021	102.08	
EFT9044	25/02/2021	NORTHAM CARPET COURT	INSTALLATION OF CARPET IN BIO BOX AND BACKSTAGE ROOMS OF TOWN HALL	16,800.00	PARTIAL
EFT9045	25/02/2021	WESTERN STABILISERS PTY LTD	VARIATION OF WORK COMPLETED	16,447.82	PARTIAL
EFT9046	25/02/2021	DAVID GRAY & CO PTY LTD	COMPLETE BIN UNITS: NATURE GREEN BINS WITH YELLOW LIDS 240LT LIGHT (NATURE) GREEN	573.32	
EFT9047	25/02/2021	WALGA	2021 TRANSPORT AND ROADS FORUM	70.00	
EFT9048	25/02/2021	COMBINED PEST CONTROL	SPIDER FLY & MOSQUITO AND TERMITE INSPECTION AND TREATMENT OF SHIRE PROPERTIES	4,983.00	
EFT9049	25/02/2021	WHEATBELT BUSINESS NETWORK	FULL MEMBERSHIP INCLUDING CCIWA 2021	360.00	
EFT9050	25/02/2021	MARKETFORCE	TENDER 4-20/21 - THE SUPPLY AND DELIVERY OF 1 X NEW GRADER AND THE TRADE OR OUTRIGHT PURCHASE OF 1 X 2011 12M CATERPILLAR GRADER ADVERT - WEST AUSTRALIAN	705.71	
EFT9051	25/02/2021	PROFORM CIVIL	ROAD DESIGN & SURVEY GOLDFIELDS ROAD SLK 5.6 TO SLK 6.07 & SLK 6.49 TO SLK 9.16	8,002.50	PARTIAL
EFT9052	25/02/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL SERVICES - VARIOUS	11,314.88	PARTIAL
EFT9053	25/02/2021	FLAVOUR TOWN CATERING	QUAIRADING AGED CARE FORUM CATERING - 18/02/2021	300.00	PARTIAL
EFT9054	25/02/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	FIT NEW SMOKE ALARM IN ALL UNITS AT ARTHUR KELLY VILLAGE	774.84	
EFT9055	25/02/2021	NUTRIEN AG SOLUTIONS	AQUAFORCE 2L HOSE-ON	66.00	
EFT9056	25/02/2021	MAHJAE PTY LTD T/A WHITNEY CONSULTING	COMMUNITY GRANT TRAINING WORKSHOP	1,628.00	
EFT9057	25/02/2021	PLAYLAND CONSTRUCTIONS PTY LTD	PLAYGROUND REPAIR PARTS AND FREIGHT	623.70	
EFT9058	25/02/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY PERIOD ENDING 31/01/2021	252.00	
EFT9059	25/02/2021	PLAY CHECK	DESKTOP REVIEW OF KWIRRADING KOORT (RISK/BENEFIT ANALYSIS OF 85% DRAWINGS)	330.00	
23794	01/02/2021	PAYCLEAR SERVICES	CHEQUE CREATED IN ERROR - EFT PAYMENT WAS MADE TO PAYCLEAR SERVICES	-	
23795	02/02/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	700.00	FULLY
23796	09/02/2021	TELSTRA	MOBILE PHONE USAGE AND CHARGES TO 15 JANUARY 2021	617.14	
23797	09/02/2021	SYNERGY	POWER USAGE AND CHARGES 17/12/2020 TO 19/01/2021	2,612.59	
23798	10/02/2021	TELSTRA	PHONE USGAE AND CHARGES TO 19/01/2021	1,263.21	
23799	10/02/2021	SYNERGY	POWER USGAE AND CHARGES 20/11/2020 TO 25/01/2021	139.24	
23800	10/02/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	460.00	FULLY

23801	18/02/2021	TELSTRA	MOBILE USAGE AND CHARGES FEBRUARY 2021	849.66	
23802	18/02/2021	CHEMFORM	CLEANING SUPPLIES FOR TOWN HALL (GLEAM, D'WASH SLIP, FLOOR RESTORE)	141.90	
23803	18/02/2021	SYNERGY	POWER USAGE AND CHARGES 25/12/2020 TO 24/01/2021	2,497.15	
23804	18/02/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	500.00	FULLY
23805	24/02/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	450.00	FULLY
				708,253.89	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
FEBRUARY 2021		Attachment 9.1.2
DATE	DESCRIPTION	AMOUNT \$
28/01/2021	TRANSPORT TAKINGS	34,229.90
29/01/2021	TRANSPORT TAKINGS	1,154.30
1/02/2021	TRANSPORT TAKINGS	2,309.75
2/02/2021	TRANSPORT TAKINGS	1,040.85
3/02/2021	TRANSPORT TAKINGS	183.05
4/02/2021	TRANSPORT TAKINGS	1,238.30
5/02/2021	TRANSPORT TAKINGS	712.30
8/02/2021	TRANSPORT TAKINGS	1,425.00
9/02/2021	TRANSPORT TAKINGS	2,210.35
10/02/2021	TRANSPORT TAKINGS	1,152.05
11/02/2021	TRANSPORT TAKINGS	2,146.20
12/02/2021	TRANSPORT TAKINGS	485.00
15/02/2021	TRANSPORT TAKINGS	891.65
16/02/2021	TRANSPORT TAKINGS	131.60
17/02/2021	TRANSPORT TAKINGS	7,281.85
18/02/2021	TRANSPORT TAKINGS	1,172.10
19/02/2021	TRANSPORT TAKINGS	2,612.25
22/02/2021	TRANSPORT TAKINGS	1,353.85
23/02/2021	TRANSPORT TAKINGS	576.30
24/02/2021	TRANSPORT TAKINGS	1,886.20
ACTUAL TAKINGS FROM BANK IN FEBRUARY		64,192.85
FEBRUARY TAKINGS INTO MARCH		
25/02/2021	TRANSPORT TAKINGS	320.90
26/02/2021	TRANSPORT TAKINGS	821.45
	AMOUNTS YET TO BE DRAWN	1,142.35
		65,335.20

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
13 JAN	Purchases STATE LAW PUBLISHER WEST PERTH AUS	0302 226.20	Advertisement/Signage change of boundaries
15 JAN	BOOK STORES	4982 659.89	
27 JAN	DISCOVERY PARKS - PER FORRESTFIELD HOTELS, MOTELS, RESORTS - LO WESTERN POWER PERTH AUS	9576 625.00	Accommodation Training Meters disconnection - Youth Centre Project
	Sub Total:	1,511.09	
28 JAN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	1,511.09 -	
	Sub Total:	1,511.09 -	
	Grand Total:	0.00	

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

Cardholder Signature



Date

8/2/2021

Transactions examined and approved.

Manager/Supervisor Signature



Date

19/02/2021

9.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 28th February 2021

Meeting Date	25 th March 2020
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellow
Attachments	(i) Financial Statements for February 2021
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the Monthly Financial Statements for the period ending 28th February 2021.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly Financial Statements for the period ending 28th February 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 31st March 2005 and effective from the 1st 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 28 February 2021

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

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 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.

	% Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	YTD Variance (Under)/Over
Capital Expenditure					
Land & Buildings					
Caretaker Cottage	4.90%	227,560	87,880	11,149	(76,731)
Town Hall Building Upgrades	61.68%	177,770	500	109,641	109,141
Industrial Lots Phase 1	11.53%	200,000	137,500	23,062	(114,438)
Plant & Equipment					
Grader	0.00%	380,000	380,000	-	(380,000)
Infrastructure - Roads					
Heal Street Parking	30.00%	170,000	170,000	51,001	(118,999)
AKV Road Upgrade	45.13%	139,500	131,000	62,963	(68,037)
Goldfields Road Reconstruction	23.99%	444,870	444,870	106,737	(338,133)
Old Beverley East Road	4.54%	373,742	83,790	16,981	(66,809)
Quairading-Cunderdin WSN	81.77%	1,325,852	1,325,852	1,084,164	(241,688)
Badjaling Nth Road Resheeting	13.37%	204,120	8,497	27,290	18,793
Pannell Road Resheeting	5.70%	131,150	1,500	7,470	5,970
Other Infrastructure					
Oval Floodlights	91.32%	123,150	123,150	112,466	(10,684)
Community Park	2.31%	620,000	258,640	14,318	(244,322)
Operational					
Medical Practice Expense	63.57%	206,737	137,825	131,422	(6,403)
Roads Maintenance	61.84%	615,908	410,604	380,875	(29,729)

% Compares current ytd actuals to annual budget

Financial Position	* Note	Prior Year		Current Year	
		29 February 2020	28 February 2021	29 February 2020	28 February 2021
Adjusted Net Current Assets	100%	\$ 2,204,070	\$ 2,196,167	\$ 2,204,070	\$ 2,196,167
Cash and Equivalent - Unrestricted	109%	\$ 2,253,350	\$ 2,450,909	\$ 2,253,350	\$ 2,450,909
Cash and Equivalent - Restricted	112%	\$ 3,162,410	\$ 3,554,870	\$ 3,162,410	\$ 3,554,870
Receivables - Rates	92%	\$ 325,579	\$ 301,076	\$ 325,579	\$ 301,076
Receivables - Other	39%	\$ 180,348	\$ 69,922	\$ 180,348	\$ 69,922
Payables	107%	\$ 512,571	\$ 546,986	\$ 512,571	\$ 546,986

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 17th March 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.

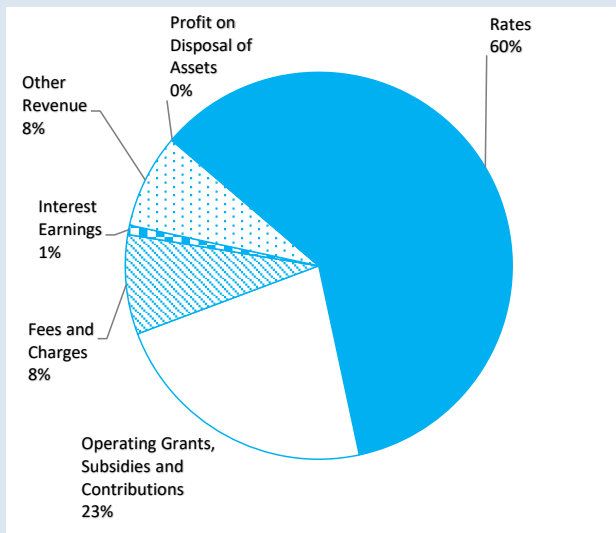
ROUNDING OFF FIGURES

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

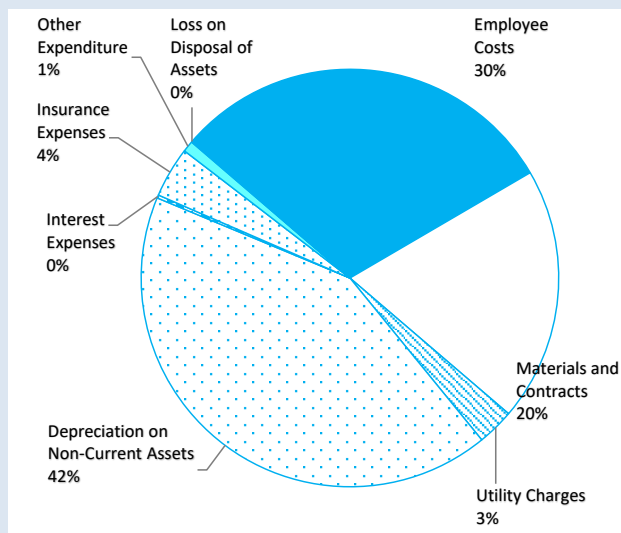
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

SUMMARY GRAPHS

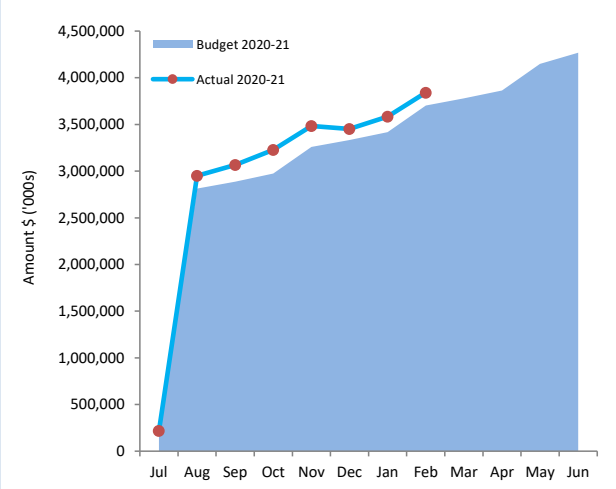
OPERATING REVENUE



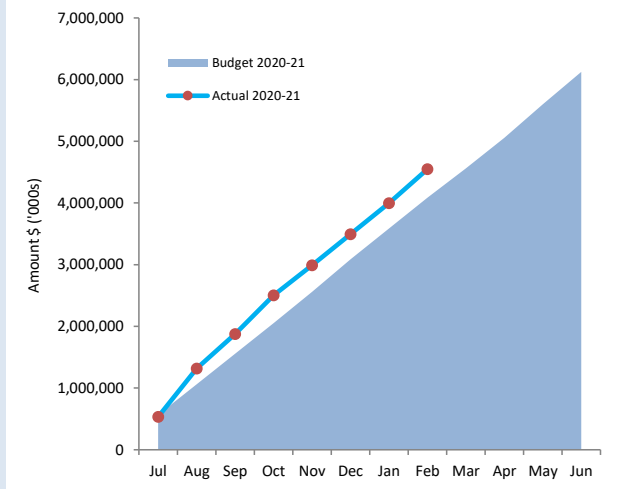
OPERATING EXPENSES



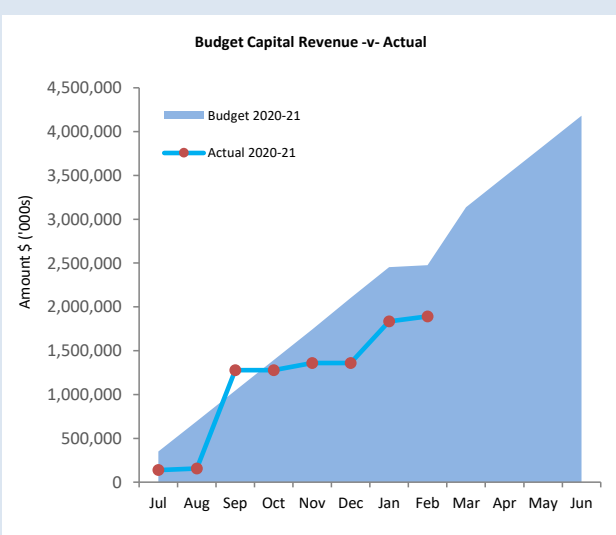
Budget Operating Revenues -v- Actual



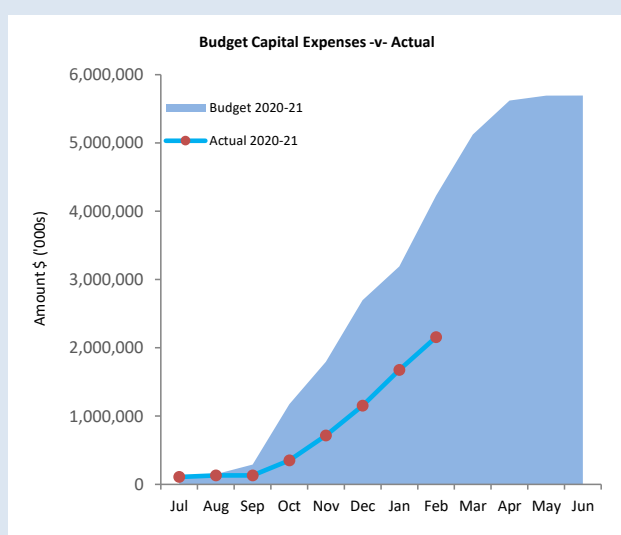
Budget Operating Expenses -v-YTD Actual



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 28 FEBRUARY 2021**

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	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.
GENERAL PURPOSE FUNDING	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.
LAW, ORDER, PUBLIC SAFETY	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.
HEALTH	To provide an operational framework for environmental and community health.	Health inspections, food quality control, pest control and operation of the medical centre.
EDUCATION AND WELFARE	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.
HOUSING	To provide and maintain housing.	Maintenance of housing rented to staff and non staff.
COMMUNITY AMENITIES	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.
RECREATION AND CULTURE	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.
TRANSPORT	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.
ECONOMIC SERVICES	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.
OTHER PROPERTY AND SERVICES	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 28 FEBRUARY 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	1(b)	1,836,054	1,836,054	1,749,307	(86,747)	(5%)	
Revenue from operating activities							
Governance		3,300	2,200	6,151	3,951	180%	
General Purpose Funding - Rates	5	2,311,004	2,307,185	2,314,049	6,864	0%	
General Purpose Funding - Other		897,614	670,144	677,510	7,366	1%	
Law, Order and Public Safety		218,797	149,821	165,429	15,608	10%	▲
Health		10,879	7,253	16,682	9,429	130%	
Education and Welfare		61,708	41,137	59,838	18,701	45%	▲
Housing		106,108	70,737	67,588	(3,149)	(4%)	
Community Amenities		174,554	116,372	102,669	(13,703)	(12%)	▼
Recreation and Culture		28,346	18,894	21,497	2,603	14%	
Transport		202,471	150,873	148,894	(1,979)	(1%)	
Economic Services		207,170	138,111	187,600	49,489	36%	▲
Other Property and Services		46,272	30,840	73,058	42,218	137%	▲
		4,268,223	3,703,567	3,840,965	137,398	4%	
Expenditure from operating activities							
Governance		(753,037)	(493,534)	(371,270)	122,264	25%	▲
General Purpose Funding		(82,738)	(43,625)	(47,237)	(3,612)	(8%)	
Law, Order and Public Safety		(382,689)	(255,124)	(219,642)	35,482	14%	▲
Health		(315,980)	(210,654)	(191,043)	19,611	9%	
Education and Welfare		(222,620)	(151,081)	(120,847)	30,234	20%	▲
Housing		(162,773)	(108,518)	(92,297)	16,221	15%	▲
Community Amenities		(522,815)	(348,544)	(299,790)	48,754	14%	▲
Recreation and Culture		(945,540)	(639,419)	(637,111)	2,308	0%	
Transport		(2,034,818)	(1,342,706)	(1,845,551)	(502,845)	(37%)	▼
Economic Services		(693,177)	(461,720)	(382,171)	79,549	17%	▲
Other Property and Services		(51,117)	(31,209)	(341,080)	(309,871)	(993%)	▼
		(6,167,304)	(4,086,134)	(4,548,039)	(461,905)	(11%)	▼
Operating activities excluded from budget							
Add Back Depreciation		1,982,450	165,204	1,916,807	1,751,603	1060%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	(1,136)	521	(31%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	858	6,350	(116%)	
Amount attributable to operating activities		(2,421)	(224,512)	1,209,455	1,433,967	639%	
Investing Activities							
Non-operating Grants, Subsidies and Contributions		3,923,765	2,615,843	1,811,271	(804,572)	(31%)	▼
Proceeds from Disposal of Assets	6	281,864	187,909	80,259	(107,650)	(57%)	▼
Capital Acquisitions	7	(5,740,920)	(4,227,358)	(2,155,636)	2,071,723	49%	▲
Amount attributable to investing activities		(1,535,291)	(1,423,606)	(264,106)	1,159,500	81%	▲
Financing Activities							
Proceeds from New Debentures		0	0	0	0		
Principal lease payments		(5,069)	(3,379)	(5,040)			
Self-Supporting Loan Principal		37,393	24,929	18,416	(6,513)	(26%)	
Transfer from Reserves	9	711,777	474,518	0	(474,518)	(100%)	▼
Repayment of Debentures	8	(98,717)	(65,811)	(48,726)	17,085	26%	▲
Transfer to Reserves	9	(875,000)	(583,333)	(463,139)	120,194	21%	▲
Amount attributable to financing activities		(229,616)	(153,077)	(498,489)	(343,751)	(226%)	
Closing Funding Surplus(Deficit)	1(b)	68,726	34,859	2,196,167	2,162,969	(6200%)	

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 28 FEBRUARY 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 28 FEBRUARY 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.
		\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	1(b)	1,836,054	1,836,054	1,749,307	(86,747)	(5%)	
Revenue from operating activities							
Rates	5	2,311,004	2,307,185	2,314,049	6,864	0%	
Operating Grants, Subsidies and Contributions		1,094,526	848,236	869,585	21,349	3%	
Fees and Charges		441,089	296,044	319,401	23,358	8%	
Interest Earnings		49,400	35,653	29,998	(5,655)	(16%)	
Other Revenue		327,273	216,449	302,559	86,110	40%	▲
Profit on Disposal of Assets	6	44,931	0	5,372	5,372		
		4,268,223	3,703,567	3,840,965	137,397	4%	
Expenditure from operating activities							
Employee Costs		(2,249,742)	(1,499,824)	(1,373,161)	126,663	8%	
Materials and Contracts		(1,407,423)	(925,294)	(895,098)	30,196	3%	
Utility Charges		(229,080)	(152,720)	(130,184)	22,536	15%	▲
Depreciation on Non-Current Assets		(1,982,450)	(1,321,633)	(1,916,807)	(595,174)	(45%)	▼
Interest Expenses		(20,191)	(8,362)	(10,843)	(2,481)	(30%)	
Insurance Expenses		(178,523)	(119,016)	(178,450)	(59,434)	(50%)	▼
Other Expenditure		(74,853)	(59,285)	(39,260)	20,025	34%	▲
Loss on Disposal of Assets	6	(25,042)	0	(4,236)	(4,236)		
		(6,167,304)	(4,086,134)	(4,548,039)	(461,905)	11%	
Operating activities excluded from budget							
Add back Depreciation		1,982,450	165,204	1,916,807	1,751,603	1060%	▲
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(1,657)	(1,136)	521	(31%)	
Adjust Provisions and Accruals		(65,901)	(5,492)	858	6,350	(116%)	
Amount attributable to operating activities		(2,421)	(224,512)	1,209,455	1,433,966	(639%)	
Investing activities							
Non-operating grants, subsidies and contributions		3,923,765	2,615,843	1,811,271	(804,572)	(31%)	▼
Proceeds from Disposal of Assets	6	281,864	187,909	80,259	(107,650)	(57%)	▼
Capital acquisitions	7	(5,740,920)	(4,227,358)	(2,155,636)	2,071,723	49%	▲
Amount attributable to investing activities		(1,535,291)	(1,423,606)	(264,106)	1,159,500	(81%)	
Financing Activities							
Principal lease payments		(5,069)	(3,379)	(5,040)			
Self-Supporting Loan Principal		37,393	24,929	18,416	(6,513)	(26%)	
Transfer from Reserves	9	711,777	474,518	0	(474,518)	(100%)	▼
Repayment of Debentures	8	(98,717)	(65,811)	(48,726)	17,085	26%	▲
Transfer to Reserves	9	(875,000)	(583,333)	(463,139)	120,194	21%	▲
Amount attributable to financing activities		(229,616)	(153,077)	(498,489)	(343,751)	226%	
Closing Funding Surplus (Deficit)	1(b)	68,726	34,859	2,196,167	2,162,968	6200%	

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 28 FEBRUARY 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 28 FEBRUARY 2021

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

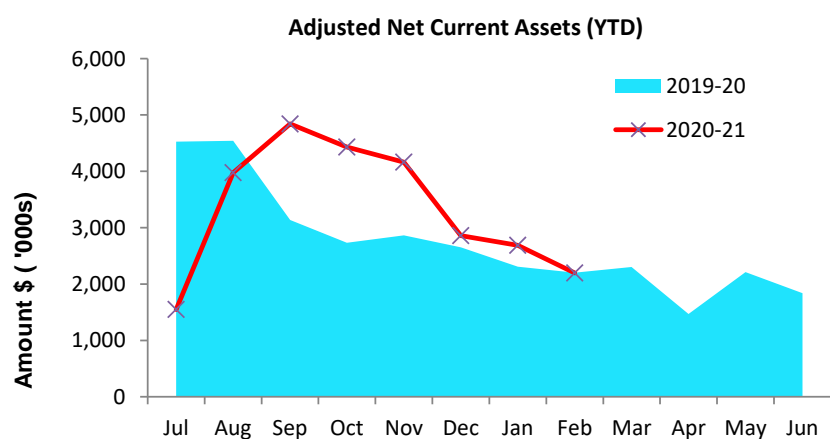
	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 29 Feb 2020	Year to Date Actual 28 Feb 2021
Adjusted Net Current Assets		\$	\$	\$
Current Assets				
Cash Unrestricted	3	1,437,180	2,253,350	2,450,909
Cash Restricted	3	3,646,796	3,162,410	3,554,870
Receivables - Rates	4	233,550	325,579	301,076
Receivables - Other	4	20,244	180,348	69,922
Expected Credit Loss Allowance	4	(12,262)	(18,933)	(12,262)
Financial Assets		37,130	0	0
Prepaid Expenses		18,663	0	1,128
Interest / ATO Receivable		29,928	78,727	52,131
Inventories		4,275	10,202	9,858
		5,415,504	5,991,683	6,427,632
Less: Current Liabilities				
Payables		(412,022)	(512,571)	(546,986)
Provisions - employee		(336,197)	(315,963)	(336,198)
Long term borrowings		(98,154)	(25,260)	(49,429)
		(846,373)	(853,794)	(932,613)
Unadjusted Net Current Assets		4,569,131	5,137,889	5,495,019
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash reserves	3	(3,091,734)	(3,162,410)	(3,554,870)
Less: Loans receivable		(37,130)	0	0
Add: Lease Liabilities		5,155		
Add: Provisions - employee		205,731	203,331	206,589
Add: Long term borrowings		98,154	25,260	49,429
Adjusted Net Current Assets		1,749,307	2,204,070	2,196,167

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD

Surplus(Deficit)

\$2.2 M

Last Year YTD

Surplus(Deficit)

\$2.2 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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
	\$	%			
Revenue from operating activities					
Law, Order and Public Safety	15,608	10%	▲	Timing	Timing of DFES Grants and CESM Income
Education and Welfare	18,701	45%	▲	Timing	Profit on Sale of Asset and Timing of various Grants and Contributions.
Community Amenities	(13,703)	(12%)	▼	Timing	Timing of Waste Collection Income and NRM Grants
Economic Services	49,489	36%	▲	Timing	Timing of Skeleton Weed Reimbursement and Caravan Park and Cabins income higher than year to date budget. Standpipe's income higher than Budgeted.
Other Property and Services	42,218	137%	▲	Permanent	Miscellaneous Materials, Private Works and Parental Leave reimbursement
Expenditure from operating activities					
Governance	122,264	25%	▲	Timing	Administration Allocated, Integrated Planning and Council Other Expenses Timing.
Law, Order and Public Safety	35,482	14%	▲	Timing	Timing of CESM operating expenses and Adverse Event Plan
Education and Welfare	30,234	20%	▲	Timing	Timing of Independent Living Concept and AKV maintenance
Housing	16,221	15%	▲	Timing	Timing of Housing Allocated and timing of works on other Housing
Community Amenities	48,754	14%	▲	Timing	Timing of Town Planning and Badjaling Drain Engineering Advice
Transport	(502,845)	(37%)	▼	Permanent	Depreciation reduced by the Timing of Road and Bridge Maintenance
Economic Services	79,549	17%	▲	Timing	Timing of Skeleton Weed expenses, Tourism Strategy, Caravan Park and Standpipes.
Other Property and Services	(309,871)	(993%)	▼	Timing	Payout of Leave, Parental Leave payments, Plants Costs, PWO Allocation lower than budgeted
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(804,572)	(31%)	▼	Timing	Timing of Grants
Proceeds from Disposal of Assets	(107,650)	(57%)	▼	Timing	Timing of Disposal of Assets
Capital Acquisitions	2,071,723	49%	▲	Timing	Timing of Capital Works

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

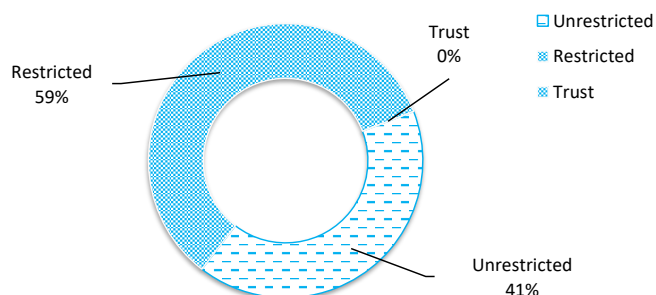
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash and Floats	650			650			
At Call Deposits							
Municipal Fund	1,147,053			1,147,053	Westpac		
Medical Centre	801			801	Westpac		
Child Care Centre	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		
Term Deposits							
Municipal Investment - Term Deposit	307,590			307,590	Westpac	0.20%	05-Mar-21
Municipal Investment - Term Deposit	304,131			304,131	Westpac	0.32%	03-Mar-21
Reserve Investment - Term Deposit		936,851		936,851	Westpac	0.32%	03-Mar-21
Reserve Investment - Term Deposit		982,317		982,317	Westpac	0.31%	12-Apr-21
Reserve Investment - Term Deposit		620,635		620,635	Westpac	0.30%	22-May-21
Reserve Investment - Term Deposit		960,528		960,528	Westpac	0.31%	23-Mar-21
Total	2,500,579	3,554,870	0	6,055,449			

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

\$6.06 M

Unrestricted

\$2.5 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Rates Receivable	30 June 2020	28 Feb 21
	\$	\$
Opening Arrears Previou Year	237,459	231,667
Levied this year	2,489,560	2,488,499
<u>Less</u> Collections to date	(2,495,352)	(2,419,090)
Equals Current Outstanding	231,667	301,076
Net Rates Collectable	231,667	301,076
% Collected	100.23%	97.21%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	101,749	1,247	860	5,935	109,791
Percentage	93%	1%	1%	5%	
Balance per Trial Balance					
Sundry debtors					62,580
Loss Allowance					(12,262)
GST receivable					52,131
Pensioner Rebates					7,342
Total Receivables General Outstanding					109,791

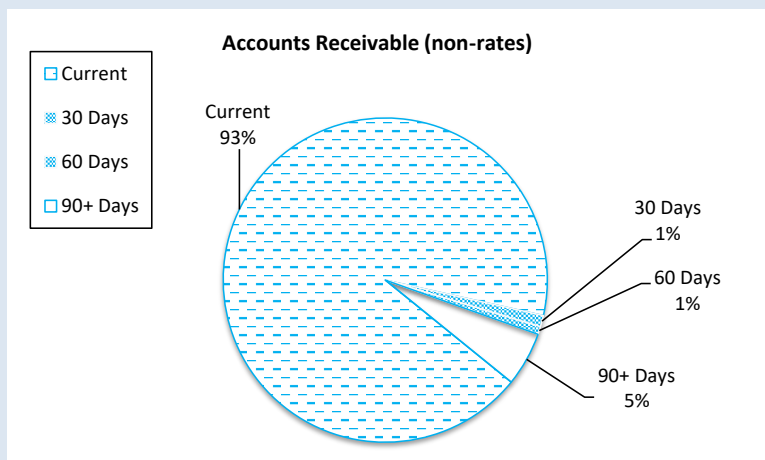
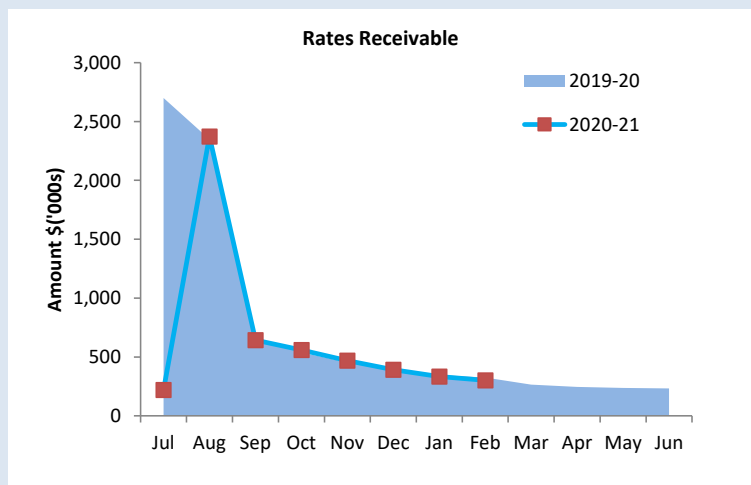
Amounts shown above include GST (where applicable)

KEY INFORMATION

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

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
\$109,791
Over 30 Days
7%
Over 90 Days
5%

Collected	Rates Due
97%	\$301,076

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

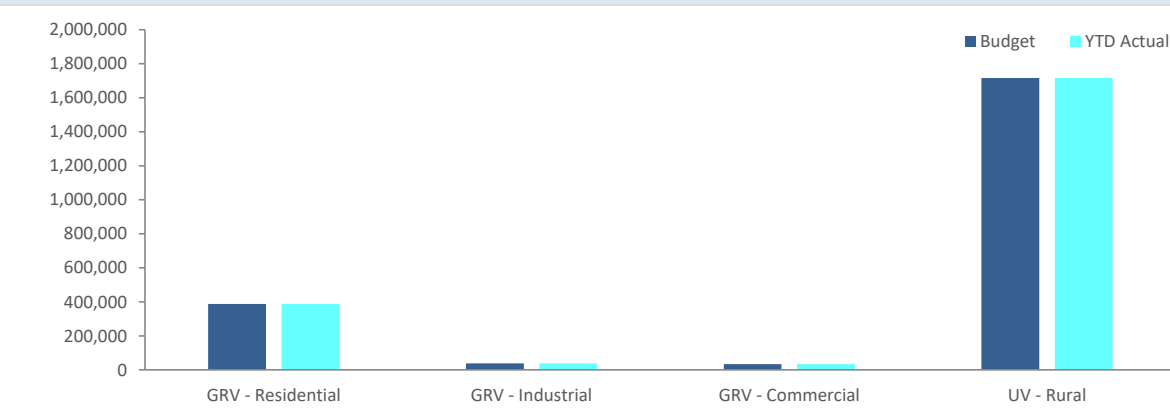
**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

General Rate Revenue	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
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
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	3,066		1,821,895
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
Sub-Totals		805	158,783,788	2,299,548	0	0	2,299,548	2,299,549	3,066	0	2,302,615
Write Offs							(700)				(722)
Amount from General Rates							2,298,848	2,299,549			2,301,893
Ex-Gratia Rates							12,156	12,156			12,156
Total General Rates							2,311,004	2,311,705			2,314,049

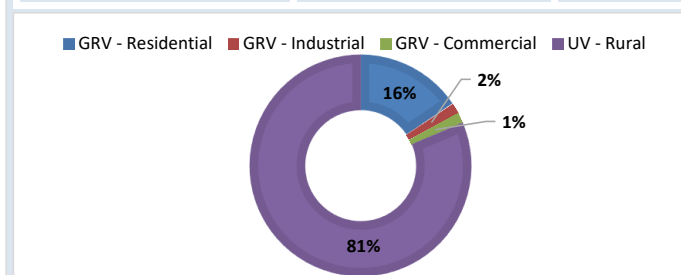
SIGNIFICANT ACCOUNTING POLICIES

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



General Rates		
Budget	YTD Actual	%
\$2.3 M	\$2.3 M	100%

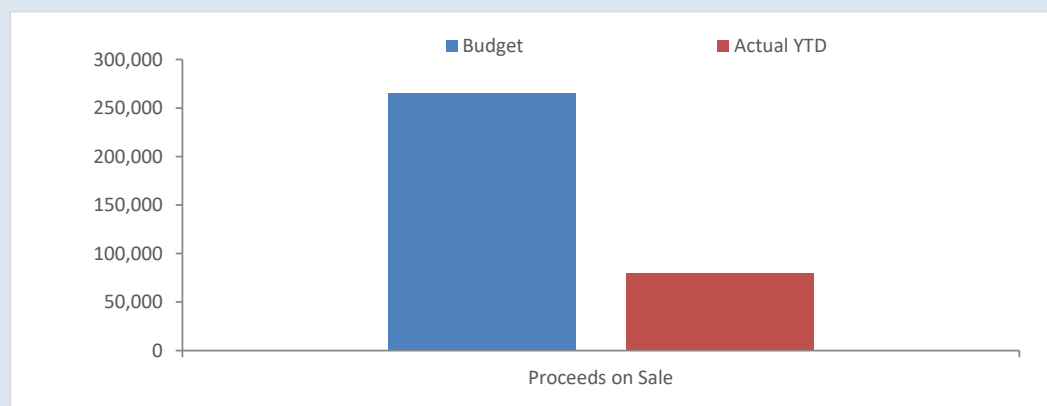


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**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	160,000	42,809					
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					12,461	16,364	3,903	
	245,611	265,500	44,931	(25,042)	79,122	80,259	5,372	4,236

KEY INFORMATION



Proceeds on Sale		
Budget	YTD Actual	%
\$265,500	\$80,259	30%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS

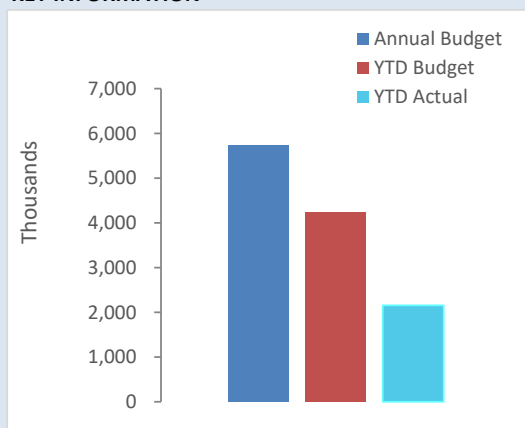
Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	137,500	23,062	(114,438)
Buildings	693,319	375,219	153,919	(221,300)
Plant & Equipment	605,080	605,080	160,632	(444,448)
Furniture & Equipment	38,610	38,610	11,299	(27,311)
Infrastructure - Roads	3,071,701	2,329,470	1,502,162	(827,308)
Infrastructure - Footpaths	90,000	85,000	1,820	0
Infrastructure - Other	1,042,210	656,479	302,742	(353,737)
Capital Expenditure Totals	5,740,920	4,227,358	2,155,636	(1,988,543)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	3,923,765	2,288,863	1,811,271	(477,592)
Borrowings	0	150,000	0	(150,000)
Other (Disposals & C/Fwd)	281,864	187,909	80,259	(107,650)
Cash Backed Reserves				
Plant Reserve	0	0	0	0
Swimming Pool Reserve	0	0	0	0
Building Reserve	350,500	100,000	0	(100,000)
Health Reserve	200,000	0	0	0
Road Infrastructure Reserve	0	0	0	0
Contribution - operations	984,791	1,500,586	264,106	(1,236,480)
Capital Funding Total	5,740,920	4,227,358	2,155,636	(2,071,723)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition.

For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.




















































KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$5.74 M	\$2.16 M	38%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.92 M	\$1.81 M	46%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion		Account Number	Amended			Variance
			Annual Budget	YTD Budget	YTD Actual	(Under)/Over
	Capital Expenditure					
	Land					
12%	 Industrial Lots Phase 1	2601	200,000	137,500	23,062	(114,438)
12%	 Total		200,000	137,500	23,062	(114,438)
	Buildings					
1%	 Caravan Park Units	9596	106,300	105,780	551	(105,229)
5%	 Caretaker Cottage	9597	227,560	87,880	11,149	(76,731)
10%	 Youth Centre Upgrades	9576	78,780	78,780	7,672	(71,108)
62%	 Town Hall Building Upgrades	9531	177,770	500	109,641	109,141
1%	 Arthur Kelly Roofing	9537	78,520	77,890	790	(77,100)
99%	 Caravan Park Cabins Safety Works	9546	18,270	18,270	17,998	(272)
100%	 Caravan Park Cabins Cabins Rentention Payment	9546	6,119	6,119	6,119	0
22%	 Total		693,319	375,219	153,919	(221,300)
	Plant & Equipment					
91%	 CEO Vehicle	9000	50,000	50,000	45,300	(4,700)
99%	 EMWS Vehicle	9702	45,000	45,000	44,542	(458)
0%	 Grader	9007	380,000	380,000	-	(380,000)
0%	 Second Hand Loader	9703	35,000	35,000	-	(35,000)
77%	 Cherry Picker	9755	60,000	60,000	46,400	(13,600)
0%	 Slasher	9756	11,000	11,000	-	(11,000)
101%	 Hospital Auxillary Vehicle	9738	24,080	24,080	24,390	310
27%	 Total		605,080	605,080	160,632	(444,448)
	Furniture & Equipment					
41%	 Fire Brigade IT and other Equipment	9760	27,310	27,310	11,299	(16,011)
0%	 New Computers	9306	11,300	11,300	-	(11,300)
0%	 Total		38,610	38,610	11,299	(27,311)
	Infrastructure - Roads					
30%	 Heal Street Parking	C196	170,000	170,000	51,001	(118,999)
0%	 The Groves Access	C190	38,406	-	-	-
45%	 AKV Road Upgrade	C195	139,500	131,000	62,963	(68,037)
75%	 Balkuling North Road Resealing	C194	83,711	83,711	63,185	(20,526)
24%	 Goldfields Road Reconstruction	C167	444,870	444,870	106,737	(338,133)
101%	 Goldfields Road Reseal	1C167	78,750	78,750	79,150	400
0%	 Mount Stirling Road Reseal	T012	27,900	-	-	-
5%	 Old Beverley East Road	C006	373,742	83,790	16,981	(66,809)
0%	 Quairading-Cunderdin WSNF Stg 2 Design	WSFN3	25,000	-	-	-
82%	 Quairading-Cunderdin WSNF	WSFN2	1,325,852	1,325,852	1,084,164	(241,688)
11%	 Stacey Bus Road Resheeting	C191	28,700	1,500	3,222	1,722
13%	 Badjaling Nth Road Resheeting	C192	204,120	8,497	27,290	18,793
6%	 Pannell Road Resheeting	C193	131,150	1,500	7,470	5,970
49%	 Total		3,071,701	2,329,470	1,502,162	(827,308)
	Infrastructure - Footpaths					
2%	 McLennan Street	F002	90,000	85,000	1,820	(83,180)
2%	 Total		90,000	85,000	1,820	-
	Infrastructure - Other					
109%	 Hockey Oval Lighting	9839	77,520	75,000	84,568	9,568
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	258,640	14,318	(244,322)
75%	 Shire Hall - Lighting Upgrade	9531	23,000	23,000	17,255	(5,745)
56%	 Boundary Signage	9598	10,500	10,500	5,847	(4,653)
0%	 Generator - Parker House	9590	10,000	10,000	-	(10,000)
104%	 Shade Sail Pool	9553	18,000	18,000	18,757	757
25%	 Sub Meters	9554	10,000	10,000	2,500	(7,500)
0%	 Hall Car Park Design	9829	10,000	10,000	-	(10,000)
94%	 Pool Blankets	9841	12,500	12,500	11,788	(712)
4%	 Airstrip	9820	85,020	60,649	3,722	(56,928)
29%	 Total		1,042,210	656,479	302,742	(353,737)
38%	 Total		5,740,920	4,227,358	2,155,636	(1,988,543)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport									
Loan 118 - Depot Building	388,767			23,271	46,896	365,496	341,871	7,261	15,292
Economic Services									
Loan 119 - Park Cottages	143,014			7,038	14,128	135,976	128,886	1,547	2,178
	531,781	0	0	30,309	61,024	501,472	470,757	8,808	17,470
Self supporting loans									
Recreation and Culture									
Loan 115 - Bowling Club	44,177			17,601	36,046	26,576	8,131	1,744	2,324
Loan 117 - Golf Club	4,899			816	1,647	4,083	3,252	291	257
	49,076	0	0	18,417	37,693	30,659	11,383	2,035	2,581
Total	580,857	0	0	48,726	98,717	532,131	482,140	10,843	20,051

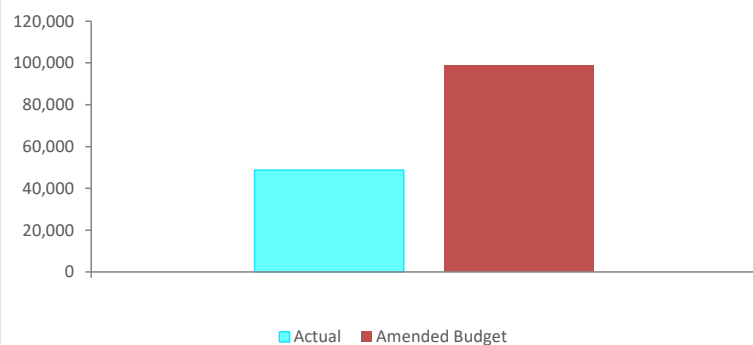
SIGNIFICANT ACCOUNTING POLICIES

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.

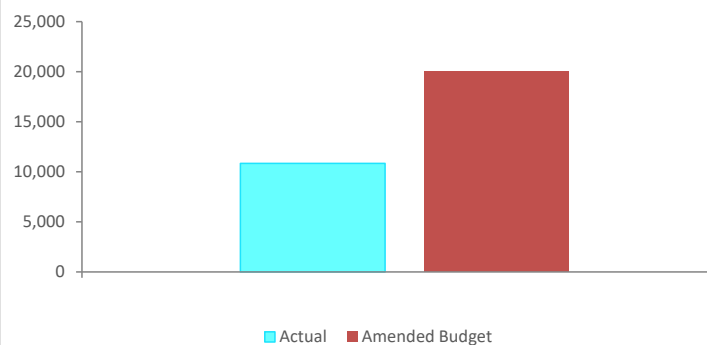
KEY INFORMATION

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

\$48,726

Interest Expense

\$10,843

Loans Outstanding

\$0.53 M

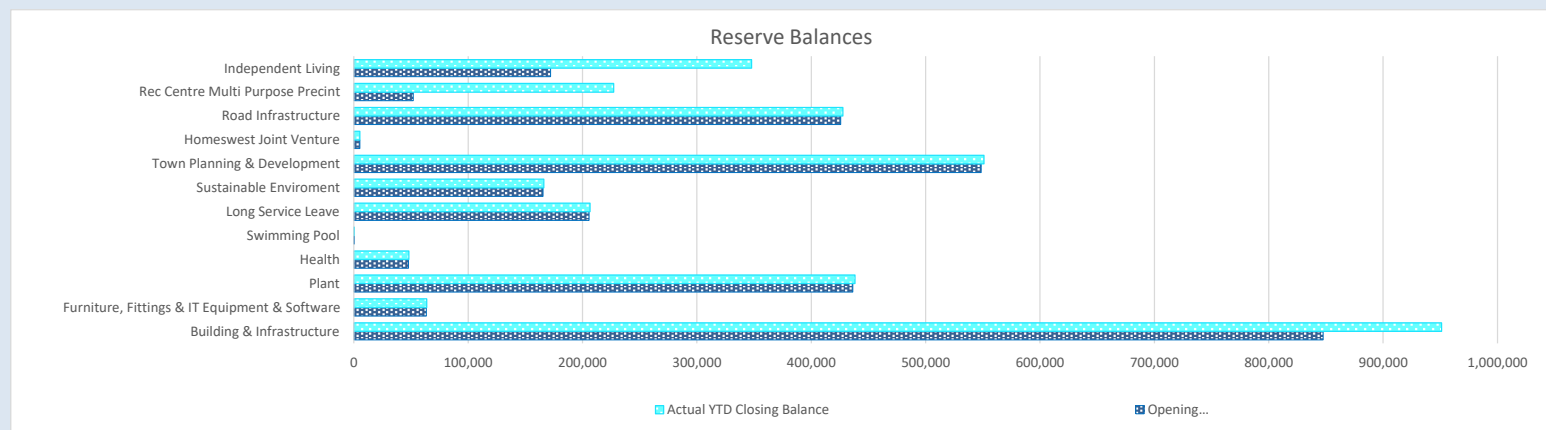
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**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	3,592	100,000	100,000	(350,500)		603,935	951,133
Furniture, Fittings & IT Equipment & Software	63,451	516	265	50,000				113,967	63,716
Plant	436,314	3,501	1,820	350,000				789,815	438,134
Health	47,871	389	200					48,260	48,071
Swimming Pool	262	2	1					264	263
Long Service Leave	205,731	1,672	858			(40,527)		166,876	206,589
Sustainable Environment	165,520	1,345	690					166,865	166,210
Town Planning & Development	548,624	4,406	2,288			(200,000)		353,030	550,912
Homeswest Joint Venture	5,238	43	22					5,281	5,260
Road Infrastructure	425,771	3,448	1,776			(120,750)		308,469	427,547
Rec Centre Multi Purpose Precint	51,986	423	310	175,000	175,000			227,409	227,296
Building Renewal	121,416	977	506					122,393	121,922
Independent Living	172,006	1,384	811	175,000	175,000			348,390	347,817
	3,091,731	25,000	13,139	850,000	450,000	(711,777)	0	3,254,954	3,554,870

KEY INFORMATION



Interest Earned
\$13,139

Reserves Bal
\$3.55 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

NOTE 10
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	Amended			Variance (Under)/Over
	Annual Budget	YTD Budget	YTD Actual	
Operating grants, subsidies and contributions				
Federal Assistance Grants	842,014	631,510	641,059	9,549
MRWA Direct Road Grant	137,540	137,540	137,540	0
NRM Grant	17,020	9,928	0	(9,928)
Adverse Event Plan (Community Drought)	15,000	10,000	0	(10,000)
Fire Prevention Grants	47,480	35,610	52,649	17,039
Staff Contributions to Vehicle	17,472	11,648	10,419	(1,229)
Medical Practice Grants and Contributions	10,000	6,667	15,356	8,689
Youth Centre Grants	8,000	5,333	8,348	3,015
Australia Day Grant	0	0	1,100	1,100
Childcare Centre Grants	0	0	3,114	3,114
Operating grants, subsidies and contributions Total	1,094,526	848,236	869,585	21,349
Non-operating grants, subsidies and contributions				
Roads to Recovery/ MRWA Regional Road Group	700,336	408,529	169,024	-239,505
WA Freight Network	1,241,949	724,470	978,506	254,036
Community Roads and Infrastructure	393,970	229,816	180,158	-49,658
Community Drought Funding	981,500	572,542	454,545	-117,997
DFES Capital Grant	27,310	15,931	0	-15,931
Community Park Grants and Contributions	525,000	306,250	0	-306,250
Shire Lighting Upgrade Contribution	7,500	4,375	0	-4,375
Regional Airports Development Scheme	38,484	22,449	29,038	6,589
Hospital Auxillary Vehicle	7,716	4,501	0	-4,501
Non-operating grants, subsidies and contributions Total	3,923,765	2,288,863	1,811,271	-477,592
Grand Total	5,018,291	3,137,099	2,680,856	(456,243)

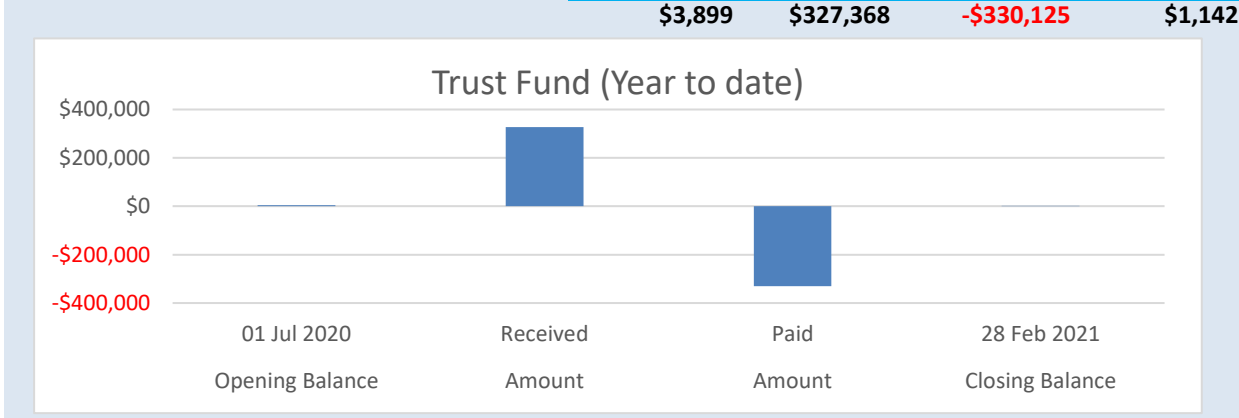
KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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 28 Feb 2021
Department of Transport	\$3,899	\$327,368	-\$330,125	\$1,142
	\$3,899	\$327,368	-\$330,125	\$1,142



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 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
				\$	\$	\$	\$
	Budget Adoption		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
	Permanent Changes			0	24,080	83,499	68,726

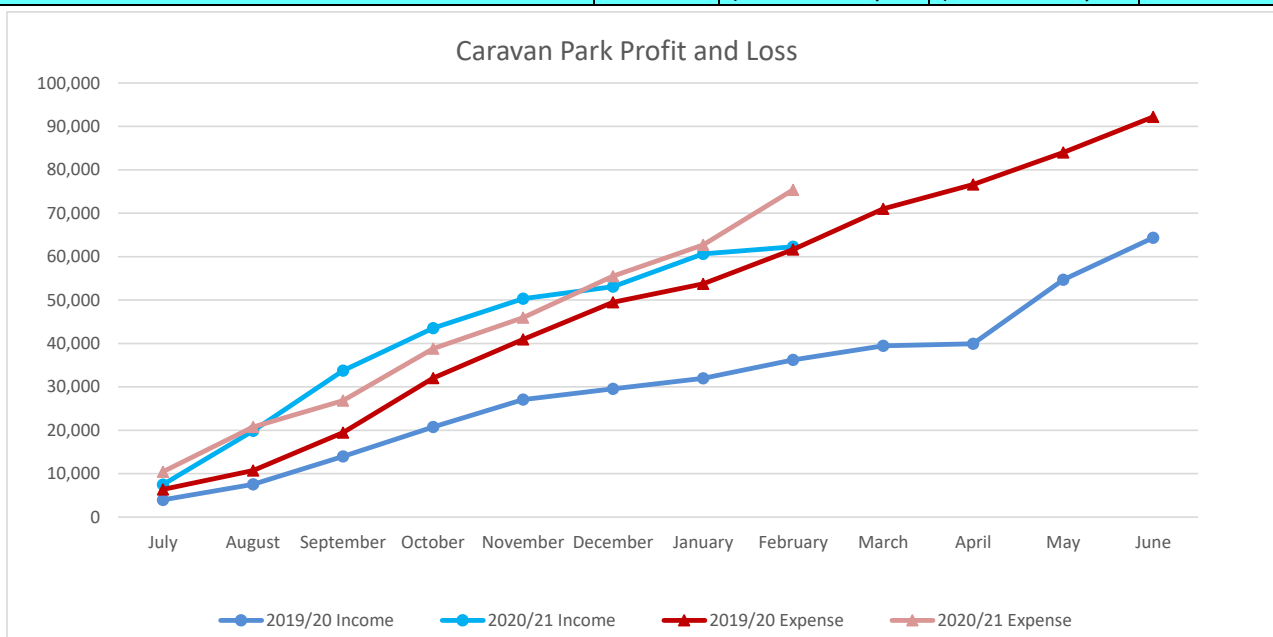
KEY INFORMATION

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 13
CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings/ Stays	YTD Actual	Current Budget	VAR %
INCOME				
Caravan Park Charges	427	\$28,131	\$36,000	78%
Cottage Charges	22	\$3,941	\$3,000	131%
Cabins Charges	121	\$30,200	\$42,000	72%
TOTAL INCOME	570	\$62,272	\$81,000	77%
EXPENDITURE		YTD Actual	Current Budget	VAR %
Caravan Park				
Wages inc O/H		\$31,500	\$63,668	49%
Materials & Insurance		\$9,620	\$7,691	125%
Utilities		\$7,390	\$13,000	57%
Caravan Park Total		\$48,510	\$84,359	58%
Cottage				
Wages inc O/H		\$3,768	\$2,964	127%
Materials & Insurance		\$1,526	\$2,507	61%
Utilities		\$886	\$1,500	59%
Cottage Total		\$6,180	\$6,971	89%
Cabins				
Wages inc O/H		\$14,364	\$45,314	32%
Materials & Insurance		\$3,439	\$9,000	38%
Utilities		\$2,907	\$7,032	41%
Cabins Total		\$20,710	\$61,346	34%
TOTAL EXPENDITURE		\$ 75,400	\$ 152,676	49%
Income		\$ 62,272	\$ 81,000	77%
Expenses		\$ 75,400	\$ 152,676	49%
		-\$ 13,128	-\$ 71,676	18%



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 14
RATIO'S**

	2021	This Time	2020	2019	2018	2017	Target Range
	YTD	Last Year					
Current Ratio	3.96	4.83	4.71	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	10.28	18.49	15.02	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	(0.24)	(0.25)	(0.36)	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.65	0.54	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 February 2021 Budget Review

Meeting Date	25 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Nathan Gilfellon
Attachments	(i) February 2021 Budget Review
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council adopt the February 2021 Budget Review Report and the Variations to Budget as detailed in Note 4 of the attachment – February 2021 Budget Review.

____/____

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

- Legislative requirement for Council to undertake a Review of the Budget between 1st January and the 31st March each Financial Year.
- Council's Budget Review Workshop was held on the 2nd March 2021, the February Budget Review Report and Budget Variations are submitted to Council for adoption.

MATTER FOR CONSIDERATION

Adoption of the Statutory Budget Review Report and Supporting Summary of Major Budget Variations.

BACKGROUND

Council is required to conduct a Budget Review between 1st January and 31st March each Financial Year and to submit the Review Report and relevant Council Minutes to the Department of Local Government within 30 days of Council's Determination.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.2

Local Government (Financial Management) Regulations 1996

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must: -
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.

- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*Absolute majority required.

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Budget Variations are detailed in this report.

These will change the Budgeted closing surplus to \$32,411 from the current surplus of \$68,726.

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
G4.1	Maintain sustainability ratios at or above basic level
G4.2	Increase non-rates revenue generation
G4.3	Ensure optimum organisational capacity and efficiency

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

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

Health – Risk Matrix Rating considered Low Risk.

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

Operation – Risk Matrix Rating considered Low Risk. Adopted Review provides for sufficient Funding to enable the continuation of Council's Activities and Projects to the 30th June 2021.

Natural Environment – Risk Matrix Rating considered Low Risk.

COMMENT

An Annual Budget Review is a statutory requirement however, is also part of Financial Management Best Practice.

Officers have conducted two budget workshops, the first with Senior Officers and the second with Councillors and Senior Officers in attendance. Variations to the Budget have been outlined in the attached Budget Review Report and are now recommended to Council.

**SHIRE OF QUAIRADING
BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2021**

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

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Note 3 Net Current Funding Position	6
Note 4 Predicted Variances	8
Note 5 Budget Amendments	13

SHIRE OF QUAIRADING
STATEMENT OF BUDGET REVIEW
(NATURE OR TYPE)
FOR THE PERIOD ENDED 28TH FEBRUARY 2021

Note	Budget v Actual		Predicted			
	Adopted Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
OPERATING ACTIVITIES						
Net current assets at start of financial year surplus/(deficit)	1,836,054	1,749,307	(86,747)		1,749,307 ▼	
Revenue from operating activities (excluding rates)						
Operating grants, subsidies and contributions	1,094,526	869,585	17,732		1,112,258 ▲	
Fees and charges 4.1.1	441,089	319,401	15,000		456,089 ▲	
Interest earnings 4.1.6	49,400	29,998			49,400	
Other revenue 4.1.7	327,273	302,559			327,273	
Profit on asset disposals 4.1.8	44,931	5,372			44,931	
	1,957,219	1,526,916	32,732	0	1,989,951	
Expenditure from operating activities						
Employee costs 4.2.1	(2,249,742)	(1,373,161)	15,000		(2,234,742) ▼	
Materials and contracts	(1,407,423)	(895,098)	30,500		(1,376,923) ▼	
Utility charges 4.2.3	(229,080)	(130,184)			(229,080)	
Depreciation on non-current assets	(1,982,450)	(1,916,807)	(840,000)		(2,822,450) ▲	
Interest expenses	(20,191)	(10,843)			(20,191)	
Insurance expenses	(178,523)	(178,450)			(178,523)	
Other expenditure 4.2.6	(74,853)	(39,260)			(74,853)	
Loss on asset disposals 4.2.7	(25,042)	(4,236)			(25,042)	
	(6,167,304)	(4,548,039)	(794,500)	0	(6,961,804)	
Non-cash amounts excluded from operating activities	1,896,660	1,916,529	840,000		2,736,660 ▲	
Amount attributable to operating activities	(477,371)	644,713	(8,515)	0	(485,886)	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions 4.3.1	3,923,765	1,811,271			3,923,765	
Purchase land and buildings	(893,319)	(176,981)	(58,000)		(951,319) ▲	
Purchase property, plant and equipment	(643,690)	(171,931)	37,300		(606,390) ▼	
Purchase and construction of infrastructure-roads	(3,161,701)	(1,503,982)	2,000	20,400	(3,139,301) ▼	
Purchase and construction of infrastructure-other	(1,042,210)	(302,742)	3,100		(1,039,110) ▼	
Proceeds from disposal of assets	281,864	80,259	220,000		501,864 ▼	
Amount attributable to investing activities	(1,535,291)	(264,106)	204,400	20,400	(1,310,491)	
FINANCING ACTIVITIES						
Repayment of debentures	(98,717)	(48,726)			(98,717)	
Principal elements of finance lease payments	(5,069)	(5,040)	0	0	(5,069)	
Proceeds from advances	37,393	18,416			37,393	
Transfers to cash backed reserves (restricted assets)	(875,000)	(463,139)	(230,000)		(1,105,000) ▲	
Transfers from cash backed reserves (restricted assets)	711,777	0	(22,600)		689,177 ▼	
Amount attributable to financing activities	(229,616)	(498,489)	(252,600)	0	(482,216)	
Budget deficiency before general rates	(2,242,278)	(117,882)	(56,715)	20,400	(2,278,593)	
Estimated amount to be raised from general rates	2,311,004	2,314,049	0	0	2,311,004	
Closing funding surplus(deficit)	2	68,726	2,196,167	(56,715)	20,400	32,411 ▼

SHIRE OF QUAIRADING
STATEMENT OF BUDGET REVIEW
(STATUTORY REPORTING PROGRAM)
FOR THE PERIOD ENDED 28TH FEBRUARY 2021

Note	Budget v Actual		Predicted			Material Variance
	Adopted Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)+(d)	
	\$	\$	\$	\$	\$	
OPERATING ACTIVITIES						
Net current assets at start of financial year surplus/(deficit)	1,836,054	1,749,307	(86,747)		1,749,307	▼
Revenue from operating activities (excluding rates)						
Governance	3,300	6,151			3,300	
General purpose funding	897,614	677,510	12,732		910,346	▲
Law, order, public safety	218,797	165,429			218,797	
Health	10,879	16,682	5,000		15,879	▲
Education and welfare	61,708	59,838			61,708	
Housing	106,108	67,588			106,108	
Community amenities	174,554	102,669			174,554	
Recreation and culture	28,346	21,497	(2,000)		26,346	▼
Transport	202,471	148,894			202,471	
Economic services	207,170	187,600	2,000		209,170	▲
Other property and services	46,272	73,058	15,000		61,272	▲
	1,957,219	1,526,916	32,732	0	1,989,951	
Expenditure from operating activities						
Governance	(753,037)	(371,270)	40,500		(712,537)	▼
General purpose funding	(82,738)	(47,237)			(82,738)	
Law, order, public safety	(382,689)	(219,642)	10,000		(372,689)	▼
Health	(315,980)	(191,043)			(315,980)	
Education and welfare	(222,620)	(120,847)			(222,620)	
Housing	(162,773)	(92,297)			(162,773)	
Community amenities	(522,815)	(299,790)	10,000		(512,815)	▼
Recreation and culture	(945,540)	(637,111)	(10,000)		(955,540)	▲
Transport	(2,034,818)	(1,845,551)	(846,000)		(2,880,818)	▲
Economic services	(693,177)	(382,171)	10,000		(683,177)	▼
Other property and services	(51,117)	(341,080)	(9,000)		(60,117)	▲
	(6,167,304)	(4,548,039)	(794,500)	0	(6,961,804)	
Non-cash amounts excluded from operating activities	1,896,660	1,916,529	840,000	0	2,736,660	▼
Amount attributable to operating activities	(477,371)	644,713	(8,515)	0	(485,886)	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	3,923,765	1,811,271	0		3,923,765	
Purchase land and buildings	(893,319)	(176,981)	(58,000)		(951,319)	▲
Purchase plant and equipment	(643,690)	(171,931)	37,300		(606,390)	▼
Purchase and construction of infrastructure - roads	(3,161,701)	(1,503,982)	2,000	20,400	(3,139,301)	▼
Purchase and construction of infrastructure - other	(1,042,210)	(302,742)	3,100		(1,039,110)	▼
Proceeds from disposal of assets	281,864	80,259	220,000		501,864	▼
Amount attributable to investing activities	(1,535,291)	(264,106)	204,400	20,400	(1,310,491)	
FINANCING ACTIVITIES						
Repayment of borrowings	(98,717)	(48,726)	0		(98,717)	
Principal elements of finance lease payments	(5,069)	(5,040)	0		(5,069)	
Proceeds from advances	37,393	18,416	0		37,393	
Transfers to cash backed reserves (restricted assets)	(875,000)	(463,139)	(230,000)		(1,105,000)	▲
Transfers from cash backed reserves (restricted assets)	711,777	0	(22,600)		689,177	▲
Amount attributable to financing activities	(229,616)	(498,489)	(252,600)	0	(482,216)	
Budget deficiency before general rates	(2,242,278)	(117,882)	(56,715)	20,400	(2,278,593)	
Estimated amount to be raised from general rates	2,311,004	2,314,049	0	0	2,311,004	
Closing Funding Surplus(Deficit)	2	68,726	2,196,167	(56,715)	20,400	32,411

**SHIRE OF QUAIRADING
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2021**

1. BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of *AASB 1051 Land Under Roads* paragraph 15 and *AASB 116 Property, Plant and Equipment* paragraph 7.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget has 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 Shire of Quairading controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

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 financial statements.

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.

2020-21 ACTUAL BALANCES

Balances shown in this budget review report as 2020-21 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

ROUNDING OFF FIGURES

All figures shown in this budget review report are rounded to the nearest dollar.

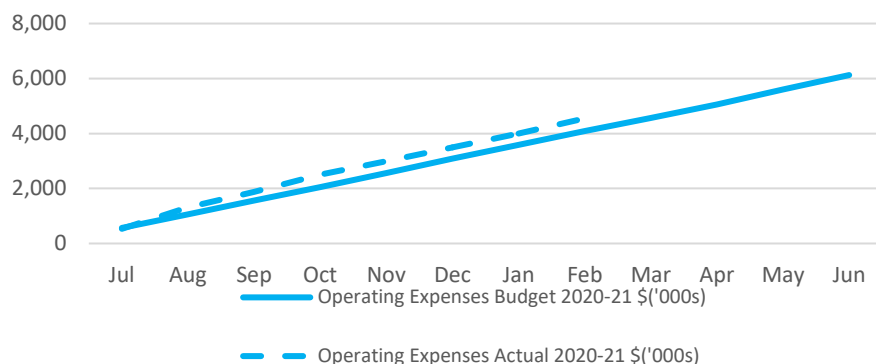
BUDGET COMPARATIVE FIGURES

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

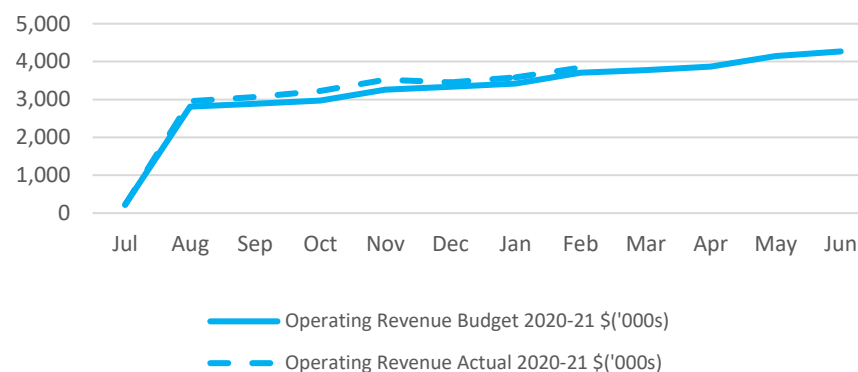
SHIRE OF QUAIRADING
SUMMARY GRAPHS - BUDGET REVIEW
FOR THE PERIOD ENDED 28TH FEBRUARY 2021

2. SUMMARY GRAPHS - BUDGET REVIEW

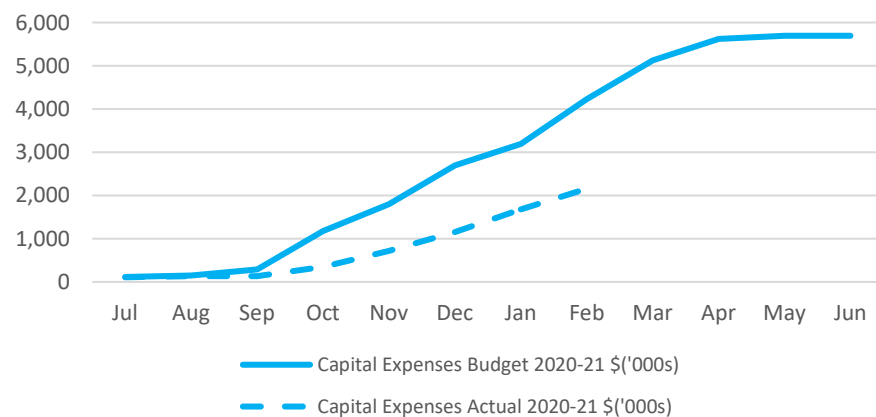
Operating Expenses



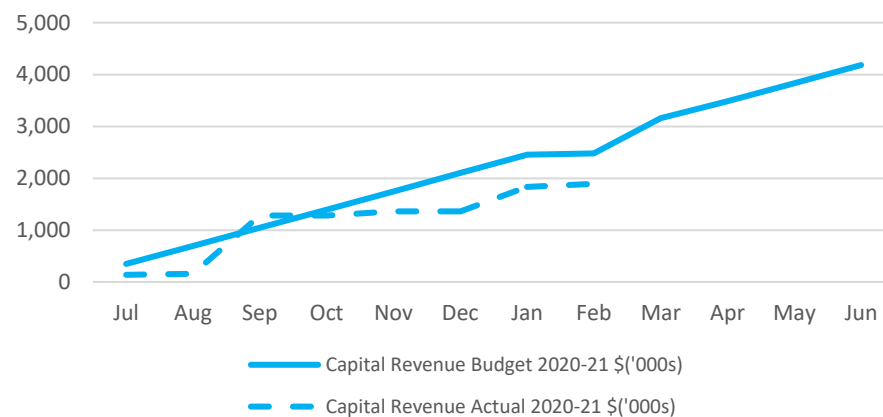
Operating Revenue



Capital Expenditure



Capital Revenue



This information is to be read in conjunction with the accompanying financial statements and notes.

SHIRE OF QUAIRADING
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2021

3 NET CURRENT FUNDING POSITION

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Operating activities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

(i) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

	ACTUAL 30 June 2020	ACTUAL 01 July 2020	BUDGET 01 July 2020	BUDGET 30 June 2021	ACTUAL 28 February 2021
Adjustments to operating activities				\$	\$
Less: Profit on asset disposals	(26,495)	(26,495)	(26,495)	(44,931)	
Less: Movement in liabilities associated with restricted cash	3,436	3,436	3,436	(65,901)	858
Less: Fair value adjustments to financial assets at fair value through profit and loss	(1,153)	(1,153)			
Add: Loss on asset disposals	17,539	17,539	17,539	25,042	(1,136)
Work in progress expensed	3,957	3,957			
Movement in pensioner deferred rates (Non-Current)	1,883	1,883			
Movement in employee benefit provisions (Non-Current)	(14,943)	(14,943)			
Add: Depreciation on non-current assets	2,851,097	2,851,097	1,994,669	1,982,450	1,916,807
Non-cash amounts excluded from operating activities	2,835,321	2,835,321	1,989,149	1,896,660	1,916,529

(ii) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

Adjustments to net current assets

Less: Restricted cash	(3,091,734)	(3,091,734)	(3,089,381)	(3,252,604)	(3,554,870)
Less: Financial assets at amortized cost - self supporting loans	(37,130)	(37,130)			
Less : Current assets not expected to be received at end of year		0	(37,393)		
Add: Long term borrowings	98,154	98,154	98,744		49,429
Add: Provisions - employee	205,731	205,731	205,731	166,876	206,589
Add: Contract liability not expected to cleared at end of year	5155	5,155		(32,088)	
Total adjustments to net current assets	(2,819,824)	(2,819,824)	(2,822,299)	(3,117,816)	(3,298,852)

(iii) Composition of estimated net current assets

Current assets

Cash unrestricted	1,805,680	1,805,680	1,991,081	362,418	2,450,909
Cash restricted	3,278,296	3,278,296	3,116,427	3,252,604	3,554,870
Financial assets - unrestricted	37,130	37,130	37,393		
Receivables	271,460	271,460	279,069	265,724	370,998
Other current assets	18,663	18,663			40,997
Inventories	4,275	4,275	4,275	4,275	9,858
	5,415,504	5,415,504	5,428,245	3,885,021	6,427,632

Less: current liabilities

Payables	(315,612)	(315,612)	(330,611)	(330,611)	(546,986)
Contract liabilities	(91,255)	(91,255)	(24,573)	2,473	
Lease liabilities	(5,155)	(5,155)	(27)	5,042	
Long term borrowings	(98,154)	(98,154)	(98,717)	0	(49,429)
Provisions	(336,197)	(336,197)	(315,964)	(315,964)	(336,198)
	(846,373)	(846,373)	(769,892)	(639,060)	(932,613)

Net current assets

	4,569,131	4,569,131	4,658,353	3,245,961	5,495,019
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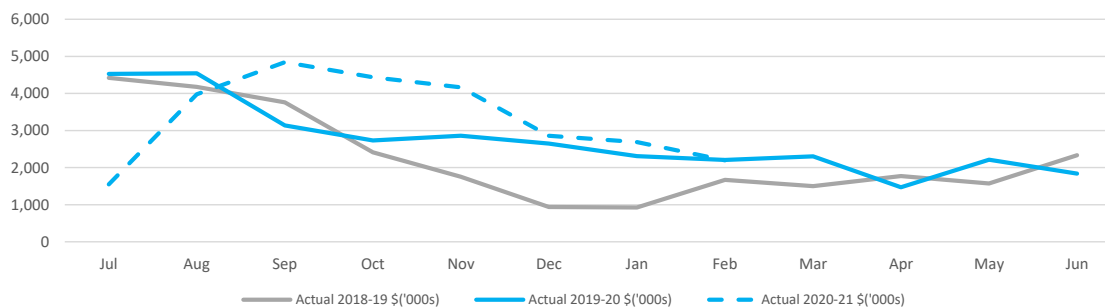
Less: Total adjustments to net current assets

	(2,819,824)	(2,819,824)	(2,822,299)	(3,117,816)	(3,298,852)
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Closing funding surplus / (deficit)

	1,749,307	1,749,307	1,836,054	128,145	2,196,167
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Liquidity Over the Year



SHIRE OF QUAIRADING
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2021

3. COMMENTS/NOTES - NET CURRENT FUNDING POSITION (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities.

TRADE AND OTHER RECEIVABLES

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.

INVENTORIES

General

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.

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 Shire of Quairading's operational cycle. In the case of liabilities where the Shire of Quairading 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 sale where it is held as non-current based on the Shire of Quairading's intentions to release for sale.

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

TRADE AND OTHER PAYABLES

Trade and other payables represent liabilities for goods and services provided to the Shire of Quairading prior to the end of the financial year that are unpaid and arise when the Shire of Quairading becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the Shire of Quairading are recognised as a liability until such time as the Shire of Quairading satisfies its obligations under the agreement.

EMPLOYEE BENEFITS

Short-Term Employee Benefits

Provision is made for the Shire of Quairading's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire of Quairading's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of financial trade and other payables in the statement position. Shire of Quairading's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

PROVISIONS

Provisions are recognised when the Shire of Quairading has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

SHIRE OF QUAIRADING
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28TH FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.1 OPERATING REVENUE (EXCLUDING RATES)		
4.1.1 FEES AND CHARGES		
Waiving of Sporting Club Fees and Charges	-	2,000
Caravan Park Cabins		5,000
Factory Unit	-	3,000
Private Works		7,500
Miscellaneous Materials		7,500
4.1.2 OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Grant Commission (FAGs)		12,732
Medical Practice Income - Nurse incentive grant		5,000
4.1.6 INTEREST EARNINGS		
4.1.7 OTHER REVENUE		
4.1.8 PROFIT ON ASSET DISPOSAL		
Predicted Variances Carried Forward	32,732	0
Predicted Variances Brought Forward	32,732	0

SHIRE OF QUAIRADING
NOTES TO THE REVIEW OF THE ANNUAL BUDGET
FOR THE PERIOD ENDED 28TH FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.2 OPERATING EXPENSES		
4.2.1 EMPLOYEE COSTS		
Parks & Reserves Wages		5,000
Caravan Park Wages		10,000
4.2.2 MATERIAL AND CONTRACTS		
Adverse Event Plan		10,000
Conferences		3,000
Revaluation of Assets		30,000
Integrated Planning		7,500
Town Planning		10,000
Parks & Reserves Contracts	-	11,000
Oval and Grounds Contracts	-	4,000
Bridge Maintenance	-	6,000
Telephone	-	9,000
4.2.3 UTILITY CHARGES		
4.2.4 DEPRECIATION (NON CURRENT ASSETS)		
Road Depreciation	-	840,000
4.2.5 INTEREST EXPENSES		
4.2.6 INSURANCE EXPENSES		
4.2.7 OTHER EXPENDITURE		
4.2.8 LOSS ON ASSET DISPOSAL		
Predicted Variances Carried Forward -	761,768	0
Predicted Variances Brought Forward -	761,768	0

SHIRE OF QUAIRADING
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28TH FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.3 CAPITAL REVENUE		
4.3.1 NON OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS		
4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS		
New Grader	-	10,000
Factory Units		230,000
4.3.3 PROCEEDS FROM NEW DEBENTURES		
4.3.4 PROCEEDS FROM SALE OF INVESTMENT		
4.3.5 PROCEEDS FROM ADVANCES		
4.3.6 SELF-SUPPORTING LOAN PRINCIPAL		
4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
Predicted Variances Carried Forward -	541,768	0
Predicted Variances Brought Forward -	541,768	0

SHIRE OF QUAIRADING
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28TH FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.4 CAPITAL EXPENSES		
4.4.1 LAND HELD FOR RESALE		
4.4.2 LAND AND BUILDINGS		
Town Hall Building Upgrades	45,750	
Caretaker Cottage	- 45,750	
Youth Centre	- 55,000	
Caravan Park Safety Works	- 6,000	
Town Hall Lighting	3,000	
4.4.3 PLANT AND EQUIPMENT		
CEO Vehicle	4,700	
New Grader	20,000	
Cherry Picker	13,600	
Slasher	- 1,000	
4.4.4 FURNITURE AND EQUIPMENT		
4.4.5 INFRASTRUCTURE ASSETS - ROADS		
Balkuling North Road	2,000	
The Groves Access		20,400
4.4.6 INFRASTRUCTURE ASSETS - OTHER		
Hockey Oval Lighting	- 6,500	
Waterwise Sub Meters	5,000	
Boundary Signage	4,600	
4.4.7 PURCHASES OF INVESTMENT		
4.4.8 REPAYMENT OF DEBENTURES		
4.4.9 ADVANCES TO COMMUNITY GROUPS		
Predicted Variances Carried Forward -	557,368	20,400
Predicted Variances Brought Forward -	557,368	20,400

SHIRE OF QUAIRADING
 NOTES TO THE REVIEW OF THE ANNUAL BUDGET
 FOR THE PERIOD ENDED 28TH FEBRUARY 2021

4. PREDICTED VARIANCES

Comments/Reason for Variance

4.5 OTHER ITEMS

4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)

	Variance \$	
	Permanent	Timing
Factory Unit Sale	-	230,000
Fix Statutory Budget - Road Infrastructure		120,750
Fix Statutory Budget - Buildings & Infrastructure	-	120,750
Fix Statutory Budget - Buildings & Infrastructure		350,500
Fix Statutory Budget - Plant	-	350,500

4.5.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)

New Grader - Plant Reserve	-	10,000
Slasher - Plant Reserve	-	13,600
Cherry Picker - Plant Reserve		1,000

4.5.1 RATE REVENUE

4.5.2 OPENING FUNDING SURPLUS(DEFICIT)

Actual Opening Position	-	86,747
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4.5.3 NON-CASH WRITE BACK OF PROFIT (LOSS)

Road Depreciation		840,000
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Total Predicted Variances as per Annual Budget Review

	-	56,715	20,400
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SHIRE OF QUAIRADING
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2021

5. BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
				\$	\$	\$	\$	
	Budget Adoption		Opening Surplus(Deficit)		128,145		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	
	Amended Budget Cash Position as per Council Resolution			0	152,225	(83,499)	68,726	

9.4 Audit and Risk Committee Meeting Minutes – 9th March 2021

Meeting Date	25 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 9th March 2021.

____/____

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

1) Statutory Compliance Audit Return 2020

MOVED _____ **SECONDED** _____

RECOMMENDATION: AR13-20/21

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

The Statutory Compliance Audit Return for the period 1st January 2020 to 31st December 2020 be adopted by Council.

____/____

2) Grant Funding Status Report

MOVED _____ **SECONDED** _____

RECOMMENDATION: AR14-20/21

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

Council notes the Grants Status Reports dated March 2021.

____/____

3) Report on Excess Annual Leave and Long Service Leave

MOVED _____ **SECONDED** _____

RECOMMENDATION: AR15-20/21

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

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

____/____

Voting Requirements – Simple Majority

IN BRIEF

Minutes of the 9th March 2021 Meeting of the Audit and Risk Committee include three (3) Recommendations to Council.

MATTER FOR CONSIDERATION

Committee Recommendations to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 9th March 2021 from which there are three (3) Recommendations for Council's consideration, namely: -

RECOMMENDATION: AR13-20/21

RECOMMENDATION: AR14-20/21

RECOMMENDATION: AR15-20/21

STATUTORY ENVIRONMENT

AR13-20/21

Local Government Act 1995

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be –
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

POLICY IMPLICATION

AR15-20/21 Council's ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS

AR13-20/21

Independent Review of Council's Compliance funded for in the 2020/2021 Adopted Budget.

AR14-20/21

Nil

AR15-20/21

Council's current Annual Leave and Long Service Liability as at 28th February 2021 estimated at \$249,437.00 and the Cash Balance of the AL & LSL Reserve Fund as at 28th February 2021 was \$206,589.65.

Asset to Liability Coverage of 83% deemed Acceptable Risk level.

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. AR15-20/21 - 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. Compliance Audit undertaken and completed in accordance with Reg 14 of the Local Government (Audit) Regulations 1996.

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.

Natural Environment – Risk Matrix Rating considered Low.

SHIRE OF QUAIRADING

Audit & Risk Committee

The Quairading Audit & Risk Committee Minutes of the Meeting held on 9th March 2021 commencing at 5.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.00 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr JN Haythornthwaite	Chairperson / Deputy Shire President
Cr WMF Davies	Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR Hippisley	
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	IPR/ Strategic Projects Officer

Observers/Visitor

Nil

Apologies

Cr B McGuinness

Approved Leave of Absence

Nil

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

ITEM 4 DECLARATIONS OF INTEREST

Nil, at this time.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 8th December 2020

RECOMMENDATION

RECOMMENDATION: AR12-20/21

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Minutes of the Audit & Risk Committee Meeting held on the 8th December 2020 be confirmed as a true and accurate record subject to the inclusion of "Cr "to read "Cr Cowcill" in Recommendation AR11-20/21.

CARRIED 7/0

5.2 Business Arising

The CEO provided an overview of the Bush Fire Risk Planning Project being funded by DFES and covering the Shires of Kellerberrin, Quairading & Tammin.

The CEO confirmed that the Project Officer Mr Brian Humfrey, will be making Presentations on the Project at both the LEMC and BFAC Meetings.

ITEM 6 STANDING ITEMS – EXTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.6

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

The Chief Executive Officer contacted the OAG regarding timeframes of the 2020/2021 Financial Audit. The Meeting noted that no response correspondence has been received from the OAG.

The CEO and EMCS provided background on the current delays being experienced by a number of Councils in having their 2019/2020 Financial Audits signed off and the corresponding delays in the conduct of the respective Annual Electors Meeting.

The Meeting also noted that the amendments to the Local Government Accounting Regulations in November 2020 taking effect and backdated to the 2019/2020 Financial Year had further delayed the finalisation of the Annual Financial Statements for all Councils.

It is considered that OAG is prioritising the finalisation of the 2019/2020 Audits over the process of advising Councils of this year's Audit Firms.

CEO further advised that he did not believe that the State Government would reverse its decision to have the Auditor General undertake Local Government Audits.

ITEM 7 STANDING ITEMS – INTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.5

7.1 Statutory Compliance Audit Return 2020

Meeting Date	9 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	Consultant Niel Mitchell, Conway Highbury Pty Ltd
Attachments	Compliance Audit Return 2020
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR13-20/21

MOVED Cr Davies SECONDED Cr Hippisley

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

The Statutory Compliance Audit Return for the period 1st January 2020 to 31st December 2020 be adopted by Council.

CARRIED 7/0

IN BRIEF

- Council budgeted for Council's Compliance Report (CAR) to be prepared by an independent Consultant.
- Independent Review undertaken by Mr Niel Mitchell of Conway Highbury Pty Ltd and the Draft CAR submitted to the CEO for presentation to the Audit & Risk Committee for consideration and recommendation to Council.
- N/A Responses indicate that the particular Compliance Requirement was not actioned or required during the Year under Review.
- All Audit and Financial Management Compliance was completed within the Statutory timeframes.
- Only issues of non-compliance noted related to –
 - Disclosures of Interest section Q's 15, 16
- A uniformly high standard was noted for both the Compliance Audit Return, and other statutory matters reviewed in preparation of responses for the Return

MATTER FOR CONSIDERATION

Consideration of the Statutory Compliance Audit Return for the year ended 31st December 2020.

BACKGROUND

Council is required to undertake a Compliance Audit, via the Statutory Compliance Return provided by the Department of Local Government each year.

Council budgeted for Council's Compliance Report (CAR) to be prepared by an independent Consultant.

Independent Review undertaken by Mr Niel Mitchell of Conway Highbury Pty Ltd with onsite visit undertaken on the 27th and 28th January 2021.

The consultant noted a high standard of compliance both the in the matters specifically addressed by the Compliance Return and other matters noted in passing during preparation of the return. While no specific investigations were carried out in non-related matters, a range of suggestion were made for the CEO's review to assist with administration.

The Independent Consultant has reviewed the organisation's Procedures, Processes and Actions for the 2020 Calendar Year and prepared the Draft Statutory Compliance Return for consideration by the Audit & Risk Committee and Recommendation to Council.

Compliance Return comprises of Questions in the following Areas of Activity: -

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Optional Questions – All Answered
- Tenders for Providing Good & Services

The Statutory Compliance Return is to be presented to Audit & Risk Committee and then Report by Recommendation to Council at the March 2021 Ordinary Council Meeting.

Council is required to submit the Signed (Shire President and CEO) Statutory Compliance Return and relevant Council Minutes to the Director General of the Department of Local Government by the 31st March 2021.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be –
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Compliance audit return, certified copy of etc. to be given to Executive Director

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with –
- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Executive Director by 31st March next following the period to which the return relates.
- (2) In this regulation –
- certified** in relation to a compliance audit return means signed by –
- (a) the mayor or president; and
 - (b) the CEO.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Council has budgeted \$3000 for the preparation of the 2020 CARS by an Independent Consultant.

GL 0532 (Total Budget Amount of \$46,700) provides for the External Audit, Grant Acquittal Audits, Financial Management Review and the Annual Compliance Audit Return.

Conway Highbury P/L have quoted a maximum amount of \$3500 plus mileage and will only bill actual time taken to complete the CAR work, if less than the \$3500.

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
G4.1	Maintain sustainability ratios at or above basic level
G4.2	Increase non-rates revenue generation
G4.3	Ensure optimum organisational capacity and efficiency

COMMUNITY CONSULTATION

N/A

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

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

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. High level Compliance achieved mitigates the reputational risk that may occur from non-compliance. Independent assessment of Council's Compliance undertaken in 2021 for the 2020 Year.

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

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 8 STANDING ITEMS – FINANCIAL REPORTING

Audit & Risk Committee - Terms of Reference 7.2

8.1 Grant Funding Status Report

Meeting Date	9 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	IPR&SPO Richard Bleakley
Attachments	(i) Grants Register Status Report 1 (ii) Grants Register Status Report 2 (Summary Report)
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR14-20/21

MOVED Cr Stacey SECONDED Cr Davies

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

Council notes the Grants Status Reports dated March 2021.

CARRIED 7/0

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.
- Report details current successful Grants (Competitive and Non Competitive).
- No Grant Applications have been declined in 2020/2021.
- One grant application (Community Park) is currently on hold pending closure of COVID-19 Grant Funding Program at LotteryWest.
- 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.

Council is awaiting the outcome 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 July / August 2021.

In addition, Council has received advice that the Federal Government has granted an additional \$288,492 under the Local Roads and Community Infrastructure Program Extension (COVID-19). Information regarding the Guidelines and Conditions of this additional funding have been received.

Allocation of these funds to a Project will be the subject of a further Officer's Report to the March 2021 OCM.

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**

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

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. 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.

COMMENT

Attachment 1 – Grants Register Report as at 3rd March 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	3	\$274,919
Active	12	\$5,303,423
Applications	2	\$758,492
New research	12	\$0
Total	29	\$6,336,834

ITEM 9 STANDING ITEMS – CONTROLS, SYSTEMS AND PROCEDURES

Audit & Risk Committee - Terms of Reference 7.3

The CEO advised that the Financial Management Review is required to be completed at least every 3 Years, with the next Review to be undertaken and received by Council before the 30th June 2021.

ITEM 10 STANDING ITEMS – RISK MANAGEMENT REPORTS AND ISSUES

Audit & Risk Committee - Terms of Reference 7.1, 7.3

10.1 Report on Excess Annual Leave and Long Service Leave

Meeting Date	9 th March 2021
Responsible Officer	EMCS Nathan Gilfellow
Reporting Officer	SFO Kaiser Uddin
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR15-20/21

MOVED Cr Cowcill SECONDED Cr Stacey

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

CARRIED 7/0

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 28th February 2021 is \$206,589.35.

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 28th February 2021) is calculated at \$249,437.00.

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

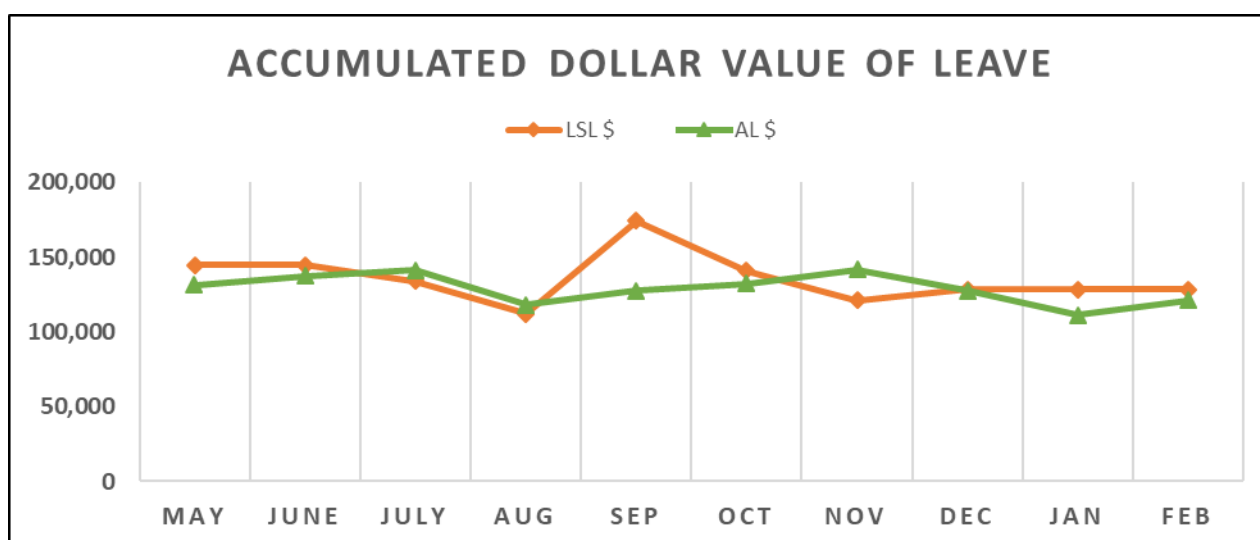
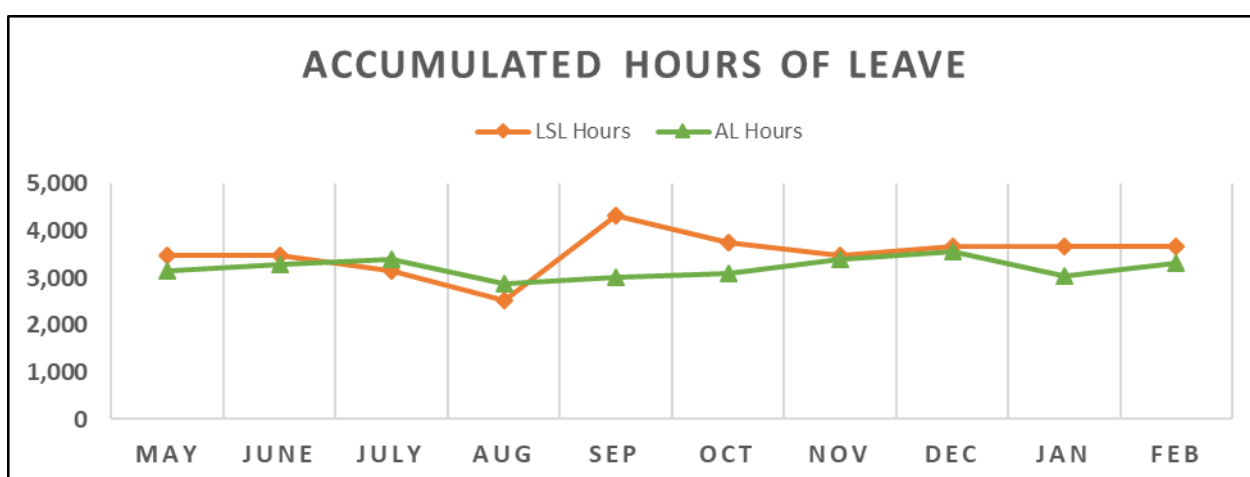
This report has been prepared to inform the Audit and Risk Committee of the current leave liabilities and of any employees who have excess leave and the steps taken to reduce these liabilities.

As at the 28th February 2021, one employee has excess annual leave. Management will discuss the excess leave with the employee.

Since November 2020, there has been a decrease of 14.4% (in Dollar Value) in the Annual Leave Liability. This is likely due to natural decrease during a period where more leave is taken during the Christmas period.

The Long Service Leave Liability has had a 6% increase since November 2020. This is due to the anniversary of two employees in December 2020.

	<i>LSL Hours</i>	<i>LSL \$</i>	<i>AL Hours</i>	<i>AL \$</i>
<i>May</i>	3,472	144,506	3,141	131,346
<i>June</i>	3,472	144,506	3,293	137,579
<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>	4,315	174,057	3,013	127,361
<i>October</i>	3,746	140,599	3,102	132,103
<i>November</i>	3,465	121,016	3,393	141,499
<i>December</i>	3,663	128,244	3,555	127,688
<i>January</i>	3,663	128,244	3,044	111,379
<i>February</i>	3,663	128,244	3,325	121,193



ITEM 11 STANDING ITEMS – OTHER

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

11.1 Governance Training and Support

The WALGA Governance Team are available to provide additional Training and Support on Governance for Elected Members and for Senior Staff.

Training Session has been confirmed for Friday 19th March 2021.

9.30 am	Arrival
10 am – 12 noon	Morning Session
12 noon – 12.30 pm	Lunch Break
12.30 pm – 2.30 pm	Afternoon Session

Topics to be covered: -

- Refresher on Roles and Responsibilities of Elected Members
- Councillors Model Code of Conduct
- Council Meeting Conduct (as we don't have Meeting Local Laws, but have drafted previously and not supported)
- Any advice on the role of the Audit & Risk Committee as we are transitioning to Audits under the OAG in 20/21.
- The number of Council Committees and the implications for Council
- LG Act Review Update (noting that McGowan Government will be in Caretaker mode until the State Election)
- Model Standards & Guidelines for the Recruitment of CEO
- Other emerging Governance Trends in Local Government.

Information submitted for Councillor's Diary purposes.

The CEO provided further details on the arrangements for the Training Day.

The CEO and the IPR/ Strategic Projects Officer provided information on the Strategic Planning Engagement Session which has been scheduled to be conducted by Council's Consultant at the conclusion of the Governance Training Session (for 2.30 – 4.00 pm).

ITEM 12 COUNCILLORS' EMERGING ISSUES

Nil.

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

No matters for consideration.

ITEM 14 NEXT MEETING DATE

The next Audit & Risk Committee Meeting is scheduled to take place on Tuesday 8th June 2021, commencing at 5.00 pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 15 CLOSURE

There being no further business, the Chairman closed the Meeting at 5.38 pm.

I certify the Minutes of the Audit & Risk Committee Meeting held on 9th March 2021 were confirmed on 8th June 2021 as recorded on Resolution No. _____.

Confirmed..... 08/06/2021

9.5 Town Hall/ Administration Centre Carpark Upgrade Project

Meeting Date	25 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Concept Plan (ii) Estimate of Costs – Council’s Engineering Consultant (Under separate cover)
Owner/Applicant	N/A
Disclosure of Interest	CEO- Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

1. That Council submit the Town Hall / Administration Centre / Works Depot Carpark Upgrade Project for funding under the Federal Government’s Local Road and Community Infrastructure Extension Program (LRCI) for \$288,492
2. That the Project at an Estimated Cost of \$328,000 and Funding be included in the 2021/2022 Capital Draft Budget.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The Federal Government announced Additional Funding of \$288,492 to Council under Phase 2 of the Local Roads and Community Infrastructure Program (LRCI Program).
- The Master Funding Agreement has been signed by both the CEO and the Federal Department.
- This is a Non Competitive Funding Pool.
- The Approved Project/s must be completed by the 31st December 2021.
- Council to determine the Project for submission for the Federal Government’s Approval.
- The Executive Management Team and the Grants Team propose that the Redevelopment of the Parking and Landscaping at the Shire Hall, Administration Centre and Works Depot be the Project submitted for LRCI funding.
- Off street Parking and Landscaping is deemed an Eligible Project under the Funding Guidelines.
- Project has been designed, Costed and is able to be delivered by the Grant Funding deadline of the 31st December 2021
- Total Estimated Project Cost is \$328,000
- Project and Funding to be included in the 2021/2022 Capital Budget.
- The balance of Project Funding (estimated \$39,508) is proposed to be funded in the 2021/2022 Year from either the Municipal Fund or the Building and Infrastructure Reserve Fund

MATTER FOR CONSIDERATION

Approval of Project for submission for the Local Roads and Community Infrastructure Program.

BACKGROUND

On the 22nd May 2020 the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program).

Through the 2020–21 Budget, the Australian Government announced a further \$1 billion extension of the LRCI Program, following strong community and local government support.

This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Eligible Councils will be able to access funding under Phase 2 from the 1st January 2021 and approved Projects need to be completed by the 31st December 2021.

Council has received written advice that the Federal Government has granted an additional \$288,492 under the Local Roads and Community Infrastructure Program Extension (COVID-19). Guidelines and Conditions of this additional funding have been received.

The Funding Agreement has been signed by both Council and the Departmental Signatories.

The Town Hall / Administration Centre / Works Depot Carpark Upgrade Project has been listed in Draft Budgets for multiple years and has always been deferred to future years due to lack of External Grant Funding and also due to higher competing priorities for Council's Funds in those particular years.

This Grant opportunity has presented which provides 88% Funding for this long planned Project.

STATUTORY ENVIRONMENT

The Federal Department of Infrastructure, Transport, Regional Development and Communications ("The Department") will administer the LRCI Program.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

2020/2021 Budget - No provision made for the additional Income of \$288,492 from the LRCI (Phase 2). Likewise, no provision was made for the Capital Expenditure.

2021/2022 Budget - Provision would need to be made in the 2021/2022 FY for the Capital Expenditure of \$328,000 and Capital Grant Income of \$288,492. Council would need to consider at the Draft Budget Workshops, whether the balance of the funding would be funded from the Municipal Fund or from Council's Reserve Funds.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry

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

Corporate Business Plan 2017-2021

The Carpark Upgrade Project is listed in Council's Corporate Business Plan 2017 - 2021 at a value of \$325,000 and subject to Grant Funding was scheduled for the 2018/2019 Financial Year.

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. LRCI Grant opportunity has presented, with 88% External Funding available. The balance of the Estimated Project Cost is in the order of \$39,508 in the 2021/2022 Financial Year.

Health – Risk Matrix Rating is assessed as Low

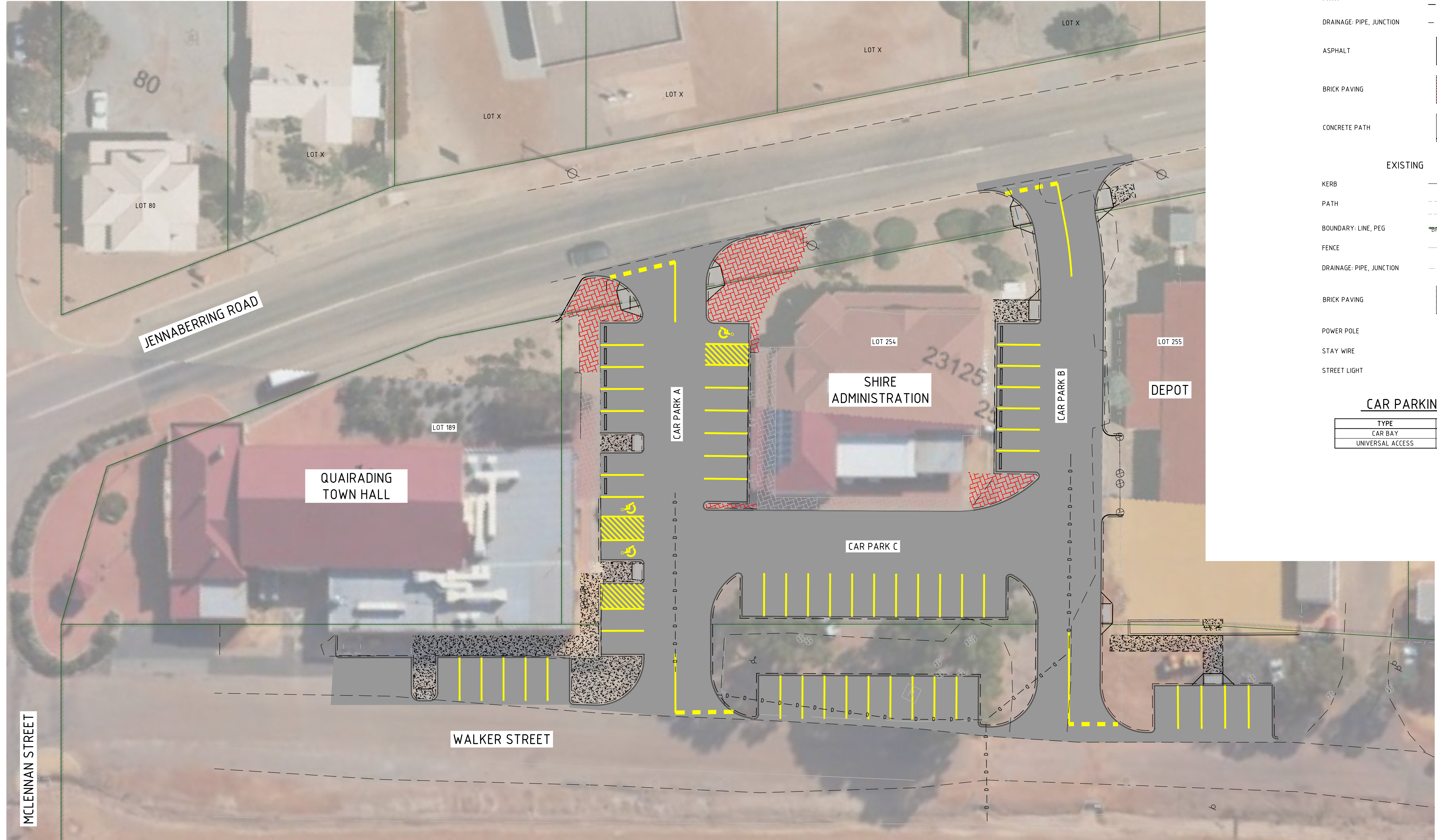
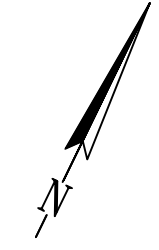
Reputation – Risk Matrix Rating is assessed as Low. Project has been identified in Council's LTFP and CBP, but was subject to External Grant Funding being achieved.

Operation – Risk Matrix Rating is assessed as Low. Project can be included in Council's Draft Capital Works Program for the 2021/2022 year and could be delivered by a combination of Shire Supervision, Labour and Plant, Contractors and Engineering Consultant.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

No additional Comments.



LEGEND

PROPOSED

- KERB
 - PATH
 - DRAINAGE: PIPE, JUNCTION
 - ASPHALT
 - BRICK PAVING
 - CONCRETE PATH
- EXISTING**
- KERB
 - PATH
 - BOUNDARY: LINE, PEG
 - FENCE
 - DRAINAGE: PIPE, JUNCTION
 - BRICK PAVING
 - POWER POLE
 - STAY WIRE
 - STREET LIGHT

CAR PARKING

TYPE	QTY
CAR BAY	55
UNIVERSAL ACCESS	3

QUAIRADING TOWN HALL

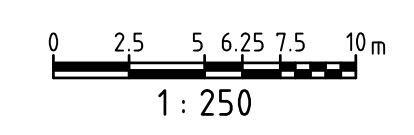
PLAN
SCALE 1:250

No.	DATE	REVISION
C	02.20	ISSUED FOR 85% DESIGN
B	06.19	VARIOUS AMENDMENTS AS PER SHIRE DESIGN REVIEW
A	05.19	PRELIMINARY

CAUTION

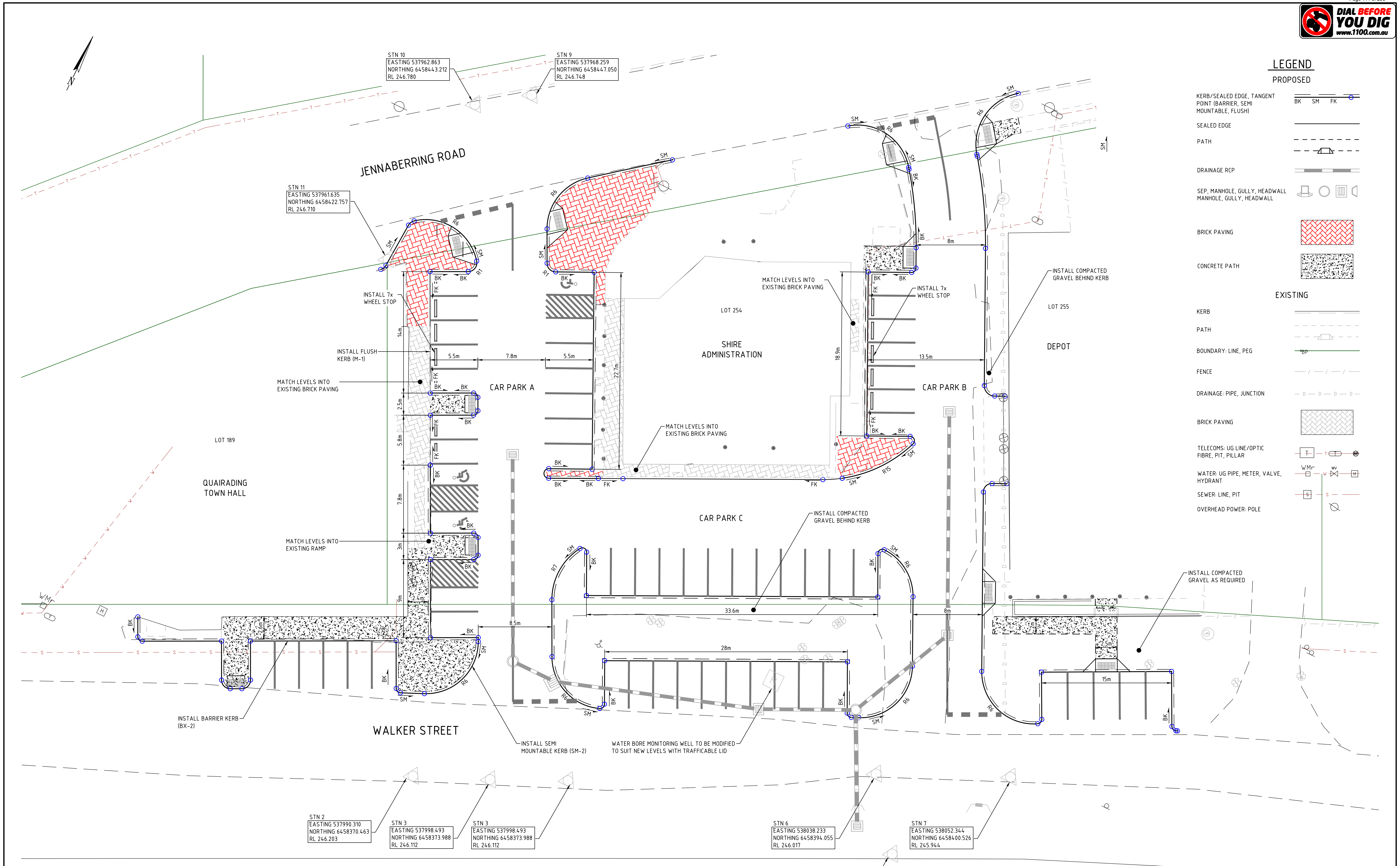
SERVICES SHOWN ARE INDICATIVE. SERVICES SHALL BE MANUALLY LOCATED BY HAND PRIOR TO MECHANICAL EXCAVATION. RELEVANT PERMITS SHALL BE OBTAINED PRIOR TO SITE WORKS AND A DBYD ENQUIRY SHALL BE UNDERTAKEN NO EARLIER THAN 30 DAYS BEFORE CONSTRUCTION. A FULL SET OF THE DBYD DOCUMENTS ARE TO BE KEPT ON SITE AT ALL TIMES. CONFLICTING SERVICES ARE TO BE RELOCATED/PROTECTED TO THE SATISFACTION OF THE SERVICE AUTHORITY PRIOR TO WORKS.

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Surveyed	Design	Scale	Size
AHD	D. WEERTS	1:250	A1
Datum	Drawn	Client	
AHD	D. WEERTS	SHIRE OF QUIAIRADING	
Projection	Approved	Date	This document is and shall remain the property of Proform Civil. Unauthorised use of this document in any way is prohibited. Proform Civil does not accept any loss or damage suffered as a result of any errors in interpretation or application of these drawings.
MGA 50			

Project	SHIRE ADMINISTRATION CAR PARK QUIAIRADING	Rev	
Title	CAR PARK UPGRADES GENERAL LAYOUT		
	R694-001		C



LEGEND

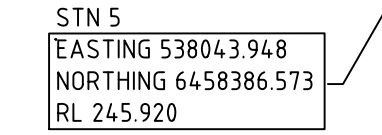
PROPOSED

- KERB/SEALED EDGE, TANGENT POINT (BARRIER, SEMI MOUNTABLE, FLUSH) [Symbol]
- SEALED EDGE [Symbol]
- PATH [Symbol]
- DRAINAGE RCP [Symbol]
- SEP. MANHOLE, GULLY, HEADWALL [Symbol]
- MANHOLE, GULLY, HEADWALL [Symbol]
- BRICK PAVING [Symbol]
- CONCRETE PATH [Symbol]

EXISTING

- KERB [Symbol]
- PATH [Symbol]
- BOUNDARY: LINE, PEG [Symbol]
- FENCE [Symbol]
- DRAINAGE: PIPE, JUNCTION [Symbol]
- BRICK PAVING [Symbol]
- TELECOMS: UG LINE/OPTIC FIBRE, PIT, PILLAR [Symbol]
- WATER: UG PIPE, METER, VALVE, HYDRANT [Symbol]
- SEWER: LINE, PIT [Symbol]
- OVERHEAD POWER: POLE [Symbol]

PLAN
 SCALE 1:200



No.	DATE	REVISION
C	02.20	ISSUED FOR 85% DESIGN
B	06.19	VARIOUS AMENDMENTS AS PER SHIRE DESIGN REVIEW
A	05.19	PRELIMINARY

CAUTION

SERVICES SHOWN ARE INDICATIVE. SERVICES SHALL BE MANUALLY LOCATED BY HAND PRIOR TO MECHANICAL EXCAVATION. RELEVANT PERMITS SHALL BE OBTAINED PRIOR TO SITE WORKS AND A DBYD ENQUIRY SHALL BE UNDERTAKEN NO EARLIER THAN 30 DAYS BEFORE CONSTRUCTION. A FULL SET OF THE DBYD DOCUMENTS ARE TO BE KEPT ON SITE AT ALL TIMES. CONFLICTING SERVICES ARE TO BE RELOCATED/PROTECTED TO THE SATISFACTION OF THE SERVICE AUTHORITY PRIOR TO WORKS.

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Surveyed	Design	Scale	Size
Datum	Drawn	Client	
Projection	Approved	Date	

SHIRE OF QUAIRADING
 SHIRE ADMINISTRATION CAR PARK
 QUAIRADING
 CAR PARK UPGRADES
 CONSTRUCTION PLAN
 R694-010

Project	SHIRE ADMINISTRATION CAR PARK QUAIRADING	Rev	C
Title	CAR PARK UPGRADES CONSTRUCTION PLAN		

ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

10.1 Geographical Names Advisory Committee Minutes – 3rd March 2021

Meeting Date	25 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Geographical Names Advisory Committee Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	n/a

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the Minutes of the Geographical Names Advisory Committee Minutes held on the 3rd March 2021.

____/____

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

1) Naming of Caravan Park Cabins

MOVED _____ **SECONDED** _____

RECOMMENDATION: GEO4-20/21

That the Geographical Names Advisory Committee Recommend to Council that the following Nyoongar names for Animals and Birds be adopted for the Caravan Park accommodation: -

- Three (3) Caravan Park Cabins: -
 - Yonga (Kangaroo)
 - Nyingarn (Echidna)
 - Karda (Goanna)
- Four (4) future Single Persons Cabins: -
 - Warlitj (Eagle)
 - Djiti Djiti (Willy wagtail)
 - Koorlbardi (Magpie)
 - Mopoke (Owl)

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council's Geographical Names Advisory Committee held its first Meeting on 27th January 2021.
- The Committee has discussed and proposed the naming of the 3 Park Cabins and the planned 4 Single Persons Cabins with Nyoongar names of local animals and birds, rather than just Cabin numbers.

- Proposal supported by the RAP Committee.

MATTER FOR CONSIDERATION

Minutes of the 3rd March 2021 Meeting of the Geographical Names Advisory Committee include one (1) Recommendations to Council.

BACKGROUND

At the January 2021 Geographical Names Committee Meeting, Ms Jill Hayes raised the issue of naming the Caravan Park Cabins after local flora or fauna rather than having Cabin numbers.

The Committee requested that a list of suggested names for the existing Cabins and the future Single Persons Cabins be compiled for consideration at the March 2021 Committee Meeting.

The Committee proposed the Nyoongar words for 3 Animals and 4 Birds.

The Committee's proposed names have subsequently been submitted to the Quairading Reconciliation Action Plan Committee and has been supported.

STATUTORY ENVIRONMENT

Nil - Naming at Council's Discretion

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Minimal Costs envisaged. Signage Costs can be accommodated in the current 2020/2021 Operational Budget for Caravan Park / Cabins.

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
G3	Community Engagement

COMMUNITY CONSULTATION

Consultation on the names for the Caravan Park Cabins was undertaken through the RAP Committee and supported at the RAP Meeting held on the 10th March 2021.

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low. Naming of the Park Cabins to be undertaken as part of Council's normal operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Nil, No further Comment

SHIRE OF QUAIRADING

Geographical Names Advisory Committee

The Geographical Names Advisory Committee Minutes of the Meeting held on Wednesday 3rd March 2021 commencing at 5.05 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.05 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

Committee

Cr Trevor Stacey	Chairperson
Mr Brian Caporn	
Mr Murray Yarran	
Mr Russell Stacey	(from 5.21 pm)

Council Officer

Mr GA Fardon	Chief Executive Officer
Mr R Bleakley	IPR& Strategic Projects Officer

Apologies

Ms Jill Hayes

ITEM 3 CONFIRMATION OF MINUTES

RECOMMENDATION: GEO3-20/21

MOVED Mr Caporn SECONDED Mr Yarran

That the Minutes of the Geographical Names Advisory Committee held on the 27th January 2021 be confirmed as a true and accurate.

CARRIED 3/0

ITEM 4 THE NEW LIGHT INDUSTRIAL SUBDIVISION ROAD NAME

4.1 Light Industrial Subdivision Road Name - Update

The Meeting noted that Council at the Ordinary Meeting of Council held 25th February 2021, resolved as follows: -

RESOLUTION: 112-20/21

RECOMMENDATION: GEO1-20/21

That the Geographical Names Advisory Committee Recommend to Council that: -

- 1. That Council support the Road Name "Hinkley Way" for the Road within the new Light Industrial Subdivision.*
- 2. That the CEO be authorised to finalise the Submission for lodgement with Landgate for consideration by the State Geographic Names Committee.*

Committee Discussion

Supporting Evidence for "Hinkley Way" Submission

- Pioneering Farming Family
- Val & Constance arrived in WA in the early 1900's
- Shearers that came to WA from Victoria
- Firstly in Gnowangerup and then relocated later to Quairading
- Circa 1920 – Constructed the Commercial Building opposite Hotel
- Circa 1930 – Purchased Farmland to the West of Quairading Townsite
- Family had 4 Boys - Tom, Allen, Terry, Jack and 2 Girls Mary and Pat
- Terry and Alan excelled at Football in the 1950's and 1960's

- Tom and Son Garry excelled in Bowls

- CEO to obtain further details from Football and Bowling Clubs.

- Russell Stacey to ascertain further details from local History Books.

ITEM 5 NAMING OF QUAIRADING COMMUNITY NATURE RESERVE

5.1 Naming of Quairading Community Nature Reserve - Update

The Meeting noted that Council at the Ordinary Meeting of Council held 25th February 2021, resolved as follows: -

RESOLUTION: 113-20/21

RECOMMENDATION: GEO2-20/21

That the Geographical Names Advisory Committee Recommend to Council that: -

1. *The Proposal to rename the Quairading Community Nature Reserve to "Nookaminnie Rock Nature Reserve" and the naming of the Walk Trails as the "Rowlie Mellor Walk Trails" be listed for Consideration at the next meeting of the RAP Committee.*
2. *Subject to Support from the RAP Committee, Council support the renaming of Reserve No.16405 from the Quairading Community Nature Reserve to the Nookaminnie Rock Nature Reserve.*
3. *That the CEO be authorised to finalise the Submission for lodgement with Landgate for consideration by the State Geographic Names Committee.*
4. *Council support the naming of the Walk Trail Network as the Rowlie Mellor Walk Trails.*

Committee Discussion

Supporting Evidence for "Nookaminnie Rock Nature Reserve" Renaming Submission

Committee requested to seek out and provide any Storylines on Nookaminnie Rock.

Mr Murray Yarran advised that there up to 500 people living at Nookaminnie Rock Area.

Gnamma Hole/s at the Granite Outcrop.

Further research on Post European Settlement History of the Reserve.

ITEM 6 NAMING OF THE COMMUNITY PARK

6.1 Background Information

IN BRIEF

- At the Committee Meeting held on the 27th January 2021 the CEO raised the issue that the Community Park Project Name has been known as "Kwirrading Koort" and that this name would need to be formalised and submitted to the State Geographic Names Committee.
- The Meeting noted that the spelling of the proposed Park had been discussed and supported by the Reconciliation Action Plan Committee.

The below extract was included in December 2019 Ordinary Council Meeting *Item 8.1 Community Park Concept*: -

The proposed Project Name - *Kwirading Koort*: Feedback from the Focus Group told us that previous working title of 'Centenary Park' was a bit bland and generic for what will be an amazing feature within our community. A great project name was also highlighted by Lotterywest and Regional Development Australia, Wheatbelt during their visits. Something memorable that recognised the local input and significances of a project really makes it stand out amongst a pile of applications.

2019 was declared the International Year of Indigenous Language by the United Nations. This aims to raise awareness of the consequences of losing our Indigenous languages across the world, and works to establish a link between language, development, peace, and reconciliation. With this in mind, we have considered several Noongar words and phrases as potential names for the site.

The Quairading Reconciliation Action Plan (RAP) Committee considered several potential names at their meeting on 6 November 2019. [Memo to RAP Member Attached](#)

The current front runner as a potential name is ***Kwirading Koort*** which brings together an alternative spelling of Quairading (as Noongar is an oral language it is about the sounds of the words rather than spelling) with the noongar word for 'heart / heartbeat / the coming together of two hearts'.

The Ballardong Elders Language Group and the QDHS high school students suggested ***Nyulung koolangka waabiny maya*** which means Our children's play place but I think the site will be more than just somewhere for children to play.

It would also be great to recognise the contribution of the local Rural Youth club who have donated approximately \$74,000 towards the park but I haven't struck on a good way to do this. I anticipate I can recognise their contribution with signage or an art component as an alternative to acknowledgement within the name.

At the Ordinary Meeting of Council held 19th December 2019, Council resolved as follows: -

RESOLUTION: 88-19/20

That Council: -

1. *Approve the Project Concept for the Community Park;*
2. *Support the proposed name for the Park Project - Kwirading Koort; and*
3. *Support the Shire's progression to sourcing external grant funding for the program through LotteryWest and other funding bodies.*

Landgate Recommendation

- The existing Consultation with the RAP Committee would be deemed adequate but will need to ascertain if the Name and Spelling has formally been minuted in the RAP Meeting.
- If not fully minuted, it will need to go to the next RAP Meeting before the Name can be submitted to Landgate.
- Background information and meaning required for the Name and the phonetical spelling of the Name.
- Map of the Park within the Town.
- Consent of the Landowner (PTA) required.

Committee Discussion

The Committee noted that the matter will be considered at the next RAP Meeting and thereafter be presented to the Geographical Names Advisory Committee for recommendation to Council.

ITEM 7 OTHER NAMES FOR ROADS/ FEATURES

7.1 Other Names for Roads/ Features

The Meeting asked to consider listing any other Names for future consideration.

The CEO advised that he understood that "Visa Road" was originally incorrectly spelt or mis-interpreted and should have been "Vischer Road". This historical fact to be further investigated and verified.

Committee Discussion

Discussion ensued on the spelling of Vischer / Visser – Recommended that the QDHS be contacted for the correct spelling of the Family Name - Years 1963-1967.

Zis Family – Bruce Rock Family with Quairading connection. Butchers Shop buildings built by the Zis Family. Uncertainty as to whether there is a Zis Road in the Bruce Rock Shire.

Falconer (Landholders in Pantapin for an unknown period).

Further names (if any) to be submitted to the next Meeting of the Advisory Committee.

ITEM 8 NAMING OF CARAVAN PARK CABINS

8.1 Naming of Caravan Park Cabins

At the last meeting, Ms Hayes raised the issue of naming the Caravan Park Cabins after local flora or fauna rather than having Cabin numbers.

The Committee requested that a list of suggested names for the existing Cabins and the future Single Persons Cabins be compiled for consideration at this Meeting.

Ms Hayes submitted the following names for consideration to the March 2021 Geographical Names Advisory Committee Meeting.

Website reference: <https://www.noongarculture.org.au/glossary/noongar-word-list/>

BIRD NAMES	ANIMAL NAMES
Willy wagtail - Djiti Djiti	Kangaroo - Yonga
Magpie - Koorlbardi	Yabbie - Djilgi
Eagle - Warlitj	Echidna - Nyingarn
Parrot - Darmoorluk	Bobtail - Yoorn
Owl - Mopoke	Goanna - Karda
White Cockatoo - Manitjimat	

Committee Discussion

Mr Murray Yarran provided comment and clarification on the Nyoongar spelling and pronunciation for the various animals and birds.

RECOMMENDATION: GEO4-20/21

MOVED Mr Yarran SECONDED Mr Caporn

That the Geographical Names Advisory Committee Recommend to Council that the following Nyoongar names for Animals and Birds be adopted for the Caravan Park accommodation: -

1. Three (3) Caravan Park Cabins: -
 - Yonga (Kangaroo)
 - Nyingarn (Echidna)
 - Karda (Goanna)
2. Four (4) future Single Persons Cabins: -
 - Warlitj (Eagle)
 - Djiti Djiti (Willy wagtail)
 - Koorlbardi (Magpie)
 - Mopoke (Owl)

CARRIED 4/0

ITEM 9 NEXT MEETING DATE

The next meeting of the Geographical Names Advisory Committee to be scheduled by the CEO, as and when required.

ITEM 10 CLOSURE

There being no further business, the Chairperson closed the Meeting at 6.11 pm.

Confirmed.....___/___/2021



Memo

To: RAP Committee
 From: Sarah Caporn, Project Officer
 Date: 13th August 2019
 Re: Potential Name for the Quairading Community Park

Dear RAP Committee Members

I have been working on a Community Park / Playspace design and concept for the last 12 months. I'm at the point where design drawings are almost ready. They will be circulated back to the Focus Group for their review before I move ahead with applying for grant funding.

I'd like to approach your Committee with assistance in devising a name for the site that recognises our local area as well as the community members who will use the park. Council currently refer to the area as **Centenary Park** but I am sure we can come up with something a little more creative. The park will focus on the local environment while encouraging community members and visitors to come together for play and social wellbeing.

I have consulted various Noongar dictionaries and language websites and have these three suggestions:

1. Quairading Koort – heart, heartbeat, coming together of two hearts together

I travelled through the City of Perth recently and saw this banner (right). It was part of a series of Noongar language banners displayed along St Georges Terrace. I appreciate that the word Koort works both in Noongar (this park will hopefully become a heartbeat of Quairading) and English (a place like London Court also within the Perth CBD).

2. Ngalla maya Quairading – our place

Also the name of a not-for-profit organisation in Perth assisting Aboriginal Australians and Torres Strait Islanders newly released from prison with employment services and mentoring opportunities to bridge the gap between incarceration and the wider community.

3. Waabiny Quairading – play or playtime

There are various compiled dictionaries for the Noongar language. I found *waabiny* is defined as general play in one but specifically to play cards in another.

<https://www.noongarculture.org.au/glossary/noongar-word-list/>

These are just some suggestions. Quairading Koort is my favourite as I view this park as the real heart of our community but welcome your other suggestions and input. I have enclosed both dictionaries we have in the Shire for your reference.

With thanks,
 Sarah Caporn



We acknowledge the Traditional Owners of this land, the Whadjuk Noongar people

10.2 RAP Committee Meeting Minutes – 10th March 2021

Meeting Date 25th March 2021

Responsible Officer CEO Graeme Fardon

Reporting Officer IRS&SPO Richard Bleakley

Attachments (i) RAP Minutes

Owner/Applicant N/A

Disclosure of Interest Officers - Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the Minutes of the Reconciliation Action Plan Committee for its Meeting held on the 10th March 2021

____/____

That Council consider the Committee's following recommendation: -

1) The Groves - Installation of ablutions and basic facilities

MOVED _____ **SECONDED** _____

RECOMMENDATION: RAP6-20/21

That the Reconciliation Action Plan Committee Recommend to Council that: -

The installation of ablutions and basic facilities be investigated for "The Groves" area due to its historical and cultural significance to the Nyoongar Community in Quairading.

____/____

VOTING REQUIREMENTS –Simple Majority

IN BRIEF

- RAP Meeting held on the 10th March 2021
- Full Minutes are attached to the Report
- Committee has put forward one (1) Recommendation for Consideration by Council.
- Committee fully supported the Renaming of the Nature Reserve to the Nookaminnie Rock Nature Reserve and the naming of the Walk Trails as the "Rowlie Mellor Walk Trails"
- Committee fully supported the proposal to allocate Nyoongar animal and bird names for the Caravan Cabins and Backpackers Cabins.

MATTER FOR CONSIDERATION

One (1) Committee Recommendation to Council.

BACKGROUND

The RAP Committee Meeting was held on the 10th March 2021 from which there was one (1) recommendation for Council's Consideration: -

RECOMMENDATION: RAP6-20/21.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil – at this Stage

RAP6-20/21 is for Investigation and Research only at this time.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027**Social Objective: Active, healthy, safe and inclusive community**

ITEM	OUTCOMES AND STRATEGIES
S1	Active community
S1.2	Promote increased participation in the social and cultural life of the community
S4	Inclusive community
S4.1	Facilitate the Noongar Reconciliation and Cultural Awareness Process

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 required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low. RAP Meetings convened and conducted within the organisation's Structure and Resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

No further Comment.

SHIRE OF QUAIRADING

Reconciliation Action Plan Committee

The Reconciliation Action Plan Committee Minutes of Meeting held on Wednesday 10th March 2021 commencing at 10.05 am.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson, Cr Davies welcomed everyone to the Meeting and declared the Meeting open at 10.05 am.

Cr Davies commenced meeting with Acknowledgement of Country: -

"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

2.1 Committee Members

Cr Wayne Davies	Shire President
Cr Trevor Stacey	Councillor
Ms Margaret Collard	Nyoongar Representative – Blurton Family
Mrs Muriel Collard	Nyoongar Representative – Collard Family
Mrs Janet Colbung	Nyoongar Representative – Colbung Family
Mrs Winnie McHenry	Nyoongar Representative – Winmar Family
Mrs Marilyn Reidy	Nyoongar Representative – Yarran Family
Ms Jill Hayes	Quairading CRC / Wadjala Representative

2.2 Council Officers

Mr Richard Bleakley	IPR&SPO, Shire of Quairading
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2.3 Observers / Invited Guests

Sergeant Lindsay Collett	Quairading Police
Ms Pauline Wray	Principal QDHS (Left the meeting @ 11.13 am)
Ms Cynthia Dann	Nyoongar Community
Mrs Raelene Taylor	Nyoongar Community
Mr Jason Colbung	Nyoongar Community
Murray Yarran	Nyoongar Community
Ms Jasmine Yarran	Nyoongar Community
Mr David Collard	Nyoongar Pathways

2.4 Apologies

Ms Dallas Yarran	Nyoongar Community
Mrs Magdalen Johnston	QDHS
Corey Walsh	AIEW QDHS

ITEM 3 DECLARATIONS OF INTEREST

Committee Members to use pro forma declaration of interest handed to Chairperson prior to meeting or verbal declaration of interest.

Nil, at this time.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 14th October 2020

RECOMMENDATION: RAP1-20/21

MOVED Cr Trevor Stacey SECONDED Mrs Margaret Collard

That the Minutes of the Reconciliation Action Plan Committee Meeting held on 14th October 2020 be confirmed as a true and correct record of that Meeting.

CARRIED

4.2 Business Arising

Nil

ITEM 5 ITEMS FOR DISCUSSION

5.1 Reconciliation Action Plan 2019-2021

Report provided by Richard Bleakley

Review of the Reconciliation Action Plan is now scheduled for 31st March 2021.

Further details will be circulated to the Community about venue, and schedule.

5.2 Strategic Community Plan Review

Following on from the Review of the Reconciliation Action Plan, there will also be Community Consultation Process conducted by Stephen Grimmer of 150 Square. This will provide an opportunity of the Nyoongar Community to provide input into the drafting of the Strategic Community Plan 2021 – 2031.

Hard copies of the Community Survey were handed out to the participants at the Meeting.

5.3 NAIDOC 2021 – THEME "Heal Country"

NAIDOC Week Sunday 04/07/21 – 11/07/21 (This is the National Dates).

Brief provided by Mr Richard Bleakley

Brief presentation on the Theme "Heal Country" for this year's NAIDOC Week.

Discussion then followed as to how Quairading would celebrate this year.

It was agreed that we will hold a Walk of Unity. It was suggested that the Event be a joint school / Community event. Date is still pending due to School holidays being during NAIDOC Week.

The discussion also progressed into whether there would be a Nyoongar Display at the Centenary Agricultural Show in October 2021. Consensus was that there should be and that the display be promoted to the whole community.

For this to proceed the Nyoongar Community needs to engage with the Agricultural Society.

COMMITTEE RECOMMENDATION

RECOMMENDATION: RAP2-20/21

MOVED Mrs Winnie McHenry SECONDED Ms Jill Hayes

It was proposed that Murray Yarran and Jasmine Yarran represent the Nyoongar Community in the engagement with the Agriculture Society re: Nyoongar Cultural Display at the Centenary Agricultural Show.

CARRIED

5.4 Community Park Update

Report provided by Mr Richard Bleakley:

Grant Application

Update on progress on the Community Park is that funding application was submitted to LotteryWest in 2020 with expectation that project would be implemented in Financial Year 2020/21. However, with COVID-19 onset LotteryWest funding streams, guidelines and criteria were revised. Consequently, our current application did not meet the revised criteria and has been temporarily withdrawn.

Expectation is that LotteryWest will revert to former grant criteria by July 2021.

The Shire will then resubmit its Grant Application.

It is anticipated that the delivery of the project will commence in 2021/22 Financial Year.

Naming of the Community Park

Information brief on the process of determining the name of the park through:

- Consultation with the Nyoongar Community at RAP Meeting (November 2019),
- Endorsement by Council in December 2019, and
- Further deliberation at the Geographical Names Advisory Committee (March 2021).

Recommendation from Geographical Names Advisory Committee was for the naming and spelling of the Park be discussed and supported by the Reconciliation Action Plan Committee.

RECOMMENDATION: RAP3-20/21**MOVED Mrs Margaret Collard SECONDED Mrs Janet Colbung**

The Reconciliation Action Plan Committee support the proposed name of "Kwirading Koort" for the proposed New Community Park.

CARRIED**5.5 Old School Site Update****Report provided by Mr Richard Bleakley**

The Working Group met on 28th January 2021 to review existing documentation. Mrs Margaret Collard was representative for the Nyoongar Community.

There are now a clear set of objectives from the group to take back to the Landscape/Heritage Architect to revise the Concept Plan drawings and plans which can then be costed more carefully to an approximate budget of \$93,000.

Grant Funding is still to be applied for.

Construction is not anticipated to begin prior to January 2022.

5.6 Youth Program/Centre Update**Report provided by Mr Richard Bleakley****(a) Staffing**

- Mr Richard Bleakley announced that Ms Cynthia Dann had resigned from the position of Youth Engagement and Inclusion Officer
- He thanked her for her commitment and contribution as Youth Engagement and Inclusion Officer both to the Youth Centre and the broader community in Quairading over the past eighteen months.

Ms Cynthia Dann provided a breakdown of the reasons for her resigning from the position which were linked to corporate culture, communications and lack of consultation on key program initiatives.

Mr Murray Yarran reiterated Cynthia's concerns stating that there was a need for the Shire to address a number social and cultural issues entrenched within the organisation.

- Shire is currently advertising for the recruitment of the Youth Development Assistant.
- Shire will soon be advertising for the recruitment of the Youth Engagement and Inclusion Officer.
- Shire is investigating the possibility of a Nyoongar traineeship to work in association with the Shire's Grant and Community Project Team (subject to approval of the Revised Workforce Plan).

(b) Centre Program

- Shire is currently putting on hold the delivery of the Youth Program at the Centre due to staffing and the imminent renovation of the Centre.

(c) Centre Renovations

- Shire will be initiating major renovations to the Youth Centre over the next three (3) months.
- Project is being jointly funded by the Shire and the Federal Government's Community Drought Program.
- Focus is on renovation and upgrading of the interior of the building.

(d) Activities Program 2020/21

- *Better Choices – Laser Tag – Cunderdin – 15th August 2020.*
- *Youth Centre Xmas Party – Oval – 1st December 2020.*
- *Better Choices – Quairading Laser Tag – 12th December 2020.*
- *Better Choices – Pool event – Cancelled.*
- *Better Choices – Skate park – 3rd May 2021.*
- *Better Choices – Campout / Sleepover – April / May 2021 (Pending).*

5.7 Renaming of the Quairading Nature Reserve**Brief presentation made by Mr Richard Bleakley**

It has been proposed that the Quairading Nature Reserve be renamed Nookaminnie Rock Nature Reserve adopting the Nyoongar traditional and culturally significant name for the granite outcrop.

For this to progress it is needed to be supported by the RAP Committee prior to submission to the State Geographic Names Committee

In addition, the Committee was asked to consider the naming of the existing Walk Trails as the Rowlie Mellor Walk Trails in recognition of the role Rowlie played in promotion and conservation of the Reserve.

RECOMMENDATION: RAP4-20/21**MOVED Mrs Winnie McHenry SECONDED Mrs Muriel Collard**

The Reconciliation Action Plan Committee support the proposal to rename the Quairading Community Nature Reserve to "Nookaminnie Rock Nature Reserve" and the naming of the Walk Trails as the "Rowlie Mellor Walk Trails".

CARRIED

5.8 Naming of the Caravan Park Cabins

Brief presentation made by Ms Jill Hayes

Suggestion that the cabins and the new backpacker units be named using Noongar names of local animals and birds as against numerical naming.

RECOMMENDATION: RAP5-20/21

MOVED Mrs Margaret Collard SECONDED Ms Marilyn Reidy

That the RAP Committee supports the naming of the Caravan Park Cabins with Nyoongar names for local Animals and Birds: -

1. Three (3) Caravan Park Cabin with local animal names: -

Yonga Kangaroo

Nyingarn Echidna

Karda Goanna

2. Four (4) future Single Persons Cabin bird names: -

Warlitj Eagle

Djiti Willy wagtail

Koorlbardi Magpie

Mopoke Owl

CARRIED

ITEM 6 QUAIRADING DISTRICT HIGH SCHOOL

Presented by Pauline Wray

- Reiterated Mr Richard Bleakley's recognition of Ms Cynthia Dann's role and significant contribution to both the Youth Program and also community engagement over the past eighteen months.
- QDHS Performance Review: Thank you to all those that participated in the review process.
- Pauline emphasised the need for engagement between:
 - School and the Youth Centre Program;
 - Youth involvement within the School; and
 - Nyoongar Community involvement with the School

(Mrs Pauline Wray left meeting at 11:13 am)

ITEM 7 QUAIRADING POLICE REPORT

The Chairperson Cr Davies invited Sergeant Lindsay Collett to provide an Update.

- Thank you to Ms Cynthia Dann for her contribution to the Quairading Community as the Youth Coordinator and Inclusion Officer over the past eighteen months.
- Provided a brief update on the incidents following the Funeral:
 - Stated that trouble was brought about by outsiders from Geraldton and Mt Magnet;
 - Wanted to thank the three local Nyoongars for their assistance in de-escalating the tension; and
 - Indicated that he was putting forward their names for recommendations in recognition of the support they provided.
- A number of concerns were raised by participants about the incidents following the funeral:
 - Handling of an incident outside a residence;
 - Access / closure of alcohol outlets;
 - Behaviour at the Cemetery following the completion of the funeral service.

ITEM 8 NOONGAR PATHWAYS PROGRAMME

Presented by Mr David Collard

Thanked Ms Cynthia Dann for her contributions to the RAP program and in her role as Youth Coordinator and Inclusion Officer.

David provided a brief overview of the program – its goal to increase youth participation, the role of elders in the program (All welcome) and the impact of COVID-19 in the delivery of the program in 2020.

Program:

- Tours and sharing of information with all students.
- Video of QDHS School Assembly – Nyoongar song sung by students.
- STEM Program:
 - Physics / chemistry and links to Nyoongar Culture;
 - Historical – student field visit to Groves (Janet Colbung);
 - Engagement with external lecturers and professors; and
 - Language.
- Evaluation
 - Baseline – was a negative response at start-up.
 - 2020 – is now a positive response from the students.
- Extension of the program for a further three (3) years.
- Is a joint program with:
 - Curtin University; and
 - John Curtin College – possibility of establishing a regional STEM hub at QDHS.

Other items

- Holding of Elders Workshops for the Elders from Ballardong region (up to 40 participants)
- MOU with Shire – Use of Shire facilities to conduct Workshops and Seminars.

ITEM 9 OTHER MATTERS RAISED BY THE MEETING

As Raised by RAP Participants / Members and to be considered by the Meeting.

Mrs Winnie McHenry

- Elderly - Aged Care for Nyoongar Community
 - Lack of access to aged care for elderly members of the Nyoongar Community
- Response – Mr Richard Bleakley
 - Access / accommodation for the Nyoongar community is an integral part of the Shire's Aged Accommodation strategy;
 - After the Aged Care Forum held on 18th February 2021, there will be a follow up meeting with Karen Horsley from WACHS on 25th March 2021.

Mrs Janet Colbung

- The Groves - Access
 - Delivery of the access entry point is still in the hands of PTA.
- Groves – Ablutions and other facilities
 - Raised the issue of whether there should be basic facilities on the site as is the case in many cultural reserves.

COMMITTEE RECOMMENDATION

RECOMMENDATION: RAP6-20/21

MOVED Mrs Janet Colbung SECONDED Ms Jill Hayes

That the Reconciliation Action Plan Committee Recommend to Council that: -

The installation of ablutions and basic facilities be investigated for "The Groves" area due to its historical and cultural significance to the Nyoongar Community in Quairading.

CARRIED

Ms Cynthia Dann

- Raised concern about the condition of the Macleay Park.

Mrs Winnie McHenry

- Raised concern about the condition of the Pet Cemetery on Cunderdin Road.

ITEM 10 NEXT MEETING DATE

The next Reconciliation Action Plan Committee Meeting is scheduled to take place on Wednesday 9th June 2021, commencing at 10 am at the CRC Meeting Room.

ITEM 11 CLOSURE

There being no further business, the Chairperson thanked Members and Community for their active participation and declared the Meeting closed at 12.09 pm.

I certify the Minutes of the Reconciliation Action Plan Committee Meeting held on 10th March 2021 were confirmed on 9th June 2021.

Confirmed.....09/06/2021

10.3 LEMC Minutes – 11th March 2021

Meeting Date	25 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) LEMC Minutes – 11 th March 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 11th March 2021.

____/____

VOTING REQUIREMENTS –Simple Majority

IN BRIEF

- Local Emergency Management Committee (LEMC) Meeting held on the 11th March 2021.
- No Committee Recommendations to this Council Meeting
- The LEMC meets Quarterly in the Council Chambers.

MATTER FOR CONSIDERATION

Receival of the Minutes of the LEMC Committee Meeting.

BACKGROUND

The Local Emergency Management Committee met on 11th March 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)

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 11th March 2021 commencing at 4.30 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 4.30 pm.

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr W Davies	Shire President / Chairperson
Mr G Fardon	Chief Executive Officer
Ms Y Emmanuel	St John Ambulance
Mr R Bleakley	IPR/Strategic Projects Officer
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
Mr A Duncan	Quairading Central Bush Fire Brigade Captain
Ms J Spadaccini	Department of Communities
Snr Constable E Duffy	Quairading Police
Mrs P Wray	Quairading District High School – Principal (from 4.33pm)

2.2 Observers / Visitors

Cr Jo Haythornthwaite	Deputy Shire President
Mr Brian Humfrey	Bushfire Risk Planning Coordinator

2.3 Apologies

Mrs Y Grigg	DFES – District Emergency Management Advisor
Sgt L Collett	OIC Quairading Police
Mr T Sandercock	St John Ambulance
Mr J Corrigan	Department of Fire and Emergency Services
Cr P Smith	Councillor
Ms S Cutts	Quairading Co-op Manager
Mr N Gelmi	Chief Bush Fire Control Officer

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Bushfire Risk Planning Coordinator Project (BRPC), Mr Brian Humfrey provided an update on the Project to date.

Mr Humfrey is currently working on the Shire of Kellerberrin's Bushfire Risk Management Plan (BRMP), although when requesting/sourcing information for Kellerberrin, also sourcing the same information for Quairading and Tammin and compiling the data.

Plan is to commence work on the Quairading's BRMP in approximately November 2021 for completion around April / May 2022.

Cr Davies enquired if the Project was only looking at bushland.

Mr Humfrey advised that it is a blind tenure process and looks at every parcel of land regardless of who owns the land, although funding can only be applied for Local Government land.

Mr Bell asked about the approval process for the document once it has been completed.

Mr Humfrey advised that once the plan has been completed, it is then passed on to the Office of Bushfire Risk Management (OBRM) for their approval, once that has been completed, it is then sent back to the Council for endorsement. Once all of this has been completed Mitigation Activity Funding (MAF) is then eligible to be applied for.

Mr Fardon informed that the WACHS bushfire risk assessments are currently being carried out for their health campuses and asked if this also feeds in to the BRMP.

Mr Humfrey advised that currently no other information or Risk Reports from Agencies are provided nor included as part of the BRMP process.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 11th June 2020

RESOLUTION: LEMC1– 20/21

MOVED Mr Richardson SECONDED SC Duffy

That the minutes of the Local Emergency Management Committee Meeting held on 11th June 2020 be confirmed as a true and correct record of that Meeting.

CARRIED

4.2 Business Arising

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 J. Spadaccini informed that they are still required.

Mr Bell and Mr Bleakley to liaise with Ms Spadaccini with the floor plans.

Mr Fardon advised that the Town Oval Lighting Project is complete and operational.

Mr Fardon and Mr Bleakley are available at a mutually agreed time to show SJA representatives how the Light Switches / Lights operate.

ITEM 5 CORRESPONDENCE

5.1 Inward

Nil

5.2 Outward

Nil

ITEM 6 STANDING ITEMS

6.1 Update of Contacts

The Contact List was passed around the meeting and was updated by committee members as required.

6.2 Training Dates

Currently no training dates have been identified for the Shire of Quairading

Mr Bell informed that a Fire Control Officer's (FCO) course will be held in Tammin in April.

Mr Bell advised that DFES, through the Bushfire Centre of Excellence (BCoE) have been developing a new course titled "Rural Firefighting Awareness". This course has been developed as a one-day course, with no assessment attached, and is aimed at farmer response but can also be utilised for those that are seasonal workers (backpackers) and is focussed on safety and suppression techniques at a bushfire.

This course will also be beneficial to the Local Governments, specifically those that struggle with volunteer training, as it will still be providing training to volunteers and complying with the Work Health and Safety Legislation and related documents.

A pilot of this course is being run in Quairading at the end of March (date to be finalised).

ITEM 7 LEMC EXERCISES

Adopted LEMC exercise Table: -

2021

March:	Meeting
June:	Exercise (desktop – contacts section of the LEMA)
September:	Meeting / Exercise Debrief
December:	Meeting

The Contacts section of the LEMA is a short exercise that will include using some of the contacts that are listed for a trial scenario to ensure they are contactable at the hours that are listed within the LEMA.

Mr Bell asked the Committee about running an earthquake scenario for the Exercise.

Snr Constable Duffy asked that if an earthquake scenario was used, whether we could also incorporate utilising the contacts list from the LEMA.

The Meeting concurred with this suggestion.

Exercise to commence at 4:30pm on 10th June 2021 in the Shire of Quairading Council Chambers.

2022

March: Meeting

June: Exercise (practical fire and hazmat incident)

September: Meeting / Exercise Debrief

December: Meeting

2023

March: Meeting

June: Exercise (desktop - TBA)

September: Meeting / Exercise Debrief

December: Meeting

ITEM 8 AGENCY UPDATES

8.1 WA Police

Snr Constable Duffy

Informed that he had been away for the last four weeks.

Activities over the weekend saw some damage and incidents throughout the town following on from the Noongar funeral held on Friday 5th March 2021.

WA Police have nominated three local Noongar Community members for Awards as their interjection at a critical moment over the weekend assisted the Police and helped to disperse a potentially dangerous situation.

Mr Fardon informed the Meeting that a debrief has been scheduled between Shire Executive Team and the Quairading Police to address incidents that occurred at the Caravan Park and Cabins.

8.2 St John Ambulance (SJA)

Mr Richardson

SJA have been very busy regionally, including providing assistance and presence at the fires in York, Wundowie and Woorloo.

Recent storm rains caused some issues with transporting patients and having contact with CESM's was great benefit to find out the status of various roads and what the best route would be for transporting patients.

It would be beneficial for SJA planning if information on upcoming events in the District could be forwarded to SJA, especially for events that may require extra volunteers or units be required or having the potential to be requested.

CESM undertook to liaise with LEMC Member agencies when these events are known or planned.

Reviewing all Emergency Management plans for each of the Sub-Centres in coming weeks.

Ms Emmanuel

Local training has started back up recently.

A generator has been installed and is capable of running the facility should a loss of Mains power occur.

8.3 Fire and Emergency Services

Mr Corrigan

Apology - Was not present at this meeting.

Ms Grigg

Apology - Was not present at this meeting.

Ms Patton

DFES have initiated a recruitment campaign, Quairading and Beverley VFRS were requested to be included in a photoshoot.

Advertisements will be broadcast for approximately 4 to 6 weeks on social media platforms.

Following the conclusion of the campaign an Open Day will be held at the Fire Station to try to encourage new Members to join.

3 Brigade members have recently left, so becoming short on capable operational volunteers.

8.4 Quairading Co-op

Ms Cutts

Apology - Was not present at this meeting

8.5 Department of Communities

Mrs Spadaccini

New Welfare Centre guidelines have been developed and are awaiting formal sign off, once complete they will be passed to CESM to distribute.

Currently require goggles and masks during Triage at an evacuation centre.

If a designated evacuation centre is required to be utilised for a vaccination hub/ swab hub for COVID 19, it will require a full sanitisation clean prior to being eligible for use as an evacuation centre. Primary evacuation centre should be last choice for a swab/vaccine hub.

8.6 Department of Education

Mrs Wray

Quairading District High School has recently revamped the Emergency Management Plan.

Planning a strategic roll out of First Aid training.

Will not be conducting four drills a year surrounding these plans.

Due to being deemed a higher risk in Quairading than an evacuation for a fire or flood, a lockdown for violent or aggressive behaviour on school grounds will take up two of these drills.

8.7 Department of Health

Mrs Ellison

The Aged Care Forum was recently held in the Town Hall and was well attended and the Forum has provided more information to community members on Services and Facilities available.

Recent COVID lockdown in Perth was interesting as some staff come from the Perth / Peel regions and were required to wear masks in Quairading.

Currently working on the COVID vaccination process and awaiting to be informed as to when this will begin.

Local Health Advisory Group will be started up again which will provide a better information flow from the community to the Health Services and vice-versa.

Emergency Management plan requires updating to encompass the recent upgrades to the facility and the new telehealth services as well as any other changes to the facility.

8.8 Local Government

Cr Davies

Nil.

Cr Smith

Apology – Was not present at this meeting

Mr Gelmi

Apology – Was not present at this meeting

Mr Duncan

Has been quiet this year locally although have assisted at many larger incidents in surrounding shires and attended larger incidents for longer periods of time (Wooroloo)

Mr Fardon

Shire have received PPE for evacuation centres.

Due to some staff coming from the Metro Area they were required to wear masks during the Lockdown.

Mr Fardon thanked Mr Duncan for his service for 4 weeks as Acting CESM while Mr Bell was seconded to Narrogin District.

Mr Bleakley

Shire Hall Management Plan is currently being worked on, and primarily focusing on the addition of extra ablutions.

Mr Bell

Further thank you to Mr Duncan for filling in the role.

LEMC agenda and minutes will now be posted on the Shire's website in the Documents Centre.

DFES staff and volunteers are now eligible to receive the Vaccination Part 1B of the rollout.

LEMA is due for 5-year major review in 2022.

ITEM 9 URGENT BUSINESS

Snr Constable Duffy

Informed that a revamp of the courthouse is currently in planning stages, and asked if it could be utilised for a quarantine site for COVID 19 positive people.

Ms Spadaccini informed that there is potential for this, once the upgrades have been completed the Department of Communities will inspect for suitability.

Mr Bell also informed that it could be utilised for Incident Management Team (IMT) meetings or Incident Support Group (ISG) meetings during a major incident.

Mr Fardon

Mr Fardon advised that Council is currently undertaking a Community Strategic Planning review and major reviews are carried out every four years and a minor review every two years. There are hard copies available of the Community survey and it is also available online. The surveys will assist Council and the Shire's Consultants to review and update the current 10-year plan. The Draft Community Strategic Plan will be published in the community and feedback on it will invited prior to the Final SCP being adopted by Council.

Mr Fardon informed the Meeting that he will be retiring from the CEO's position in December 2021 after what will have been 28 years of service to the Shire. Council will be commencing Recruitment process in the coming months.

ITEM 10 NEXT MEETING DATES

Quarterly Meetings – 4.30pm Commencement

Adopted dates for 2021

Thursday 10th June 2021 – Exercise suggested for June.

Thursday 9th September 2021

Thursday 2nd December 2021

ITEM 11 CLOSURE

There being no further business, the Chairperson closed the Meeting at 5.46pm.

I certify the Minutes of the Local Emergency Management of Council held on 11th March 2021 were confirmed on 10th June 2021 as recorded.

Confirmed.....10/06/2021

10.4 Code of Conduct for Council Members, Committee Members and Candidates

Meeting Date	25 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates (ii) WALGA Info Page – New and amended Regulations (iii) Draft –Code of Conduct for Council Members, Committee Members and Candidates
Owner/Applicant	
Disclosure of Interest	

OFFICER RECOMMENDATION

<p>MOVED _____ SECONDED _____</p> <p>That with respect to the new Model Code of Conduct for Council Members, Committee Members and Candidates for a local government election, Council: -</p> <ol style="list-style-type: none"> 1. Revoke the Shire of Quairading's Code of Conduct (GOV.1) and 2. Pursuant to section 5.104 of the Local Government Act 1995, adopt the new Code of Conduct for Council Members, Committee Members and Candidates for local government elections for the Shire of Quairading, listed as Attachment 3; <p style="text-align: right;">____/____</p>

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

- The State Government has enacted new legislation requiring all local governments to adopt a new Code of Conduct for Council Members, Committee Members and Candidates for a local government Election.
- The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates.
- The Model Code of Conduct must be adopted by the 3rd May 2021.

MATTER FOR CONSIDERATION

Council to adopt the Model Code of Conduct as the Shire of Quairading's Code of Conduct for Elected Members, Committee Members and Candidates.

BACKGROUND

The Shire of Quairading currently has a single Code of Conduct for Elected Members and Employees.

Phase two of the Local Government Legislation Amendment Act 2019 has now been finalised resulting in the *Local Government (Administration) Amendment Regulations 2021* and *Local Government (Model Code of Conduct) Regulations 2021* (new regulations) taking effect on the 3rd February 2021.

In accordance with the Local Government Act 1995 (the Act) and the new regulations, local governments must adopt the following within a period of three months (by 3rd May 2021):

1. Model Code of Conduct for Elected Members, Committee Members and Candidates in accordance with section 5.104(1) of the Act;
2. Complaint Form in accordance with clause 11(2)(a) of the Local Government (Model Code of Conduct) Regulations 2021;
3. Authorise a person(s) to receive complaints or withdrawal of complaints in accordance with clause 11(3) of the Local Government (Model Code of Conduct) Regulations 2021; and
4. Adopt a Model Standards for CEO Recruitment, Performance and Termination in accordance with Section 5.39 (1) of the Act.

Note: No. 2 and 3 above have been Considered and Adopted by Council at its February 2021 Ordinary Council Meeting.

Item No. 4 will be the subject of a separate Officer's Report to Council.

Code of Conduct for Councillors, Committee Members and Candidates

The Model Code of Conduct sets standards for the behaviour and conduct of Elected Members, Committee Members and Candidates. Each local government must adopt a Code of Conduct that reflects the Model. A local government may add to the Model if it considers further requirements are warranted, but any such additions are not to be inconsistent with the Principles of the Model Code.

The Model Code also applies standards of conduct to Candidates for local government elections. A complaint about a Candidate may only be dealt with if they are elected.

The adopted Code of Conduct must be published by the CEO on Council's website.

Code of Conduct for Employees

The CEO is required to prepare and implement a code of conduct to be observed by all employees of the Shire of Quairading. The Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021, which amend the Local Government (Administration) Regulations 1996 also came into effect on the 3 February 2021. The CEO may amend the code of conduct at any time and is required to publish an up-to-date version of the code on Council's website.

The Local Government (Administration) Regulations prescribe the minimum requirements in relation to gifts, conflicts of interest and disclosure. These requirements are based on the Public Sector Commission's key integrity risks for public sector employees. The CEO must prepare and adopt a Code of Conduct for Employees in accordance with the Regulations as soon as practicable.

WALGA will be working with DLGSC to develop a Template for the Employees Code of Conduct for use by all Local Government CEO's.

In the interim the existing Code of Conduct will be modified to remove the reference of Councillor/s to ensure the organisation has a Code of Conduct for Employees.

STATUTORY ENVIRONMENT

Local Government Act 1995

- 5.103. Model code of conduct for council members, committee members and candidates
 - (1) Regulations must prescribe a model code of conduct for council members, committee members and candidates.
 - (2) The model code of conduct must include –
 - (a) general principles to guide behaviour; and

- (b) requirements relating to behaviour; and
 - (c) provisions specified to be rules of conduct.
- (3) The model code of conduct may include provisions about how the following are to be dealt with –
- (a) alleged breaches of the requirements referred to in subsection (2)(b);
 - (b) alleged breaches of the rules of conduct by committee members.
- (4) The model code of conduct cannot include a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).
- (5) Regulations may amend the model code of conduct.

5.104. Adoption of model code of conduct

- (1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.
- * Absolute majority required.*
- (2) Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend* the adopted code of conduct to incorporate the amendments made to the model code.
- * Absolute majority required.*
- (3) A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements –
- (a) can only be expressed to apply to council members or committee members; and
 - (b) are of no effect to the extent that they are inconsistent with the model code.
- (4) A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.
- (5) The model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.
- (6) An alleged breach of a local government's adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.
- (7) The CEO must publish an up-to-date version of a local government's adopted code of conduct on the local government's official website.

Local Government (Model Code of Conduct) Regulations 2021 Apply

5.51A. Code of conduct for employees

- (1) The CEO must prepare and implement a code of conduct to be observed by employees of the local government.
- (2) The CEO may amend the code of conduct.
- (3) The CEO must publish an up-to-date version of the code of conduct on the local government's official website.
- (4) Regulations may prescribe the content of, and other matters in relation to, codes of conduct under this section.

- (5) A code of conduct under this section is of no effect to the extent that it is inconsistent with regulations made for the purposes of subsection (4).

Local Government (Administration) Regulations 1996 Part 4A Apply.

POLICY IMPLICATIONS

The adoption of the new Code of Conduct will require the revocation of the previous Shire of Quairading Code of Conduct, as the new Code of Conduct is a statutory document under the Local Government Act and Regulations for Council 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
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.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Model Code of Conduct has been legislated. Failure to adopt the Model Code will result in non-compliance with the Local Government Act and will increase Council's Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

An outline of the amendments to the Act and the new regulations and actions required by Council are set out below:

Local Government (Model Code of Conduct) Regulations 2021

On 3rd February 2021, the *Local Government (Model Code of Conduct) Regulations 2021* introduced a mandatory code of conduct for council members, committee members and candidates. The *Local Government (Model Code of Conduct) Regulations 2021* repeals and replaces the *Local Government (Rules of Conduct) Regulations 2007* and also replaces the previous statutory requirement to develop and implement an individual code of conduct for council members and committee members.

The *Local Government (Model Code of Conduct) Regulations 2021* are now in effect and Elected Members and Committee Members should familiarise themselves with the principles, behaviours and complaints required to be managed by Council and the rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

Further information and guidelines are available on the DLGSC website.

<https://www.dlgsc.wa.gov.au/local-government/strengthening-local-government/public-consultations/local-government-act-review/priority-reforms/model-code-of-conduct>

Elected Members must comply with the provisions in the Model Code Regulations in fulfilling their roles and responsibilities in Council and on Council committees, as set out in the Act. The purpose of the Model Code is to guide the decisions, actions and behaviours of members, both in Council and on Council committees, and of candidates running for election as a Councillor. One of the key changes to the *Local Government (Model Code of Conduct) Regulations 2021* is their application to individuals who have nominated as a candidate in a local government election, as they are also required to demonstrate professional and ethical behaviour during their election campaign.



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates

February 2021

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Model Code of Conduct

Introduction

Local government is vital for the delivery of key services and infrastructure in the community. Individuals who are, or seek to be, members of local councils and council committees are entrusted by their community to represent local views, make sound decisions, and utilise public funds effectively to deliver services and amenities for their community. As such, a high standard of professional and ethical conduct is expected of council members and committee members in local governments, as well as candidates in local government elections.

A review of the *Local Government Act 1995* (Act), including consultation with community and sector stakeholders, led to the implementation of priority reforms under the *Local Government Amendment Act 2019* (Amendment Act).

The Amendment Act was developed in response to stakeholder feedback that there was a need for governance reforms, including a Code of Conduct for council members, committee members and candidates that clearly reflects community expectations of behaviour and supports consistency between local governments in relation to the overall process for managing alleged breaches of that Code.

As a result, key reforms under the Amendment Act include the introduction of a Model Code of Conduct (Model Code) that must be adopted by local governments and applied to council members, committee members and candidates; as well as a separate Code of Conduct for Employees.

The Model Code replaces the previous statutory requirement for local governments to develop and implement an individual code of conduct for their council members, committee members and employees.

The *Model Code of Conduct Regulations 2021* (Regulations) have been developed to give effect to the Amendment Act, and provide for:

- overarching principles to guide behaviour;
- behaviours and complaints which are managed by local governments; and
- rules of conduct, contraventions of which are considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

Definitions

The Model Code defines key terms to aid understanding and compliance. Where a term is not defined in either the Regulations or the Act, then the generally accepted meaning of the term applies. Some additional guidance is provided as follows:

Candidate: an individual is considered a candidate when their nomination for election is accepted by a Returning Officer under section 4.49 of the Act. The Model Code applies to the individual from that point. Any alleged breach of the Model Code may only be addressed if and when the individual is elected as a council member.

Council member: references to ‘council member’ in the Regulations mean an individual who has been elected as a council member under the Act. The requirements of the Regulations also apply to a council member who is a committee member on a council committee.

Committee member: under the Regulations, a ‘committee member’ includes any council member, local government employee or unelected member of the community who has been engaged by the council to participate in a council committee.

Evidence: references to ‘evidence’ in the Regulations means the available facts or information indicating whether an allegation is true or valid. Local governments must use evidence provided by the complainant and by the person to whom the complaint relates, as well as other relevant information, to decide whether an alleged breach of the Model Code has occurred.

Local government(s): per the approach in the Act, references to ‘local government’ in the Regulations mean the body corporate that is the local governing body made up of the council, Chief Executive Officer (CEO) and administrative staff appointed and managed by the CEO.

Where a statutory function entails decision-making on governance matters, the council is responsible for making those decisions. This includes decisions on complaints regarding the conduct of council members, committee members and candidates, as set out in the Regulations.

Further guidance on certain terms in the Model Code is provided in these Guidelines.

Purpose

The purpose of the Model Code is to guide the decisions, actions and behaviours of members, both in council and on council committees, and of candidates running for election as a council member.

Members must comply with the provisions in the Model Code in fulfilling their role and responsibilities in council and on council committees, as set out in the Act.

An individual who has nominated as a candidate for election as a council member is also required to demonstrate professional and ethical behaviour during their election campaign. If elected, the individual must continue to comply with the Model Code in council and on council committees.

It is the individual responsibility of council members, committee members and candidates to become familiar with the Model Code, these Guidelines and any relevant policies of their local government, and to follow the Code at all times.

Where the behaviour of a council member, committee member or candidate does not comply with the Code, it is intended that the local council address the behaviour through education and other remedial actions that the council considers appropriate, rather than formal sanctions.

Where an individual does not comply with any action required by the council, then the council may determine that the matter is to be referred to the Standards Panel as an

alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions regarding allegations of minor misconduct.

Adoption

Section 5.104 of the Act requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation (by 3 May 2021). Note: The operational requirements of Division 3 require local governments to take certain initial actions within three weeks (by 24 February 2021).

In accordance with section 5.104(4), the Model Code applies until the local government adopts it as their Code. This means that the principles, behaviour requirements and rules of conduct of the Regulations apply to council members, committee members and candidates even if their local government has not yet adopted the Model Code.

While local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct), additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by the local government. Any additions must be consistent with the Model Code of Conduct (section 5.104(3) of the Act).

In preparing the Code for adoption, local governments are encouraged to review their existing Code and consider incorporating any additional behaviour requirements that are not represented in the Model Code. This may include specific dress standards or the appropriate use of technology.

To adopt the Code, a resolution passed by an absolute majority of the council is required. Once the Code is adopted, it must be published on the local government's official website (section 5.104(7)).

Division 2 – General Principles

This section of the Regulations set out the fundamental rules that council members, committee members and candidates are expected to adhere to, promote and support. Adhering to these rules will assist individuals to comply with the behaviours outlined in Division 3 and 4.

The principles outline the overarching approach that members and candidates should demonstrate in their role as public representatives, or potential public representatives. Individuals should consider all behaviours in light of these principles, including any behaviour and conduct that is not covered specifically in Division 3 and 4.

The principles are grouped into three key areas: Personal Integrity; Relationships with others and Accountability. Additional guidance on these areas is provided as follows:

Integrity and conflicts of interest

Members and candidates are generally active in their local area which may lead to a conflict between the public interests of the community and the personal interests of the individual, their family members and associates.

It is the individual responsibility of members and candidates to disclose any such conflicts and ensure that they are managed appropriately to comply with the Model Code and serve their community as expected by the local electors.

Individuals should also consider perceived and potential conflicts of interest. While an individual may be confident of the integrity of their actions, it is important to reflect on how their actions may appear to others, and/or how an action taken now could lead to a conflict of interest in future. If an interest is identified, the individual should disclose and manage this to avoid a conflict with the public interest.

Avoidance of reputational damage

Elected members and candidates may hold strong concerns in relation to actions, or a lack of action, by their local government on certain matters.

It is the individual responsibility of members to ensure that they comply with the Model Code by raising concerns in a respectful and constructive manner and working effectively with their colleagues for their community, as expected by the local electors.

During an election campaign, it is the individual responsibility of candidates to ensure that any concerns they raise regarding the current local government is based on accurate information and expressed in a respectful and constructive manner that demonstrates to local electors their suitability as a potential public representative.

Decision-making and accountability

Council and committee members regularly make decisions that impact on their local area. The community expects that members will make council and committee decisions based on information that is relevant and factually correct. This will vary according to the decision to be made and the information available to the council members and committee members at that time.

In general, individuals are responsible for ensuring their decisions are based on information that is accurate and pertinent to the matter at hand; and can be reasonably considered accurate and relevant by others.

As part of being accountable to their community, council members and committee members should accept responsibility for the decisions they make in the performance of their role.

Division 3 – Behaviour

This section of the Regulations sets the standards of behaviour which reflect the general principles outlined in Division 2.

It is the individual responsibility of members and candidates to demonstrate, promote and support professional and ethical behaviour as provided in the Model Code.

Complaints regarding alleged breaches of the Model Code in Division 3 are managed by the local council as the decision-making body of the local governments. The division also provides a process for responding to alleged breaches. The emphasis is on

education and development, rather than punitive sanctions, with the aim of establishing or restoring positive working relationships and avoiding further breaches.

Failure to comply with this Division may give rise to a complaint regarding the conduct of a council member, committee member or candidate, which may lead to the council making a formal finding of a breach and requiring remedial action by the individual.

A local government may wish to develop further guidance on dealing with complaints through the introduction of a complementary policy and/or procedure on complaints management to the extent it is not provided for in the Regulations. There are resources on effective complaints management available on the Ombudsman WA's website at www.ombudsman.wa.gov.au.

Complaints

Process for making a complaint

Clause 11 of the Regulations provides that a person can make a complaint alleging a breach of Division 2 within one month of the alleged breach occurring.

Local governments should ensure that making a complaint is a simple and accessible process so that any member of the local community can raise concerns about the conduct of council members, committee members and candidates.

Local governments should make it clear that it is important a complainant provides details in their complaint, with supporting information where feasible to do so, because the complaint will form part of the evidence considered by the council when deciding whether a breach of the Model Code has occurred.

Action required

Local governments must authorise at least one person to receive complaints regarding members and candidates. While the Regulations do not include specific requirements and a local government may decide that the complaints officer is appropriate, other options could include:

- President or Mayor,
- Deputy President or Mayor (especially for complaints about the President or Mayor),
- Chief Executive Officer, or
- External consultant

To account for any breaches occurring on the first day that the Regulations take effect, local governments must authorise at least one person within three weeks of the Regulations taking effect (by 24 February 2021).

The Regulations also provide that complaints are to be made in writing in a form approved by the local government.

Action required

Local governments must determine whether there will be a specific template for complaints and process for how they are to be lodged.

Local governments may choose to:

- establish a specific email address for conduct complaints
- provide a name/position to whom complaints should be addressed
- prepare a complaint form to allow the complainant.
- engaged an independent person to support the resolution of a complaint. Local governments may consider sharing the services of an independent person.

The Department has prepared a template form for complaints to assist local governments. The template is available on the department's website at www.dlgsc.wa.gov.au.

The authorised person(s) should acknowledge the receipt of every written complaint in a timely manner. As part of the acknowledgment process, the complainant should be provided information on how the complaint will be progressed and an expected timeframe for the matter to be finalised. This may include providing the complainant with a copy of the complaint policy where available.

Dealing with a complaint

The Regulations do not specify a timeframe by when complaints should be dealt with, however, a timeframe could be included in a local government's policy.

In the interests of procedural fairness, all complaints should be dealt with in a timely manner and allow all parties the opportunity to provide information regarding the alleged conduct.

Clause 12 of the Regulations outlines the process for dealing with complaints regarding the conduct of elected members and candidates. The Model Code leaves it open to local governments to determine the most appropriate and effective process for how this is undertaken. Options could include:

- The President/Mayor or Deputy consider all complaints
- Delegation of complaints to the CEO to prepare a report for the council
- Appointment of an independent/external consultant to review complaints and provide a report to the council
- Establish a committee to review complaints and report to the council. The committee may include independent members.

Local governments should consider how they are going to respond to complaints, and whether complaints are going to be addressed based on seriousness or impact of the allegation or on the order in which complaints are received.

Action required

Local governments must determine who will be considering complaints received and how complaints will be prioritised and managed.

Clause 12(2) of the Regulations require that the person to whom the complaint relates is given a reasonable opportunity to be heard. This should include providing a copy of the complaint to that person in a timely manner and allowing them an opportunity to respond to the allegations in writing. The information provided by that person will assist the local government in forming a view as to whether a breach has occurred.

Making a finding

Clause 12(1) requires the local council to consider whether the alleged matter which is the subject of a complaint, did occur and make a finding on whether the matter constituted a breach of the Code of Conduct.

The local council should use the same approach as the Standards Panel in their deliberations and decision-making; that is, based on the complaint and other evidence received by the council, the council must be satisfied that, on the balance of probabilities, it is more likely than not that a breach occurred.

Information provided by the complainant and information provided by the person to whom the complaint relates will assist the council to make a finding.

Action Plans

Clause 12(4) provides that if the local council makes a finding that a breach of the Code of Conduct did occur, the council may determine that no further action is required; or that an action plan must be prepared and implemented.

An action plan should be designed to provide the member with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives.

The action plan does not need to be complex. The plan should outline:

- the behaviour(s) of concern;
- the actions to be taken to address the behaviour(s);
- who is responsible for the actions; and
- an agreed timeframe for the actions to be completed.

An action plan should not include measures that are intended to be a punishment, and instead should focus on mechanisms to encourage positive behaviour and prevent negative behaviour from occurring again in future.

The Code requires that in preparing the action plan, consultation must be undertaken with the elected member to whom the plan relates. This is designed to provide the member with the opportunity to be involved in matters such as the timing of meetings or training. Note: some members may not be willing to engage with the opportunity to participate in the process.

The council or a delegated person should monitor the actions and timeframes set out in the action plan. This is important because if the member does not comply with the

action/s within the agreed timeframe, then under the Regulations it is considered a contravention of a rule of conduct.

Dismissal of complaints

While local governments are required to consider all complaints, they can be dismissed if:

- the behaviour occurred at a council or committee meeting and the behaviour was dealt with at that meeting (clause 13), or
- the complaint is withdrawn (clause 14).

Clause 13 allows a complaint to be dismissed if the behaviour occurred at a council or committee meeting, and that behaviour was addressed at the time. This could have been by the presiding member, or remedial action was taken in accordance with the local government's standing orders or local law.

Where agreement cannot be reached

Circumstances may arise when a local council cannot agree on the resolution of a complaint or whether the complaint can be dismissed under clause 13.

In these situations, the local government may decide to engage an independent person to review the complaint and make recommendations on appropriate actions.

Withdrawal of a complaint

Clause 14 provides the option for a complaint to be withdrawn before it is considered by the council.

Local governments may elect to include in their complaints policy the option for mediation between the complainant and the member. Mediation may resolve any specific issues before the council is required to make a finding and may lead to the complainant withdrawing the complaint. Clause 14 requires a withdrawal to be made in writing and provided to the person(s) authorised to receive complaints.

Division 4 – Rules of Conduct

Contraventions of rules of conduct are matters that:

- negatively affect the honest or impartial performance of an elected member;
- involve a breach of trust placed in the elected member; or
- involve the misuse of information or material.

Division 4 sets out rules of conduct for elected members and candidates that relate to the principles in Division 2 and the behaviours in Division 3. This Division also introduces a new rule of conduct to address situations where an elected member does not undertake the actions required by the local council following a breach of the Model Code. A contravention of this rule of conduct is considered a minor breach, as defined in the Act.

The process for complaints under Division 4 is outlined in the Act. Complaints in the first instance are directed to the complaints officer at the local government. The Act provides that the complaints officer is the CEO or another officer with delegated responsibility.

A council may decide to refer an alleged contravention of Division 4 to the independent Standards Panel in accordance with the Act. As the Panel does not have investigative powers, decisions are made based on the information received by the Panel from the local government. The Standards Panel must be satisfied that, on the balance of probabilities, it is more likely than not that a breach has occurred for the Standards Panel to make a finding of breach.

Where the Standards Panel makes a finding against an elected member or candidate, sanctions will be imposed in accordance with the Part 5 Division 9 of the Act.

Nothing in this Division removes the obligations placed upon council members and employees (including the CEO) of the local government under the *Corruption, Crime and Misconduct Act 2003*.

Further information on the Standards Panel process is available on the Department's website.

Further information

The aim of the Model Code of Conduct is to foster a high standard of professional and ethical conduct by council members and candidates, and to support consistency across local governments in relation to their response to complaints regarding conduct.

Local governments are encouraged to seek guidance and advice on specific matters whenever necessary. For queries, please contact: actreview@dlgsc.wa.gov.au

INFOPAGE

To: All Local Governments

From: Tony Brown
Executive Manager Governance &
Organisational Services

Date: 3 February 2021

Priority: High



Subject: New and amended Regulations - *Local Government (Model Code of Conduct) Regulations 2021, Local Government (Administration) Amendment Regulations 2021 and Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*

Operational Area:	Governance
Key Issues:	<ul style="list-style-type: none"> The <i>Local Government (Model Code of Conduct) Regulations 2021, Local Government (Administration) Amendment Regulations 2021 and Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021</i> take effect today, Wednesday 3 February. Amendments to the <i>Local Government Act 1995</i> to provide for the above regulations have also now taken effect. The Department of Local Government, Sport and Cultural Industries has acknowledged that Local Governments may take up to three months to operationalise the new regulations and has provided some resources to assist.
Action:	WALGA recommends that Local Governments review the available resources before deciding on a pragmatic program to implement the new regulations

Background

The *Local Government (Model Code of Conduct) Regulations 2021, Local Government (Administration) Amendment Regulations 2021 and Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021* (collectively the New Regulations) were gazetted on Tuesday 2 February 2021 and took effect on 3 February 2021. New sections of the *Local Government Act 1995* (the Act) that provided for the New Regulations were proclaimed concurrently and are also now in effect.

The New Regulations, explanatory notes, FAQs and other supporting material are available on the Department of Local Government, Sport and Cultural Industries (DLGSC) [website](#).

WALGA has advocated that DLGSC take a pragmatic approach to the implementation of the New Regulations, in recognition of the lack of time, and competing demands on the sector. DLGSC has acknowledged that there will be an implementation phase of up to three months during which time Local Governments must undertake a series of actions to operationalise the New Regulations.

WALGA provides the following outline of recommended actions to implement the New Regulations, as well as existing or forthcoming resources to assist.

Local Government (Administration) Amendment Regulations 2021 (CEO Standards)

The CEO Standards amend the *Local Government (Administration) Regulations 1996* to prescribe model standards for the recruitment, selection, performance review and termination of Local Government CEOs. In addition to prescribing minimum requirements for these processes, the CEO Standards will also require Local Governments to advertise the position of CEO if a period of 10 or more years has elapsed since a recruitment process has been carried out. WALGA has strongly advocated against this requirement.

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Local Governments will be required to adopt standards that incorporate the model standards within three months, under the new s.5.39B(2) of the Act. Until this time, the model standards are taken to be the adopted standards (new s.5.39B(5)).



Resources available:

- DLGSC has produced FAQs and 'Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination'.
- WALGA will continue to advocate to DLGSC to develop and provide in the near future, a template Policy for Temporary Employment or Appointment of a CEO, as this policy is required under the new s.5.93C of the Act.

Key actions recommended:

- Any Local Government that, as at 3 February, has commenced and not yet concluded a CEO recruitment, performance review or termination process, is requested by the Department to contact them to obtain advice on compliance with the CEO Standards.
- Shire Presidents / Mayors and CEOs should initiate discussions to determine whether any inconsistencies exist between the CEO Standards and the CEO's employment contract and previously agreed Performance Review arrangements. If inconsistencies exist, it may be appropriate to seek industrial relations advice to assist with negotiation and referral to Council (as the employing authority) for decision if required.
- While the CEO Standards include additional compliance requirements when undertaking a CEO Recruitment, CEO Performance Review or when Terminating the CEO's employment, Local Governments are strongly encouraged to continue to obtain industrial relations advice to ensure appropriate processes are followed and compliance is achieved.
- Local Governments are able to include in their adopted standards additional provisions that are not inconsistent with the model standards. The actions above may identify additional provisions Local Governments could consider for inclusion.
- The CEO must publish the adopted standards on the Local Government's official website (new s.5.39B(6)). As the model standards are taken to be the adopted standards from 3 February 2021, Local Governments should publish the model standards as soon as practicable.

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

The Model Code of Conduct repeals and replaces the *Local Government (Rules of Conduct) Regulations 2007*. In addition to redrafted versions of the previous Rules of Conduct, the Model Code of Conduct includes general principles and behaviours. Complaints of alleged breaches of behavioural requirements must be dealt with by the Local Government. WALGA has strongly advocated against this element of the Model Code of Conduct, and will continue to call on DLGSC to ensure the sector is adequately supported to implement this new process.

Local Governments will be required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct within three months, in accordance with the new s.5.104 of the Act. Until that time, the Model Code of Conduct will be taken to be the Local Government's adopted Code of Conduct.

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Resources available:

- DLGSC has produced FAQs and 'Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates'.
- DLGSC has produced a template complaints form.
- WALGA will continue to advocate to DLGSC to produce a template policy and more detailed guidelines for the development of a complaints handling process to deal with complaints alleging breaches of behavioural provisions.

Key actions recommended:

- Local Governments should provide an induction to train Council Members, Committee Members and the CEO in the provisions of the Model Code, as it will be taken to be the Local Government's adopted Code of Conduct from 3 February 2021.
- DLGSC has advised that by 24 February 2021, Local Governments should authorise an officer for the purposes of receiving complaints and withdrawals of complaints, in accordance with cl. 11(3) of the Model Code of Conduct. Local Governments may wish to consider delegating the power of appointment to the CEO. Local Governments must also approve a complaint form in accordance with cl. 11(2)(a). The DLGSC template may be used for this purpose.
- Local Governments should begin developing a complaints handling policy and procedure for adoption by Council. DLGSC's Guidelines provide some suggestions but significant additional work will be required. If Local Governments receive complaints immediately, WALGA recommends that Local Governments acknowledge and accept the lodgement, but advise that the complaint cannot be progressed until a policy and procedure are adopted. Complainants would need to be kept appropriately informed of a reasonable timeframe for this to occur.
- The adopted Code of Conduct may include additional behavioural requirements that are not inconsistent with the Model Code of Conduct. Local Governments may wish to commence workshops / consultation with Council Members to consider any additional behavioural requirements for incorporation in the Code of Conduct for adoption.
- The CEO must publish the adopted Code of Conduct on the Local Government's official website (new s.5.104(7)). As the Model Code of Conduct is taken to be the adopted standards from 3 February 2021, Local Governments should publish the model standards as soon as practicable.

Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021 (Employee Code of Conduct Regulations)

The Employee Code of Conduct Regulations amend the *Local Government (Administration) Regulations 1996* to prescribe requirements that the CEO must include in a Code of Conduct for Employees. The requirements for disclosure of gifts are now at the discretion of the CEO. The CEO is also able to determine a lower threshold for prohibited gifts, not exceeding \$300. Requirements in relation to impartiality interests have been redrafted but remain the same in substance, and the Employee Code of Conduct Regulations also include a list of additional matters that must be addressed.

DLGSC has confirmed that Local Governments are not required to implement a new Code of Conduct immediately. Rather, existing Codes of Conduct should be reviewed, and a new Code of Conduct prepared and implemented as soon as practicable.

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Resources available:

- DLGSC has produced FAQs.
- The Public Sector Commission has produced the resource 'Developing a code of conduct – guide for local government'. Although this guide uses different terminology than is found in the Employee Code of Conduct Regulations, this may assist Local Governments in developing a new code of conduct.
- WALGA will produce a template Code of Conduct for Employees.

Key actions recommended:

- As a preliminary step, Local Governments may wish to review existing Codes of Conduct to remove references to Council Members and Committee Members.
- The CEO must approve any changes to the Code of Conduct and arrange for publication on the Local Government's official website.
- Whenever a Code of Conduct for Employees is amended or replaced, Local Governments should provide an induction to train all staff and contractors in the new Code of Conduct, with reference to their employment conditions.

During the implementation period WALGA encourages Local Governments to raise any concerns with DLGSC. WALGA will continue to provide support and advice, as well as advocating for DLGSC to provide additional resources.

For further information please contact:

Executive Manager Governance & Organisational Services, Tony Brown
on 9213 2051 or email tbrown@walga.asn.au or Acting Manager Governance and Procurement, Felicity
Morris on 9213 2048 or email fmorris@walga.asn.au

CODE.1 CODE OF CONDUCT FOR ELECTED MEMBERS, COMMITTEE MEMBERS AND CANDIDIATES

Document Status	New Code
Statutory Environment	Local Government (Model Code of Conduct) Regulations 2021

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon			New Legislation	

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DIVISION 1 – PRELIMINARY PROVISION

1. Citation

This is the Shire of Quairading's Code of Conduct for Councillors, Committee Members and Candidates.

2. Terms used

(1) In this code –

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this Code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

DIVISION 2 – GENERAL PRINCIPLES

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should –

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should –

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

(1) A council member, committee member or candidate should –

- (a) treat others with respect, courtesy and fairness; and
- (b) respect and value diversity in the community.

- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should –

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

DIVISION 3 – BEHAVIOUR

7. Overview of Division

This Division sets out –

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate –
- (a) must ensure that their use of social media and other forms of communication complies with this Code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member –
- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate –

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate –

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

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.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may –
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following –
 - (a) engage in mediation;

- (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of –
- (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred – its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that –
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either –
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be –
- (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

DIVISION 4 – RULES OF CONDUCT

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause –
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
resources of a local government includes –
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office –
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause –
local government employee means a person –
 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not –
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

- (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means –
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause –
 - closed meeting* means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
 - confidential document* means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
 - document* includes a part of a document;
 - non-confidential document* means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member –
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information –
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause –
 - interest* –
 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.

- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council 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.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know –
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then –
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if –
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

10.5 Model Standards for CEO Recruitment and Selection, Performance and Termination

Meeting Date	25 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination (ii) CEO Standards Explanatory Notes (iii) Draft Standards for CEO Recruitment and Selection, Performance Review and Termination.
Owner/Applicant	N/A
Disclosure of Interest	CEO , Graeme Fardon

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council adopt the Model Standards for CEO Recruitment and Selection, Performance and Termination (Attachment iii) in accordance with Section 5.39B(2) of the Local Government Act 1995.

____/____

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

- The *Local Government (Administration) Amendment Regulations 2021* (CEO Standards) bring into effect Section 22 of the Amendment Act by introducing mandatory minimum Standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers.
- The Model CEO Standards provide a framework for local governments to select a Chief Executive Officer in accordance with the principles of merit, probity, equity and transparency.
- The Model Standards are to be adopted by the 3rd May 2021.

MATTER FOR CONSIDERATION

Council to consider the adoption of the Model Standard for CEO Recruitment and Selection, Performance and Termination.

BACKGROUND

New legislation requires all local governments to adopt mandatory minimum Standards that cover the recruitment and selection, performance review and early termination of local government Chief Executive Officers.

These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

Local governments are now required to adopt a set of Standards within three (3) months after 3rd February 2021. Additional provisions, that are consistent with the model standards, can be included in Council's adopted model.

It is recommended that Council adopt the CEO Standards for Recruitment and Selection, Performance and Termination (Attachment iii) as taken in the *Local Government (Administration) Amendment Regulations 2021* and at a later time consider any additional provisions that are consistent with the model standards.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.39A. Model standards for CEO recruitment, performance and termination

- (1) Regulations must prescribe 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.
- (2) Regulations may amend the model standards.

[Section 5.39A inserted: No. 16 of 2019 s. 22.]

5.39B. Adoption of model standards

- (1) In this section –

model standards means the model standards prescribed under section 5.39A(1).
- (2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt* standards to be observed by the local government that incorporate the model standards.

* *Absolute majority required.*

- (3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend* the adopted standards to incorporate the amendments made to the model standards.

* *Absolute majority required.*

- (4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.
- (5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.
- (6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.
- (7) Regulations may provide for –
 - (a) the monitoring of compliance with adopted standards; and
 - (b) the way in which contraventions of adopted standards are to be dealt with.

Local Government (Administration) Amendment Regulations 2021

Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

Nil – No current Policy

New legislative Requirement

FINANCIAL IMPLICATIONS

CEO Standards will need to be followed by Council with the Recruitment, Performance Review and Termination of the CEO.

The CEO recommends that Council engage an independent HR Consultant to assist Council in the Recruitment and Appointment process for the new CEO.

Subject to timing of the appointment of the HR Consultant, there may be some up- front costs to be incurred late in the current Financial Year.

Estimates of likely recruitment costs (including advertising) are being prepared by the CEO for inclusion in the 2021/2022 Draft Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
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. Council will be able to mitigate financial risk by budgeting for the recruitment of the new CEO in the 2021/2022 Year. Estimate of likely costs are being prepared by the CEO for inclusion in the 2021/2022 Draft Budget.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low

Operation – Risk Matrix Rating is assessed as Low. The adopted CEO Standards will have legal implications as Council will be required to follow the Standards when undertaking recruitment, performance review and termination of a CEO as they are now included in the Local Government Act 1995 (section 5.39A and 5.39B) and Administration Regulations.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

An overview of the Model standards for CEO recruitment, performance and termination as set out in Section 5.39A(1) of the Act and Schedule 2 of the regulations is below:

Recruitment and Selection

Council must consider and agree by Absolute Majority on the Job Description Form (JDF) for the CEO's position. The JDF to include Selection Criteria.

Council must also consider and determine the composition of the Selection Panel.

Division 2 sets out the process for establishing the selection criteria, position description and the advertising process. There are no major changes to the requirement for State-wide notice advertising of the Vacancy and inviting Applications.

Local governments are also required to convene a selection panel to conduct the recruitment and selection process. The Selection Panel must consist of Elected Members and the new requirement under clause 8, Division 2, is that the Selection Panel must include one independent person who is not a current Elected Member, human resources consultant, or employee of the local government. The DLGSC has recommended that the independent person should have experience in the recruitment and selection of CEO's and/or senior executives.

It is the role of the Selection Panel to recommend one or more suitable applicants based on the selection criteria. The selection panel provides an advisory role to Council; however, the ultimate decision-making authority on selecting and appointing the CEO remains with Council.

The DLGSC has recommended that local governments develop a policy or terms of reference to facilitate this process that incorporates Division 2 of the Admin Regulations including:

- The primary functions of the panel;
- Roles and responsibilities of panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentiality agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

Another notable change is the requirement for local government to re-advertise the CEO position and undertake a recruitment and selection process after each instance where a person has occupied the position for ten consecutive years (2 x 5 Year Contracts).

Council is also required as soon as practicable after the person is employed in the position of CEO, to resolve by Absolute Majority that the person was employed in accordance with Council's adopted Standards for CEO Recruitment.

Council must provide a copy of the Resolution to the CEO of DLGSC within 14 days after the Resolution is passed by Council.

Performance: The Standards regarding the CEO performance review are based on the principles of fairness, integrity and impartiality. Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that Council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria, should also be discussed and agreed to, between Council and the CEO, as the matter arises. Council must ensure that the process for a performance review is documented.

Termination: The requirements in the CEO Standards regarding termination of employment are based on the principles of procedural fairness. Any decision to terminate a CEO's contract of employment must be compliant with the CEO Standards and consistent with employment and contract law.

The CEO Standards provide that before a decision is made to terminate the employment of a CEO, the Council must have conducted a CEO performance review within the preceding twelve months (in accordance with section 5.38 of the Act). As a part of that process, the performance review must have

identified any relevant performance issues that needed to be addressed by the CEO, informed the CEO of the issues and provided the CEO with a reasonable opportunity to address those issues in accordance with a performance management plan.

Council is also required as soon as practicable after the person who is employed in the position of CEO has been terminated, to resolve by Absolute Majority that the person was terminated in accordance with Council's adopted Standards for CEO Termination.

Council must provide a copy of the Resolution to the CEO of DLGSC within 14 days after the Resolution is passed by Council.

Appointment of a Temporary CEO

In accordance with Section 5.39C of the Act, Council is required to develop and implement a policy that outlines the arrangements to temporarily replace a CEO for any period less than twelve months, for example, when a CEO is on planned or unplanned leave. The policy must include the decision-makers for appointing an acting CEO.

This Draft Policy will be prepared and be the subject of an Officer's Report to a future Council Meeting.



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination

***Local Government (Administration) Amendment
Regulations 2021***

February 2021

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Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act 1995* (Act) lists a number of general principles of employment that apply to local governments.

Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** 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.
- S1.2** 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.
- S1.3** 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.
- S1.4** 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.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** 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.

Guidelines

Recruitment and selection process

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former or current elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government must not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

Selection

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
 - the value of one year's remuneration under the contract; or
 - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

Appointment

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

Part 2 – Performance Review

Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

Performance Criteria

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

Assessing performance

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

Confidentiality

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

Part 3 – Termination

Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

Guidelines

Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

Termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at www.fwc.gov.au, the Fair Work Ombudsman at www.fairwork.gov.au and the Western Australian Industrial Relations Commission at www.wairc.wa.gov.au.

LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS 2021 – EXPLANATORY NOTES

CEO Standards Explanatory Notes

Section in Amendment Act	Explanation
<p><i>Local Government Legislation Amendment Act 2019.</i> Section 22 – Sections 5.39A, 5.39B & 5.39C.</p>	<p>The <i>Local Government (Administration) Amendment Regulations 2021</i> brings into effect Section 22 of the <i>Local Government Legislation Amendment Act 2019</i> (the Amendment Act).</p> <p>5.39A - Model standards for CEO recruitment, performance and termination. 5.39B - Adoption of Model Standards 5.39C - Policy for temporary employment or appointment of CEO.</p>

	Regulation	Explanation
1	Citation	This provision sets out the citation title of the instrument.
2	Commencement	These regulations come into effect as follows – <ul style="list-style-type: none"> • Regulations 1 & 2 – on the day on which they are published in the <i>Gazette</i> (2 February 2021); • The rest of the regulations – on the day on which the <i>Local Government Legislation Amendment Act 2019</i> section 22 comes into effect (3 February 2021).
3	Regulations amended	These regulations amend the <i>Local Government (Administration) Regulations 1996</i> (Administration Regulations).

	Regulation	Explanation
4	<p>Regulation 18A amended</p> <p>Regulation 18A – Vacancy in position of CEO or senior employee to be advertised (Act s.5.36(4) and 5.37(3)).</p>	<p>Regulation 18A(1) is being amended to align with the new State-wide public notice provisions. If the position of CEO, or of a senior employee, becomes vacant the local government must give State-wide public notice of the position in accordance with the requirements of the Local Government Act (sections 5.36(4) and 5.37(3)).</p> <p>Regulation 18A(2)(da) provides that the State-wide public notice must include a website address where the job description form (JDF) for the position can be accessed.</p>
5	<p>Regulation 18C and 18D deleted</p> <p>Regulation 18C – Selection and appointment process for CEOs</p> <p>Regulation 18D – Performance review of CEO, local government’s duties as to</p>	<p>Regulation 18C is repealed. The prescribed model standards for CEO recruitment and appointment outlined at Schedule 2 (Clauses 3-14) of the <i>Local Government (Administration) Amendment Regulations 2021</i> replace 18C.</p> <p>Local governments are required to determine the selection criteria for the position of CEO prior to a recruitment process being undertaken. The local government must approve by a resolution of an absolute majority of council, a job description form which sets out the duties and responsibilities of the position (5(2)(a)) and details the selection criteria (5(2)(b)).</p> <p>A position vacancy must be advertised in accordance with 5.36(4) of the <i>Local Government Act</i> and 18A of the <i>Local Government (Administration) Regulations 1996</i>. A JDF form must also be made available on the local government’s official website.</p> <p>As part of the process of selection, a panel must be established to conduct the recruitment and selection for appointment to CEO. The selection panel must be</p>

	Regulation	Explanation
		<p>made up of council members and at least one independent person who is not a current councillor, human resources consultant, or employee of the local government. The independent person should have experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>A final decision to make an offer of appointment to the position of CEO must be made by an absolute majority of council. The resolution must also approve the proposed terms of the contract.</p> <p>Regulation 18D is repealed. The prescribed model standards for performance review outlined at Division 3 of the of the <i>Local Government (Administration) Amendment Regulations 2021</i> (clauses 15-19) replace 18D.</p> <p>Local governments are required to review the performance of a CEO annually in accordance with section 5.38 of the Act. Division 3 sets out the process for performance review, including establishing the performance criteria upon which to base the review and the requirement to endorse the performance review assessment by absolute majority on its completion.</p> <p>The CEO must be notified of the results of the performance review, including any issues identified in relation to the performance of the CEO, and how the local government proposes to address and manage those issues.</p>
6	Regulations 18FA to 18FC inserted	Regulation 18FA sets out the model standards for local governments in relation to the recruitment, performance review and termination of employment of a local government CEO.

	Regulation	Explanation
	<p>Regulation 18FA – Prescribed model standards for CEO recruitment, performance and termination (Act s.5.39A(1)).</p> <p>Regulation 18FB – Certification of compliance with adopted standards for CEO recruitment (Act s.5.39B(7))</p> <p>Regulation 18FC – Certification of compliance with adopted standards for CEO termination (Act s.5.39B(7)).</p>	<p>Regulation 18FB requires local governments to certify that they have complied with the adopted standards under section 5.39B(7)(a) of the Act. 18FB applies in relation to the recruitment and appointment of a local government CEO. As soon as practicable after a person is employed as CEO, the local government (council), must by resolution of an absolute majority, certify the appointment was made in accordance with the adopted standards.</p> <p>A copy of the resolution to appoint the CEO must be provided to the Department of Local Government, Sport and Cultural Industries (DLGSC) within 14 days of the resolution being passed.</p> <p>Regulation 18FC requires a local government to certify that they have complied with the adopted the standards under section 5.39B(7)(a) of the Act. 18FC applies in relation to the termination of a CEO’s employment contract.</p> <p>If a local government makes the decision to terminate the employment of the CEO, they must certify that the termination was carried out in accordance with the adopted standards for termination by a resolution of an absolute majority. A copy of the resolution must be provided to DLGSC within 14 days of the resolution being passed.</p>
7	Schedule 2 inserted – Model Standards for CEO recruitment, performance and termination	Schedule 2 inserts the model standards for CEO recruitment, performance and termination of employment.
	Division 1 – Preliminary provisions	

	Regulation	Explanation
1.	Citation	<p>New section 5.39B of the Amendment Act requires local governments to adopt the Model Standards within three months of these Regulations coming into operation. The Model Standards, as drafted, provide a template for local governments to adopt the Standards as their own by inserting their local government name.</p> <p>In accordance with section 5.39B, local governments can include additional provisions provided they are consistent with the model standards.</p> <p>To adopt the standards, a resolution needs to be passed by an absolute majority. Once the standards are adopted, it must be published on the local government's website.</p>
2.	Terms used	<p>This clause defines <i>Act, additional performance criteria, applicant, contract of employment, contractual performance criteria, job description form, local government, selection criteria</i> and <i>selection panel</i>. All other terms used have the same meaning as in the Act unless the contrary intention appears.</p>
	Division 2 – Standards for recruitment of CEO's	
3.	Overview of Division	<p>Clause 3 sets out the standards to be observed by the local government in relation to the recruitment of CEOs.</p>
4.	Application of Division	<p>Regulation 18C of the <i>Local Government (Administration) Regulations 1996</i> is repealed. Instead, clause 4 applies in relation to Division 2 - the recruitment and selection process for a local government CEO.</p>

	Regulation	Explanation
		<p>Division 2 does not apply in the event that the position of CEO is to be filled by a person in a prescribed class or in relation to the renewal of the CEO's contract, unless the CEO has been employed for a period of 10 or more consecutive years and a period of 10 or more years has elapsed since a selection and recruitment process was carried out.</p> <p>For the purposes of 5.36(5)(a), a person in a prescribed class includes a person who is and will continue to be employed by another local government and is contracted for a period of less than five years, or the person will be acting in the position of CEO for a period of less than one year.</p>
5.	Determination of selection criteria and approval of job description form	<p>Clause 5 deals with determining the selection criteria for the position of CEO. It is a requirement that the local government base the selection criteria on the necessary skills, knowledge, experience and qualifications necessary to effectively perform the role and responsibilities associated with the position.</p> <p>The local government must approve (by absolute majority) a job description form (JDF) that sets out the duties and responsibilities of the position and the selection criteria.</p>
6.	Advertising requirements	<p>Clause 6 deals with advertising the position of CEO where the position becomes vacant or the incumbent has held the position for 10 or more consecutive years. It is a requirement of the Local Government Act (s 5.36(4)) that upon the position of CEO becoming vacant, it must be advertised in a manner prescribed.</p> <p>Regulation 18A of the <i>Local Government (Administration) Regulations 1996</i> sets out the requirements for State-wide advertising.</p>

	Regulation	Explanation
7.	Job description form to be made available by local government	<p>Clause 7 requires a local government to provide a copy of the JDF to a person upon request. The local government must either provide the web address where the JDF can be downloaded, or alternatively if the person is unable to access the website, email a copy, or send a hard copy in the post.</p>
8.	Establishment of selection panel for employment of CEO	<p>Clause 8 requires a local government to establish a selection panel to conduct the selection and recruitment process for appointment of a person to the position of CEO.</p> <p>The selection panel must be comprised of council members and at least one independent person. The independent person (or persons) must not be:</p> <ul style="list-style-type: none"> • a councillor; • a human resources consultant; or • an employee of the local government; <p>It is recommended that an independent person have relevant experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>It is at the discretion of the local government to determine the number of people on the selection panel.</p>
9.	Recommendation by selection panel	<p>It is the role of the selection panel to recommend a preferred applicant, or applicants, for appointment to the position of CEO. Clause 9 requires an assessment to be made of each applicant's ability to perform the role of CEO</p>

	Regulation	Explanation
		<p>based on their knowledge, experience, qualifications and skills as measured against the selection criteria outlined in the JDF.</p> <p>The selection panel is required to provide a summary of assessment of each applicant, along with the panel's recommendation as to which applicant, or applicants, are suitable to be employed in the position of CEO.</p> <p>If the selection panel considers none of the applicants suitable for appointment, they must recommend to the local government that a new recruitment and selection process be carried out. The selection panel may also recommend changes be made to the duties and responsibilities of the position, or the selection criteria.</p> <p>The selection panel must act in an impartial and transparent manner and in accordance with the principles set out in section 5.40 of the Act.</p> <p>The selection panel is responsible for ensuring that any applicant, or applicants, they recommend for appointment have demonstrated they meet the selection criteria and have had their qualifications verified. The selection panel must exercise due diligence in verifying referees, work history, skills and any other claims made by the applicant.</p> <p>The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel.</p>
10.	Application of clause 5 where new process carried out	<p>If the selection panel finds that none of the applicants are suitable to be appointed to the position of CEO, they must advise the local government in accordance with 9(3)(a).</p>

	Regulation	Explanation
		<p>Clause 10 requires the recruitment and selection process to be undertaken again if the selection panel advises the local government it considers none of the applicants to be suitable for appointment to the position of CEO.</p> <p>Unless the selection panel recommends changes be made to the duties and responsibilities of the position, or the selection criteria, clause 5 does not apply. In this instance, the original JDF previously approved by the local government (under clause 5) is the JDF form for the purposes of the new recruitment and selection process.</p>
11.	Offer of employment in position of CEO	<p>Clause 11 requires the decision to make an offer of employment to an applicant to the position of CEO is made by an absolute majority of council.</p> <p>The council must approve making the offer of employment to the preferred applicant and the proposed terms of the contract to be entered into.</p>
12.	Variations to proposed terms of contract of employment	<p>Clause 12 applies where the contract terms of the CEO's employment are amended from the original contract offer as a result of negotiations between the successful applicant and the local government.</p> <p>It is a requirement that council approve the terms of the negotiated contract by an absolute majority decision.</p>
13.	Recruitment to be undertaken on expiry of certain CEO contracts	<p>Clause 13 applies if a local government CEO has held the position for a period of 10 or more consecutive years upon expiry of the CEO's contract. Regulation</p>

	Regulation	Explanation
		<p>13 also applies if a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position has occurred and the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.</p> <p>Subclause 13(2)(a)(ii) is drafted to allow for the possibility that a CEO who has, for example, held office for 10 years and has their contract renewed for another 5-year term following the recruitment and selection process. In this instance, clause 13(2)(a)(ii) will operate to ensure that another 10 years can pass before another recruitment process is required. In the absence of clause 13(2)(a)(ii), when the renewed term came to an end, the CEO would have held the position for 15 consecutive years and clause 13(2)(a)(i) would operate to require a new process be undertaken.</p> <p>The local government must carry out the recruitment and selection process before expiry of the incumbent CEO's contract.</p> <p>The incumbent CEO may have their contract of employment renewed upon expiry if they are selected in accordance with the recruitment and selection process at subclause (3).</p>
14.	Confidentiality of information	<p>Clause 14 requires confidentiality to be observed by the local government as part of the process of recruitment and selection. Information obtained as part of this process must only be used for, or in connection with, recruitment and selection.</p>

	Regulation	Explanation
	Division 3 – Standards for review of performance of CEOs	
15.	Overview of Division	<p>Regulation 18D is repealed. Division 3 effectively deals with the requirement to consider the performance review of the CEO in accordance with section 5.38 of the Act.</p> <p>Division 3 sets out the standards to be observed by the local government in relation to the review of the performance of the CEO.</p>
16.	Performance review process to be agreed between local government and CEO	<p>Clause 16 requires the local government and the CEO to agree on the process for performance review and any performance criteria that are additional to those specified in the contract. For example, the local government and the CEO may wish to include additional performance criteria after 1 or 2 years into a contract term as circumstances and priorities change.</p> <p>The process for performance review must be consistent with clauses 17 (Carrying out a performance review), 18 (Endorsement of the performance review) and 19 (CEO to be notified of the results of the performance review).</p> <p>The process for performance review and the selection criteria upon which the review will be based must be set out in a written document.</p>
17.	Carrying out a performance review	Clause 17 deals with how a review of a CEO's performance must be carried out.

	Regulation	Explanation
		A performance review must be carried out in an impartial and transparent manner. It must also be comprehensive, and evidence based. The CEO's performance must be measured against the performance criteria as specified in the CEO's contract and any other performance criteria as agreed to and set out in the documented process for performance review.
18.	Endorsement of performance review by local government	Clause 18 requires that a performance review is endorsed by an absolute majority of council upon completion.
19.	CEO to be notified of results of performance review	<p>Clause 19(a) requires a local government to notify the CEO of the results of the performance review in writing. If the review identifies any performance issues, the local government must outline how it proposes to address and manage those issues.</p> <p>The local government must notify the CEO of the results of the performance review after it has been endorsed by an absolute majority of council.</p>
	Division 4 – Standards for termination of employment of CEO's	
20.	Overview of Division	Clause 20 sets out the standards to be observed by the local government in relation to the termination of employment of a CEO.
21.	General principles applying to any termination	Clause 21 outlines the general principles that must apply to any termination of a CEO's employment contract. Decisions relating to termination of employment must be made in an impartial and transparent manner.

	Regulation	Explanation
		<p>A CEO must be afforded procedural fairness in relation to the process for termination of employment, this includes:</p> <ol style="list-style-type: none"> a) being informed of their rights, entitlements and responsibilities; b) notification of any allegations against the CEO; c) being given a reasonable opportunity to respond to the allegations; d) and genuinely considering any response provided by the CEO to the allegations.
22.	Additional principles applying to termination for performance-related reasons	<p>Clause 22(1) applies if the local government proposes to terminate the employment of a CEO based on the CEO's work-related performance.</p> <p>Subclauses 22(2)(a)-(d) and 22(3) require that a CEO's employment must not be terminated unless the local government has:</p> <ul style="list-style-type: none"> • previously identified any issues with the CEO's performance as part of the performance review process; • informed the CEO of the performance issues; • given the CEO reasonable opportunity to address and implement a plan to remedy the performance issues; • determined that the CEO has not remedied the performance issues to the satisfaction of the local government; and • 22(3) reviewed the performance of the CEO within the preceding 12 months in accordance with 5.38(1) of the Local Government Act.
23.	Decision to terminate	<p>Clause 23 requires that a decision to terminate the employment of a CEO must be made by an absolute majority of council.</p>

	Regulation	Explanation
24.	Notice of termination of employment	Clause 24 requires that a local government must provide notice in writing of the decision to terminate the employment of a CEO. Written notice must include the local government's reasons for termination.

STD.1 CEO STANDARDS FOR RECRUITMENT, PERFORMANCE AND TERMINATION

Document Status	New Standard
Statutory Environment	Local Government Act 1995 S5.39A Local Government (Model Code of Conduct) Regulations 2021 R18FA

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
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Schedule 2 – Model standards for CEO recruitment, performance and termination [Local Government Act 1995 S5.39A & Local Government (Administration) Regulations 1996 R18FA].

DIVISION 1 – PRELIMINARY PROVISION

1. Citation

These are the Shire of Quairading Standards for CEO Recruitment, Performance and Termination.

2 Terms used

(1) In these standards –

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

CEO means the local government's Chief Executive Officer;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Quairading;

selection criteria means the selection criteria for the position of Chief Executive Officer determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

DIVISION 2 – STANDARDS FOR RECRUITMENT OF CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply –

- (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
- (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(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 Chief Executive Officer 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).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must –

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address –
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

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.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government –
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government –
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) –
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has –
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria –

- (a) clause 5 does not apply to the new recruitment and selection process; and
- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve –

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the *negotiated contract*) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause –
commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if –
 - (a) upon the expiry of the contract of employment of the person (the *incumbent CEO*) who holds the position of CEO –
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
 - and
 - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

DIVISION 3 – STANDARDS FOR REVIEW OF PERFORMANCE OF CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on –
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must –
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of –

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO – how the local government proposes to address and manage those issues.

DIVISION 4 – STANDARDS FOR TERMINATION OF EMPLOYMENT OF CEOs**20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including –
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has –
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

10.6 Dedication of Land as a Road - Replacement of Bridge 0597 & Realignment of the York-Merredin Road at Yoting

Meeting Date	25 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Correspondence Main Roads WA
Owner/Applicant	Main Roads WA (MRWA)
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council resolve to:

1. Support the dedication of land, the subject of Main Roads Land Dealings Plans 1860-230 as road pursuant to Section 56 of the Land Administration Act 1997;
2. Surrender 757m² of land from Reserve 18955 for inclusion into the York-Merredin Road; and
3. That Council note that Main Roads WA has indemnified Council against any costs and claims that may arise as a result of the road dedication.

____/____

VOTING REQUIREMENTS –Simple Majority

IN BRIEF

- MRWA have informed Council of its proposal and plans to replace Bridge No. 0597 and realign the York – Merredin Road at Yoting.
- A fatal motorcycle accident occurred at this Bridge a number of years ago.
- As part of the proposed Works, Main Roads are seeking the surrender of 757m² of land from Crown Reserve No. 18955 for inclusion in the new Road Reserve.
- Reserve No. 18955 is the subject of a Management Order (Vesting Order) in the name of the Shire of Quairading for the Purpose of "Conservation, Rubbish Disposal Site".
- The current area of Reserve No. 18955 is 4.8 hectares.
- The surrender of 757m² will not cause any detriment to the Crown Reserve and will facilitate the realignment of the York – Merredin Road at the Yoting Bridge.
- Main Roads have negotiated with the landowner of Location 17145 for the taking of a further 6579m² of freehold land for inclusion into the Road Reserve.
- Main Roads have indemnified Council against any costs or claims that may arise as a result of the dedication action.
- To enable the land to be dedicated as road reserve, it is a requirement of the Land Administration Act 1997 that Council resolves to dedicate the land as road.

MATTER FOR CONSIDERATION

Surrender of 757m² of Reserve No. 18955 and its inclusion in the York – Merredin Road Reserve.

Dedication of the subject land as Road pursuant to Section 56 of the Land Administration Act 1997.

BACKGROUND

MRWA is undertaking the replacement of Bridge No. 0597 and the realignment of the York-Merredin Road on the approaches to the Bridge.

MRWA are seeking the surrender of 757m² from Crown Reserve no. 18955, to be included in the York - Merredin Road Reserve.

MRWA has also negotiated with affected adjoining private landowners and other impacted parties to acquire the additional land required within the locality of Yoting to enable the Bridge replacement and road widening to take place.

The road dedication process is a common practice carried out by local governments to comply with the requirements of the Land Administration Act 1997. In this case, due to the York - Merredin Road being under the control of MRWA, the Shire (as the local government) through a Council resolution must carry out the dedication process on their behalf.

MRWA has confirmed that they will indemnify the Shire against all costs and charges that may arise as a result of the road dedication. There are no risks or implications on the Shire as a result of Council resolving to dedicate the land as road.

The resolution merely provides the support for MRWA to progress the required land transactions to acquire the land and carry out the improvements.

STATUTORY ENVIRONMENT

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

N/A.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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
B2.1	Ensure the provision of roads, footpaths and drainage takes into account the needs of the community, including the needs of the agriculture industry
B2.2	Ensure the provision of community facilities and other built assets takes into account the needs of the community

CONSULTATION

In line with legislative requirements under the Land Administration Act 1997, no public advertising is required to undertake dedication of land as a Road.

MRWA advise that they have consulted and negotiated with adjoining landowner and any other interested Parties (i.e. Railway Reserve / PTA)

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

Financial - Risk Matrix Rating is assessed as Low. All costs associated with the dedication and acquisition is the sole responsibility of Main Roads. Main Roads have indemnified Council against any Claim or Cost associated with these land acquisitions and road dedication.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low. Council's Staff and resources not involved in the Project, aside from the preparation of the Item for Council procedural resolution.

Natural Environment – Risk Matrix Rating is assessed as Low. Nil to Council as all Environmental Clearance Approvals (if required) and Obligations are the responsibility of Main Roads WA.

COMMENT

The request is a procedural matter for which the Shire has no financial obligations.

Council has processed a number of similar Road Dedication requests in recent years as the Road Widening and Upgrade works have progressed on the York - Merredin Road to the West of Quairading.



SHIRE OF QUAIRADING	FILE NO:
	15 MAR 2021
	TO: COPY TO:

Enquiries: Frank Mattaboni on 08 9323 5856

Our Ref: File No 20/8403

5 March 2021

Mr G Fardon
Chief Executive Officer
Shire of Quairading
10 Jennaberring Road
QUAIRADING WA 6383

Dear Graeme

REPLACEMENT OF BRIDGE 0597 & REALIGNMENT OF THE YORK MERREDIN ROAD IN THE SHIRE OF QUAIRADING AT YOTING

I refer Shire to previous correspondence regarding our request for access to Reserve 18955 for the undertaking of early works associated with this project.

Main Roads has since approached the affected private landowner and other impacted parties and arrangements for access to the required land including land acquisition where required is being finalised.

Attached for consideration by the Council is a plan depicting the land required for the works to be carried out on the York Merredin Road at 86.85 – 87.5SLK.

In order for the project to proceed, the land shown shaded on the enclosed copies of Land Dealings Plan 1860-230 is required for its inclusion in the road reserve.

To enable the land to be dedicated as road reserve, it is a requirement of the *Land Administration Act 1997* that local governments resolve to dedicate the road. Inclusive in this request can the Quairading Shire also resolve to agree to the surrender of approximately 757m² of land from Reserve 18955 for inclusion into the realigned road.

It would be appreciated if Council could consider these matters at its next meeting and provide the following statements in a letter to Main Roads marked to my attention. This will satisfy the requirements of the Department of Planning Lands & Heritage (DPLH) who will arrange for the dedication of the land.

“Council at its ordinary meeting held on (Day Month Year) passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plan 1860-230 as a road pursuant to section 56 of the Land Administration Act 1997.”

“Council additionally resolves to agree to the surrender of approximately 757m² of land from Reserve 18955 for inclusion to the York Merredin Road.”



mainroads
WESTERN AUSTRALIA

In addition can the Shire please include a copy of the minutes of the Council meeting relating to the resolutions for DPLH records.

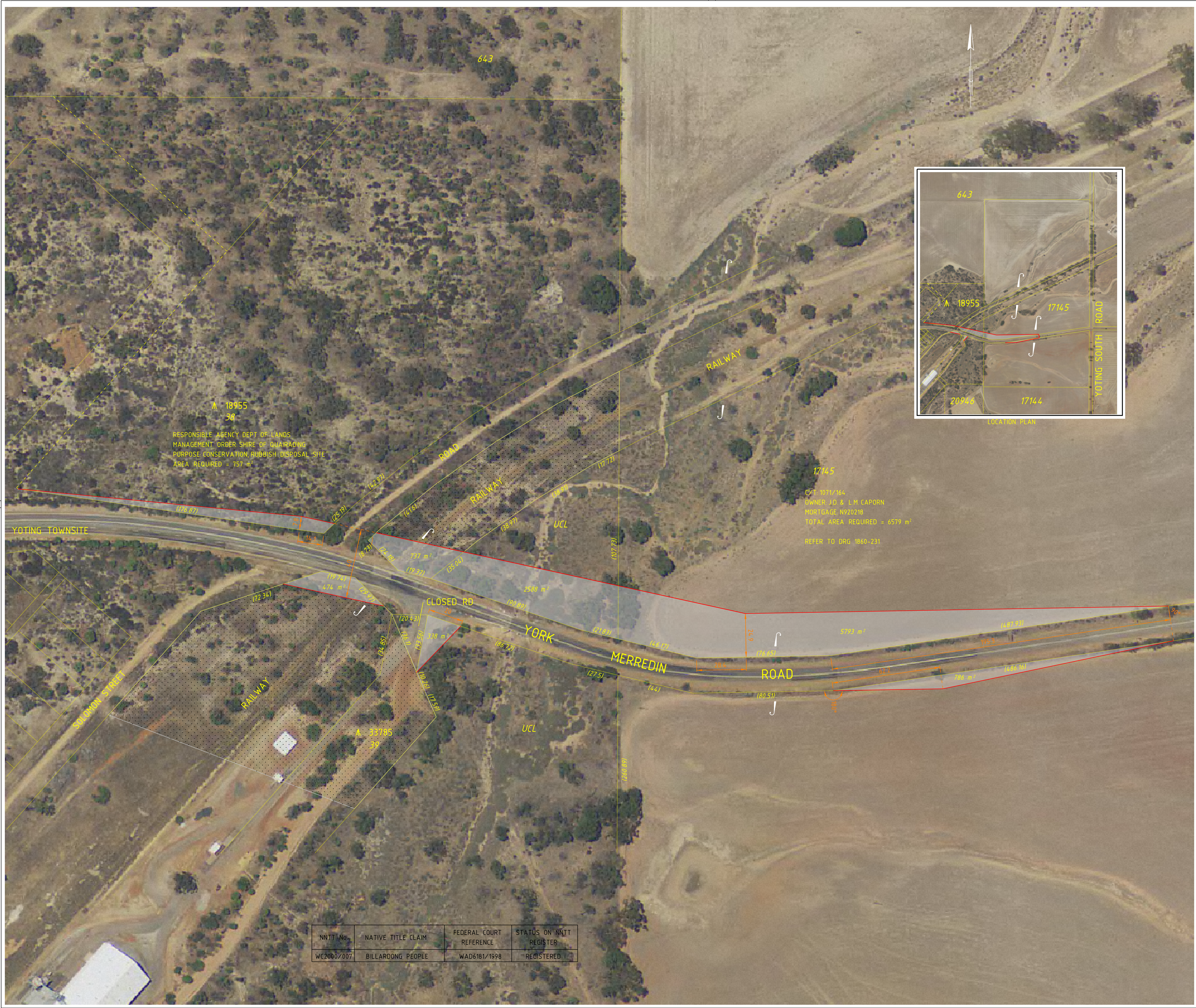
Main Roads will be responsible for any costs and claims that may arise as a result of the dedication action.

If you require any further information please contact me on 0407 445 339.

Yours faithfully

A handwritten signature in blue ink, appearing to read "Frank Mattaboni".

Frank Mattaboni
Land Consultant
Wheatbelt Region



AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	MICRO DATE
No				

LEGEND	
	LAND REQUIRED FOR ROAD PURPOSES
	LAND SUBJECT TO ARC RAIL LEASE
	BOUNDARY TO BE SURVEYED.

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
 - S.L.K. IS A M.R.W.A STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
 - HORIZONTAL DATUM IS MGA 94.

WHEATBELT REGION

Telephone (08) 9622 4777 Fax (08) 9622 3767

APPROVED FOR IMPLEMENTATION

FILE NUMBER 04/3191	DATE	APPROVAL NUMBER
------------------------	------	-----------------

AUTHORISED

APPROVED

FINANCE AND SERVICES PROPERTY MANAGEMENT	
Telephone 9323 4580	Fax 9323 4600

DRAWN/DESIGNED W. ROLLINGS DATE 6/11/18

AUDITED IN ACCORDANCE WITH STANDARD 67-98-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

YORK MERREDIN RD M41

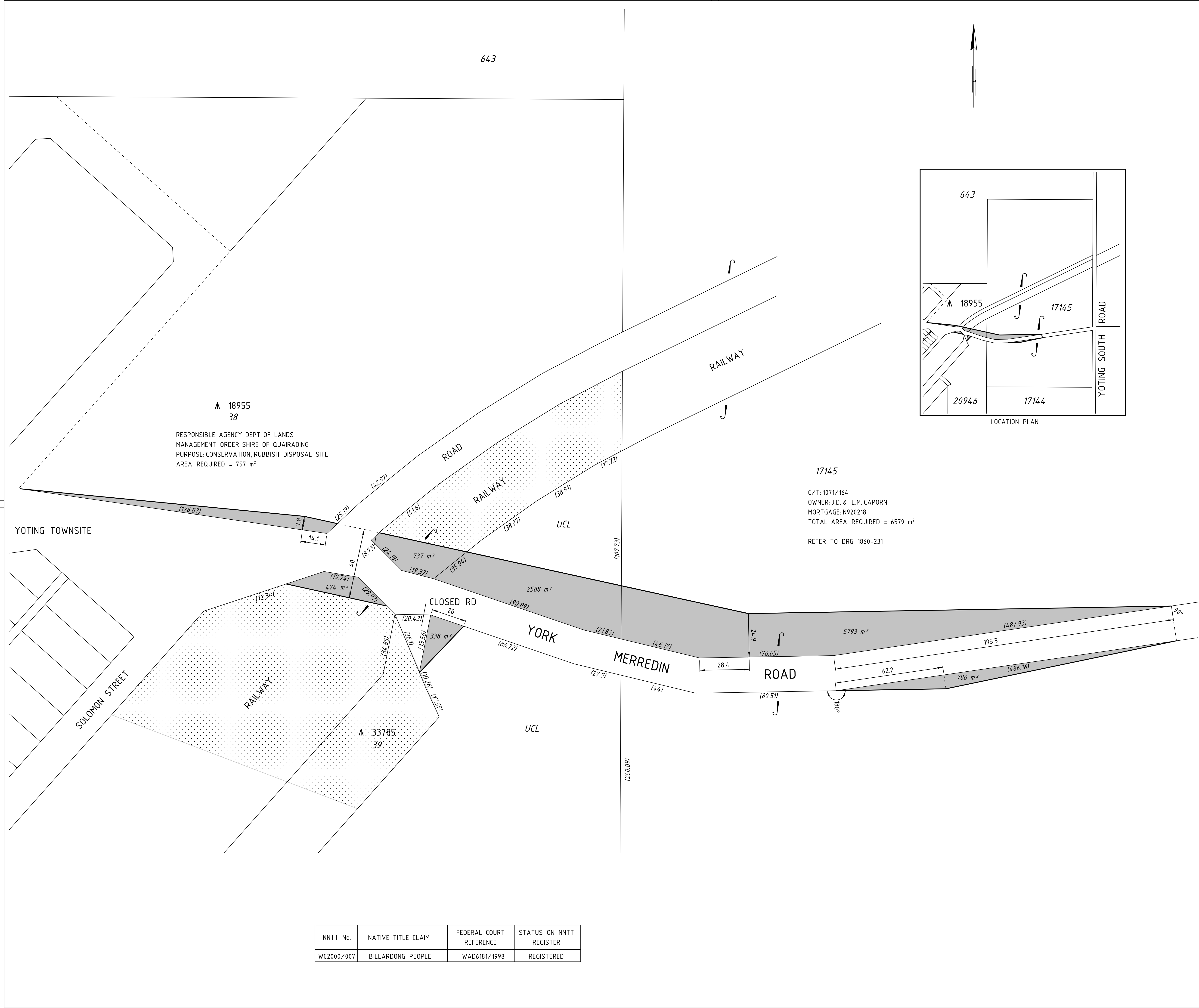
LAND DEALINGS
86.85 - 87.5 SLK

LOCAL AUTHORITY (424) SHIRE OF QUAIRADING

DRAWING TYPE 7200	DRAWING NUMBER 1860-230	AMEND.
FILE NUMBER 04/3191		

NNTT No.	NATIVE TITLE CLAIM	FEDERAL COURT REFERENCE	STATUS ON NNIT REGISTER
WC2000/007	BILLARDONG PEOPLE	WAD6181/1998	REGISTERED

SCALE 1:1000
0 10 20 30 40 50 60 70 80 90 100
SCALE DATE



AMENDMENTS	DESCRIPTION	DATE	AUTHORISED	MICRO DATE
No				

LEGEND

- LAND REQUIRED FOR ROAD PURPOSES
- LAND SUBJECT TO ARC RAIL LEASE
- BOUNDARY TO BE SURVEYED

- NOTES**
- DIMENSIONS AND AREAS ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY.
 - S.L.K. IS A M.R.W.A. STRAIGHT LINE KILOMETRE AND IS APPROXIMATE ONLY.
 - HORIZONTAL DATUM IS MGA 94.

WHEATBELT REGION

Telephone (08) 9622 4777 Fax (08) 9622 3767

APPROVED FOR IMPLEMENTATION

FILE NUMBER 04/3191	DATE	APPROVAL NUMBER
------------------------	------	-----------------

AUTHORISED

APPROVED

mainroads
WESTERN AUSTRALIA

FINANCE AND SERVICES
PROPERTY MANAGEMENT

Telephone 9323 4580 Fax 9323 4600

DRAWN/DESIGNED W. ROLLINGS DATE 6/11/18

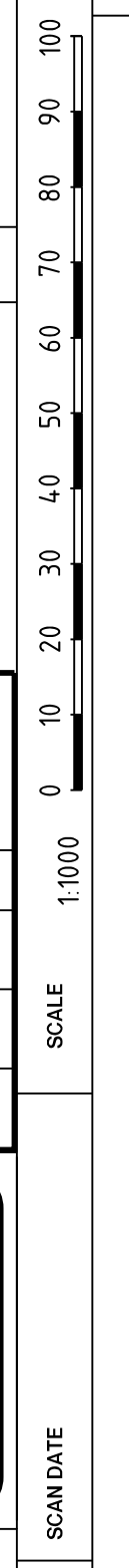
AUDITED IN ACCORDANCE WITH STANDARD 67-98-48 IN THE ROAD AND TRAFFIC ENGINEERING MANUAL.

YORK MERREDIN RD M41
LAND DEALINGS
86.85 - 87.5 SLK

LOCAL AUTHORITY (424) SHIRE OF QUAIRADING

DRAWING TYPE 7200	DRAWING NUMBER	AMEND.
FILE NUMBER 04/3191	1860-230	

NNTT No.	NATIVE TITLE CLAIM	FEDERAL COURT REFERENCE	STATUS ON NNTT REGISTER
WC2000/007	BILLARDONG PEOPLE	WAD6181/1998	REGISTERED



10.7 Digitisation Policy

Meeting Date	25 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	IRIS Consulting Group, Gaynor Deal - Director
Attachments	(i) Draft Digitisation Policy (ii) Recordkeeping Plan 2020 (Revised April 2020)
Owner/Applicant	N/A
Disclosure of Interest	IRIS Consulting Group paid Professional Fees by Council.

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council adopt the Digitisation Policy for the Quairading Medical Practice.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Council engaged IRIS Consulting to prepare the Shire's Recordkeeping Plan 2020 Review due February 2020.
- The State Records Commission (SRC) prior to their August 2020 meeting requested additional information regarding Source Records implementation at the Quairading Medical Practice.
- On behalf of Council, IRIS Consulting forwarded a revised Recordkeeping Plan 2020 to the SRC in April 2020.
- At their Meeting 7th August 2020 the State Records Commission approved the amended Recordkeeping Plan 2020 for the Shire of Quairading and also highlighted outstanding SRC Standards compliance requirements to be addressed by the Shire.
- IRIS Consulting was engaged February 2021 to assist with the development of the outstanding recordkeeping policies and procedures.
- Quairading Medical Practice Records are the property of the Shire of Quairading and therefore need to be captured, retained and disposed of in accordance with the Local Government General Disposal Authority (GDA) under the Recordkeeping Plan.
- IRIS Consulting has developed a Digitisation Policy, Digitisation Procedures Manual and step by step Implementation Plan for the Quairading Medical Practice.
- It is recommended that Council adopt the Digitisation Policy for the Quairading Medical Practice.

MATTER FOR CONSIDERATION

Council's adoption of the Digitisation Policy for the Quairading Medical Practice.

BACKGROUND

At its Meeting on the 7th August 2020 the State Records Commission approved Council's amended Recordkeeping Plan 2020 and included a list of outstanding SRC Standards compliance requirements to be addressed by the Shire.

Under SRC Standard 2: Principle 2 of the Shire's Recordkeeping Plan 2020 states that the Shire will endeavour to develop outstanding policies and procedures by 31st March 2021.

Council engaged IRIS Consulting in February 2021 to develop the outstanding Recordkeeping policies and procedures for the Shire.

At the Quairading Medical Practice, the Clinical Services are provided by the GP and Council provides logistical support to the Practice and owns the Patient Records Software and Records.

Medical Records and Practice Accounts (including Patient Accounts) are processed through the Pracsoft section of Medical Director. All Employee/HR Records, Accounts Payable Records are held and administered by Council Staff at the Administration Centre.

All hard copy Patient records at the Quairading Medical Practice were scanned and captured into the Medical Practice software from 2007, following the recommendations from the RACGP (Royal Australian College of General Practitioners) and AGPAL (Australian General Practice Accreditation Limited).

As the Quairading Medical Practice Records belong to the Council, the Quairading Medical Practice is required to implement the General Disposal Authority for Local Government Records (GDA LG) for retention and disposal of medical centre records.

STATUTORY ENVIRONMENT

Electronic Transactions Act 2011

Evidence Act 1906

State Records Act 2000

State Records Commission – Standard 8 – Digital Recordkeeping (2008)

State Records Office – Guideline for Management of Digital Records (2009)

General Disposal Authority (GDA) Source Records

ISO 16175: Principles and Functional Requirements for Records in Electronic Office Environments

AS NZS ISO 13028:2012 – Information and documentation – Implementation guidelines for digitisation of records.

POLICY IMPLICATIONS

Shire of Quairading Recordkeeping Plan 2020.

FINANCIAL IMPLICATIONS

Nil – Consultancy Fees for IRIS Consulting to assist Council Staff are provided for in Council's 2020-2021 Budget, Records Management (GL0694)

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. Compliance with the approved Recordkeeping Plan minimises Council's Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low. Specialist Consultant engaged to assist Council Staff with technical aspects of the Policy Development and implementation.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

No further Comment.

GOV.10 DIGITISATION POLICY

Document Status	New Policy
Statutory Environment	Electronic Transactions Act 2011 Evidence Act 1906

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Nathan Gilfellow			New Policy	

POLICY STATEMENT

The Shire of Quairading Medical Practice has commenced a Digital Transformation and is making a progressive shift towards fully digital operations and will where possible, receive or create all documents in born digital format only.

All (in the first instance the Medical Practice ONLY will implement Digitisation of incoming physical documents) hard copy/physical documents will be digitised according to the contents of the Shire's Digitisation Procedures Manual.

Annexure 1 contains the meanings of terms used in the Policy which may be unfamiliar to some staff in the Shire.

POLICY

1. Policy Requirements

The Shire has a digitisation framework to govern all scanning/digitising, and electronic capture of physical documents created or received by the Shire and to facilitate the shift towards a fully digital operating environment.

A digitisation framework has been developed in accordance with the legislative requirements and digitisation specification outlined in the General Disposal Authority (GDA) for Source Records and in line with international best practice standards. The following are a list of the requirements which govern how digitisation will take place in the Shire:

- The Shire has an approved digitisation procedures manual used for the scanning/digitising of physical documents created or received by the Shire:
- Physical source documents created or received by the Shire will be:
 - Processed and correctly scanned (digitised) according to the Shire's Digitisation Procedures,
 - Delivered to addressees in digital/electronic format only, and
 - Registered into a system with recordkeeping capabilities which meet the requirements of - ISO 16175: Principles and Functional Requirements for Records in Electronic Office Environments:
 - ISO 16175:2 Guidelines and functional requirements for digital records management systems, and or
 - ISO 16175:3 Guidelines and functional requirements for records in business systems*.
- To reduce the requirement for scanning of physical documents, where documents can or are received or created by the business in digital format, these records will remain in their digital format. They will therefore be edited, captured, managed, and shared in their electronic format (born digital format).
- Incoming physical documents will not be distributed for action unless a requirement for use of the physical record is identified through the digitisation risk assessment as being critical to the business.
- Any digitisation undertaken anywhere within the Shire or by its commercial service providers must be undertaken in accordance with this Policy and the contents of the Digitisation Procedures Manual.
- Physical source documents will ONLY be destroyed after scanning (digitising) according to the contents of the Digitisation Procedures Manual.

- Programs implemented by any business unit, for scanning and disposal of physical source documents related to other business processes (external to the incoming mail process), will be developed in accordance with this Policy.
- Any printed documents produced from the 'Digital' document and already captured within a system with recordkeeping capabilities such as outlined above (ISO 16175 (2 and 3) will be considered a duplicate copy and disposed of accordingly.
- A disposal program will be established for the boxing and legitimate destruction of source documents.

2. Responsibilities

All staff, employees and contractors who digitise documents in the conduct of their role for the Shire are responsible for adhering to the requirements outlined in this Policy.

All staff, employees and contractors who create or receive documents in electronic format will capture and manage them within 1Records or other business system meeting the requirements of ISO 16175:3 and use and share those records in electronic format (born digital format) only.

The Executive Manager of Corporate Services is responsible for coordinating the implementation of the Shire digitisation framework.

The Executive Manager of Corporate Services is responsible for implementing a digitisation program for the scanning and disposal of source documents which meets compliance requirements.

Business units implementing scanning for a specific business processes are responsible for ensuring their scanning processes uses and adheres to the Shire digitisation framework.

Executive Managers and the Executive Officer are responsible for promoting the use of electronic records and the reduction of physical records creation.

GUIDELINES

Authorities – Legislation or Standards

Electronic Transactions Act 2011

Evidence Act 1906

State Records Commission – Standard 8 – Digital Recordkeeping (2008)

State Records Office – Guideline for Management of Digital Records (2009)

General Disposal Authority (GDA) Source Records

ISO 16175: Principles and Functional Requirements for Records in Electronic Office Environments

AS NZS ISO 13028:2012 – Information and documentation – Implementation guidelines for digitisation of records

Policy/Procedures

Recordkeeping Policy and Procedures Manual

Digitisation Policy and Procedures Manual

Disposal Policy and Procedures Manual

ANNEXURE**Annexure 1 - MEANING OF TERMS USED IN THE POLICY**

In the area of Information and Records Management, terms are often used interchangeably, therefore a simple list of the most frequently used of those terms is listed below with their meanings to help reduce any confusion in the use and application of these terms:

- Scanning, Digitising and Digitisation – these all have the same meaning in this policy – this is the process for converting a paper or physical document into a digital or electronic format.
- Source Documents, Source Records, Hard Copy Documents, Physical Documents and Paper Documents – these all have the same meaning in this report, and they all relate to a document received or created by the organisation in physical or paper format.
- Scanned Reproduction, Scanned Image, Reproduction/s or Digitised documents, these all have the same meaning in this report – these are the outputs after the source record has been scanned, that is converted into digital or electronic format.
- Born Digital Documents, Digital Documents and Electronic Documents – these all have the same meaning in this report, and all relate to documents that are created by digital or electronic media, such as produced via Microsoft Word, Excel PowerPoint or CAD Drawings etcetera.
- Records, Documents, Business Evidence, and Evidence of Business Activities - these all have the same meaning in this report, and all relate to - Information created or received and maintained as evidence and as an asset by the organisation or person, in pursuit of legal obligations or in the transaction of business.¹

What is a Source document?

The original document in physical format that has been scanned to convert the source document into a digital format.

What are Digital Documents?

Records created, communicated, and/or maintained by means of electronic or computer technology, including both born-digital records and records that have been digitised.

Digital records (i.e. captured electronically) kept in digital/electronic format as evidence of the organisation's business activity; these records may be born digital or converted to digital format.

What is a Digitised record?

The digital version of a record, such as the digital image produced by scanning a source record.

What is Digitisation?

The means of converting physical or non-digital records into digital format, such as scanning physical paper records to create a digital reproduction.

What is a Born Digital document?

The documents or records that are created in digital format from inception, such as word-processed documents, spreadsheets, or digital photographs.

¹ ISO 15489 (2016) *Information and Document Management – Records Management – Concepts and Principles – Part 1* – SAI Global Geneva: Switzerland.

What is a Physical document?

A document created or received by the Shire in paper, photographic or in another hard copy format.

What is a Record?

Information created, received, and maintained as **evidence** and as an asset by an organization or person, in pursuit of legal obligations or in the transaction of business.

What is Evidence?

Physical or digital records containing an audit trail providing documented proof establishing facts or truth of statements. This includes documenting a business transaction where a transaction is the smallest unit of a work process consisting of an exchange between two or more participants or systems. (Note - Audit trails provide sequential proof of a business transaction that is inviolate and complete when shown to have been created in the normal course of business activity). This definition is not limited to the legal sense of the term).

What is Best Evidence?

Amendments to the Evidence Act 1906 in S73A Reproductions admissible (best evidence rule modified) states: (1) A document that accurately reproduces the contents of another document is admissible in evidence before a court in the same circumstances, and for the same purposes, as that other document, whether or not that other document still exists.

What is an Authentic Record?

An authentic record is one that can be proven to:

- Be what it purports to be
- Has been created or sent by the agent who created or sent it; and
- Has been created or sent when indicated

Business rules, processes, policies and procedures that control the creation, capture and management of records should be implemented and documented to prove the authenticity of records.

What is Digital Transformation or Transition?

Digital Transformation is the profound and accelerating **transformation** of business activities, processes, competencies, and models to fully leverage the changes and opportunities of **digital** technologies and their impact across society in a strategic and prioritized way.

Digital Transition is where organisations progressively move away from a predominately paper-based information and records management environment towards fully digital records and information management for efficiency purposes and other benefits.

Depending on your current situation, digital transition may require your organisation to:

- commit to digital information management practices by discouraging the creation and use of paper for retention purposes
- review work processes and information flows to determine where paper-based practices can be replaced by digital practices
- limit the creation of paper-based information to that which must be kept and managed as paper, for example, information with security or legislative requirements that can only be met in paper format

- implement measures to scan incoming paper information where it will provide efficiencies or other benefits
- (when acquiring business systems) consider how the records will be managed for as long as they are needed. Give preference to those systems that effectively support records management and comply with the international standard ISO 16175 Principles and Functional Requirements for Records in Electronic Office Environments. [12]

What Comprises a Digital Framework?

- Document 1 - Digitisation Policy - Going Digital,
- Document 2 - Digitisation Risk Assessment (DRA),
- Document 3 - Digitisation Procedure Manual and its Attachments, and

What is "Information governance"?

This is an approach to managing information assets across an entire organisation to support its business outcomes. It involves having frameworks, policies, processes, standards, roles and controls in place to meet regulatory, legal, risk and operational requirements. An example of information governance requirements is available at - <https://www.vic.gov.au/sites/default/files/2019-07/IM-STD-03-Information-Management-Governance-Standard.pdf>

Information Governance is the multi-disciplinary enterprise accountability framework that ensures the appropriate behaviour in the valuation of information and the definition of the roles, policies, processes, and metrics required to manage the information lifecycle, including defensible disposition.

All too often, we see the terms "Information Governance" and "Records and Information Management" used synonymously. While the records and information management function is a part of Information Governance, other critical components need to be considered equally. Retrieved from <https://www.ironmountain.ca/en/resources/whitepapers/a/a-practical-guide-to-information-governance> in April 2020.



Shire of Quairading

RECORDKEEPING PLAN

2020

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Introduction

This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organization's Recordkeeping Plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organizations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of Quairading and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organization, including information regarding the organization's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organization.

The objectives of the Shire of Quairading's RKP are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Shire of Quairading and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all:

- Shire of Quairading Employees;
- Shire of Quairading Contractors;
- Organizations performing outsourced services on behalf of the Shire of Quairading; and
- Shire of Quairading Elected Members.

NOTE: *The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:*

“In relation to the recordkeeping requirements of local government elected members, records must be created and kept which properly and adequately

record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

Local Governments are to address the management of elected members' government records in accordance with this policy, in their Recordkeeping Plans.

This Recordkeeping Plan supersedes the Shires 2013 Recordkeeping Plan and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning "any record of information however recorded" and includes:

- (a) any thing on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically."

(State Records Act, 2000)

1 Principle One: Proper and Adequate Records

Government organizations ensure that records are created and kept which properly and adequately record the performance of the organization's functions and which are consistent with any written law to which the organization is subject when performing its functions.

1.1 Historical Background

The first Local Government body to be responsible for the present Shire's area was the Beverley Road District established in 1892. In 1909, a new Road District was declared. It was called the Greenhills Road District with administrative headquarters stationed at Greenhills and was gazetted on 15th October 1909.

The Quairading Road Board was gazetted in 1922 following the establishment of a number of townsites including Dangin and Quairading.

In 1960, the Shire of Quairading was established and has remained unaltered since.

The Shire of Quairading has essential relationships with the following organisations:

The State Government – in particular the Department of Local Government, Sport and Cultural Industries, Department of Primary Industries and Regional Development, the Department of Planning, Lands and Heritage, and Main Roads WA;
Adjacent Local Authorities i.e. Shires of Beverley, Brookton, Bruce Rock, Corrigin, Cunderdin, Kellerberrin, Tammin and York.

1.2 Strategic Focus and Main Business Activity

The Shire's Vision is as follows:

Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting

The Shire has five major objectives as listed in the table below.

Economic	<i>Growing economy and employment opportunities</i>
Social	<i>Active, healthy, safe and inclusive community</i>
Built Environment	<i>Planning and infrastructure to meet the needs of the community</i>
Natural Environment	<i>Sustained natural environment</i>
Governance	<i>Strong governance and community engagement</i>

1.3 Functions, including those outsourced

Refer to Appendix 1.

1.4 Major Stakeholders

The Shire of Quairading major stakeholders are

- Shire employees and contractors,
- residents,
- ratepayers,
- customers,
- the general public, and
- Shire's Elected Members.

The Shire also recognises and supports the activities of those groups that also provide services to residents including community groups, the business community and State and Federal Agencies.

1.5 Enabling Legislation

The Shire of Quairading is established under the *Local Government Act 1995*.

1.6 Legislation and Regulations Administered by the Shire of Quairading

Refer to Appendix 2.

1.7 Other Legislation Affecting the Shire of Quairading

Refer to Appendix 3.

1.8 Major Government policy and/or Industry Standards

Refer to Appendix 4.

2 Principle Two: Policies and Procedures

Government organizations ensure that recordkeeping programs are supported by policy and procedures.

2.1 Records Management and Business Information Systems

The Shire uses the following:

- A Microsoft Excel Spreadsheet is used to control and manage the Shire's physical files.
- SynergySoft is used by which to manage its Rates, Finance, Purchase information and Customer Requests.
- Pracsoft and Medical Director is used to manage the Medical Practice's Administration and Patient Records.
- The Shire uses an 'F' drive in which it stores duplicate records which have been created electronically by the Shire, relevant originals are placed on the Shire's physical files.

2.1.1 Records Management System

The Shire uses a paper-based file management system which is controlled by an excel spreadsheet used to manage its physical records.

2.1.2 Business Information System/s

The Shire uses the following Business information Systems:

- SynergySoft – Modules used to manage the following types of records:
 - Rates
 - Finance
 - Purchase Orders, and
 - Client Requests
- Pracsoft is used to manage the Shire's Medical Practice, this does not include any Patient Medical Records. The types of records held on this system are as follows: Refer to Appendix 5 for further information on this system.
 - Appointments
 - Online appointment booking
 - Medical Rebates
 - Payments and Billing
 - Practice Bank Account records
 - Medicate and DVA Claims
- Medical records (Patient records) are held in Medical Director Refer to Appendix 5 for further information on this system.

2.2 Records Management Policy and Procedures

As indicated in the 2018 RKP Review Report the RKP Policy was rewritten and adopted by Council in December 2018 and is Attached in Appendix 6

The control, creation and management of records is coordinated by the Shire of Quairading's Executive Manager Corporate Services.

As indicated in the 2018 RKP Review, whilst the Shire had most of the required procedures many of them required a 'complete rewrite', to reflect new 'practices'. Therefore, procedures listed in the table below will progressively be redeveloped and endorsed over the next 13 months, ie by 31 March 2021, budget and business priorities permitting.

This Shire is a small organisation with only 11 FTE's, therefore, the Shire will make its best endeavors to produce as many workable procedures as possible by 31st March 2021.

In order to 'spread the work-load' the Shire anticipates progressively working through the list of required procedures below. As an example, the Disposal Program has recommenced at the end of 2019 and therefore a new Disposal Procedure was developed and implemented.

Indicative dates have been provided for the development of outstanding policies or procedures in the table below.

Table 2.1

Recordkeeping Activities covered in the Shire of Quairading's Policies and Procedures	YES	NO
<p>Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions.</p> <p>Include specific provisions for capture and control of Elected Members' correspondence.</p>	✓	
<p>Digitization – including categories of records digitized; disposal of source records; digitization specifications.</p> <p><i>NB: This procedure is only required where the organization intends to destroy source records prior to the expiration of the approved minimum retention period after digitizing, in accordance with the General Disposal Authority for Source Records.</i></p>		<p>✓</p> <p>Oct 2020</p>
<p>Mail distribution - including frequency, tracking mechanisms and security measures.</p>	✓	
<p>File creation and closure – including assigned responsibility and procedures for both physical and automated file creation.</p>	✓	

Recordkeeping Activities covered in the Shire of Quairading's Policies and Procedures	YES	NO
Access to corporate records – procedures for access to and security of corporate records. There is a policy statement implemented – please refer to Appendix 6 for those details.	✓	✓
Authorised disposal of temporary records and transfer of State archives (whether hard copy or electronic) to the State Records Office (SRO) – any assigned responsibilities.	✓	
Electronic records management – including the organization's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).		✓ Dec 2020
Email management – including the capture, retention and authorised disposal of email messages to ensure accountability. Should indicate whether the organization is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc).	✓	
Website management – including the purpose of the site (e.g. whether informational/transactional), capture of all information published to the website within the corporate system and mechanisms for recording website amendments.		✓ Jan 2021
Metadata management – including requirements for capture of metadata in information systems, whether automatic or manual.		✓ Feb 2021
System/s management – including any delegations of authority for the control and security of systems utilised by the organization (e.g. provision of access to systems through individual logins and passwords, protection of servers etc).		✓
Migration strategy – strategies planned or in place for migrating electronic information and records over time (e.g. through upgrades in hardware and software applications, and any assigned responsibilities) for long-term retention and access. See SRC Standard 8: <i>Managing Digital Information</i> .		✓ Mar 2021

2.3 Certification of Policies and Procedures

After the new set of procedures have been produced, evidence of their formal authorisation that the policies and procedures are in place will be promulgated throughout the Shire of Quairading. The CEO will sign the certification at the time of

promulgation Please refer to Appendix 6 for details of Shire of Quairading Recordkeeping Policy.

2.4 Evaluation of Policies and Procedures

The recordkeeping procedures for the Shire of Quairading have been assessed as part of the 2018 RKP Review, and require rewriting. Please refer to section 2.2 for more information.

3 Principle Three: Language Control

Government organizations ensure that appropriate controls are in place to identify and name government records.

3.1 Keyword for Councils Thesaurus Implemented

The Shire of Quairading has adopted and implemented the Keyword for Councils thesaurus for the titling of all its records.

3.2 Assessment of its Effectiveness

The Shire of Quairading's thesaurus was implemented in June 2019 and appears to be working well at this time. It covers both administrative and functional activities of the Shire of Quairading, is available for use by all staff and information can be filed and found without difficulty. This tool will be adjusted to reflect changes to the functions and activities of the Shire of Quairading as may occur from time to time.

3.3 Identified Areas for Improvement

At this point in time no areas for improvement have been identified.

4 Principle Four: Preservation

Government organizations ensure that records are protected and preserved

4.1 Assessment of Risks

4.1.1 On Site Storage

The Shire of Quairading has its active and inactive records located onsite in storage at the Shire Administration building. The storage facility includes:

- File room - Metal shelving, and other similar storage equipment used in a room dedicated to the storage of files which is secure,
- Fire retardant safe, (Strong room with safe within in it in which many Vital Records are located),
- Secure premises with monitored security system,
- Server located in the file room,
- Fire detection system, and
- Airconditioning for 12 hours per day and for 5 days per week

The main disaster threatening records stored onsite comes from fire or vandalism and the likelihood of the risk occurring has been assessed as low although the impact would be of a medium level.

The Works Depot's storage facility, which is adjacent to the Shire's Administration building, includes:

- Lined portable office building (not a sea container)
- Boxes of records stacked on the floor,
- Secure premises with monitored security system,

The main disaster threatening records stored onsite at the Shire's Depot comes from fire or vandalism and the likelihood of the risk occurring has been assessed as low and the impact would also be low. These are inactive records and, in many cases, have been stored unused in this location for several years.

4.1.2 Offsite Storage

The Shire doesn't store any of its records offsite.

Data Centre and Cloud Storage

The Shire is unable to use any Data Centers or Cloud Storage as the internet connections it has do not permit the Shire using such a facility. All Shire records, information and data are therefore stored locally on the Shire's network computer systems.

4.1.3 Storage of Archives

The Shire stores its Archives in the Shire Administration building and the Depot, just as it does for all its active and inactive records. Refer to section 4.1.1. for more details. At this time and for the foreseeable future, the Shire is unable to provide any better storage facilities than what is being provided currently.

4.1.4 Storage of Backups

Daily electronic backups of the Shire of Quairading's electronic information are held onsite in the Shire's safe within the strong room and the latest copy is stored offsite at the home of the Executive Manager of Corporate Services and if not, their delegate will undertake this role.

For information about the backups used with the Medical Practice please refer to Appendix 5

4.1.5 Quantity of Records

The Shire is currently undertaking its Disposal Program and at the conclusion of that process it will know more precise figures for temporary versus archival records. In the meantime, the Shire has provided the best information available to them as of the date of this document's submission.

The Shire of Quairading has custody of:

- 70 linear metres of physical records and which are a mix of temporary, State archives and Shire permanent records (Shire Archives) stored onsite;
- 20 linear metres of physical records and which are a mix of temporary, State archives and Shire permanent records (Shire Archives) stored at the Depot;
- There are currently 1746 Gb's on the network drive, and 77 Gb for SynergySoft and for emails on the exchange server there is 20 Gb

4.1.6 Security and Access

The Shire's buildings are all locked and secure after hours and during office hours the public can only gain access to the public areas of the Shire. There is also a monitored security system in operation.

No unauthorized persons can access either the physical files or the Shire's server within the administration area because it can only be accessed via the use of a pin code to enter the administration area.

The risks and potential disasters have been assessed for physical and electronic records stored in the Shire's administration building and the Shire's depot.

The main disaster threatening records stored onsite comes from fire or vandalism and the likelihood of the risk occurring has been assessed as low although the impact would be of a medium level.

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster occurring to the records of the Shire of Quairading has been assessed as low. The impact of a disaster on the organization's records has been assessed as medium for records stored in the Shire's Administration building and low for records stored in the Shire's Depot.

There are enough strategies in place to ensure that business activities of the organization are not unduly affected in the event of a disaster occurring and that the Shire's records are protected and preserved to an acceptable level for a Shire as small and remote as the Shire of Quairading. Refer to section 4.3 for strategies in place for recovery.

4.3 Strategies in Place for Preservation and Response

The following strategies have been implemented by the Shire of Quairading in order to reduce the risk of disaster and for quick response should a disaster occur:

Take the most recent backup and restore to the relevant programs or applications using that backup.

Use the copy of internally generated records which have been placed on the hard copy file and the network folders as well. The F drive contents are also held on the backups.

If the Shire Administration Building or Medical Practice become inaccessible, the Shire's CEO and Executive Manager of Corporate Services and Medical Practice Manager all have the relevant software loaded onto the laptops they take to their homes as well as the latest backups. They will then be able to access the Shire's systems and data.

4.3.1 Vital Records Program

A vital records program has been developed for the Shire of Quairading. Vital records have been identified as:

- List of all current Staff Contacts (updated monthly where it has changed) The Shire will use the contents of the Shire's 2019 Business Continuity Plan. Refer to Appendix 6 for details of the Business Continuity Plan.
- Minutes of Council
 - Council Minutes since 2001 are bound in hard copy in the Strong room and also a copy on the network drive.
 - Some older Minute Books 1988-2000 are in the Records Room within the Admin Centre (24/7 Monitored and 12/5 Air conditioned)
 - Minute Books prior to 1988 were sent off to State Records (Battye Library)
- Rate Books
 - Rate Records are on F Drive and in Synergy Soft since 2004
- Legal documents including leases and agreements
 - All Contracts, Agreements, Titles and Vesting orders etc. are stored in the Strong room. Not all of these documents have a hard copy on a file. Most recent Documents (last 5 years) are also electronically held on F Drive. A Contracts Register will also be developed and held on the F Drive.
- Cemetery Records
 - The original of the Cemetery Records (3 Cemeteries) are all in the Strong room. The Shire has an extract of the Quairading Cemetery records (Name of Deceased, Section and Plot Numbers) stored on F Drive.
 - There is a plan to scan the other Cemetery Records. Quairading, South Caroling and Doodenanning Cemeteries.
- Property Records
 - The original of the Building Licences issued on Private Properties are stored in 3 x 4 Drawer Cabinets in Council's Administration Centre and there are no duplicate hard copies nor digital copies. There may be some copies on the Shire's network drive but this should not be relied upon. There is physically no room in the strong room for these Building Licence Records. In addition, the Shire receives relatively low numbers of property related enquiries and or activities.

All except the Shire's property records, the Shire's vital physical records are stored in a locked, fire resistant strong room and some vital records are also within a safe inside the strong room. The strong room is only accessible by authorized Shire staff. The Shire Administration building where the vital records are located is monitored 24/7 and air conditioned for 12/5. In addition, the strong room is concrete lined with a heavy safe door by which to enter the room.

4.3.2 Backup Procedures for Electronic Records

Details about the Shire's backing up of its electronic records is as outlined below.

- Backups are carried out using five portable hard drives.
- Veeam backup replication software is used.
- The Shire's current Backup Regime using the five hard drives is as follows:
 - Daily incremental backups are undertaken between 10.00 am and 10.00 pm.
 - A full back up occurs once every 14 days .
- Locations of five backup hard drives
 - 1 hard drive is in the backup software,
 - 1 hard drive is taken home by the Executive Manager or their delegate, and
 - 3 hard drives are in the safe within the strong room.
- A testing regime for the backups is about to be implemented into the Shire.

For information about the backups used with the Medical Practice please refer to Appendix 5.

4.3.3 Preservation of Electronic Records

The Shire of Quairading has no current processes to ensure that electronic records are accessible and readable for as long as required.

However, the Shire will carry out the following as listed below.

- Request their ICT provider carry out quarterly checks on all media used to store electronic information to ensure the information is accessible and readable;
- Digital storage media, including removable storage devices, is refreshed as necessary to prevent data loss. The ICT provider will be required to undertake a refresh on an annual basis unless they advise it should be carried out more frequently, and
- Electronic records held in SynergySoft, Pracsoft and Medical Director will have a migration strategy developed to ensure ongoing access to the records held on these systems remains accessible for as long as required.

4.3.4 Security

The following security measures have been implemented by the Shire of Quairading to prevent unauthorized access to records:

- Physical records are stored in a locked and secure room accessible only to authorized staff.
- Personal/HR files including workers compensation claims and disciplinary matters are accessible by the Senior Finance Officer only and are also held in a separate locked cabinet within the secure file room.
- Electronic records have varying degrees of access depending on authorisations assigned to staff within the organization. Electronic records are backed up on a regular basis as described previously.
- During office hours, access to the server in the administration center where the file/records room is located, is restricted to authorized staff via the use of a pin code. Each person has their own pin code. Outside office hours, another separate pin code has been provided to a small number of authorized staff only.

4.3.5 Storage Reviews

On 6th February 2020, IRIS Consulting Pty Ltd carried out a review of the two areas used to house records within the Shire. The Shire's file/records room in the Shire's Administration building and the portable building within the Works Depot.

Shire staff filmed several videos of the areas being reviewed and also sent photographs and answered the consultants' questions about the storage area.

Shire's File Room

Inactive records are neatly boxed, labeled and placed on metal shelving. The active files are held within four drawer filing cabinets within the File Room which provides an extra layer of protection for the records. The Shire is hoping to replace the four drawer filing cabinets with new shelves or cabinets designed for lateral files with numbers appearing on the top lateral edge.

There are several pieces of unused office equipment and a fridge freezer located in the file room.

Staff use this room daily and so any leaks or damage to the room or the records would be immediately noticed.

It is acknowledged that the Shire has limited storage space available for its use. Refer to section 4.4 Identified Areas for Improvement, for further details.

Shire' Works Depot – Inactive Storage – Portable Office building

Inactive records are stored in standard records storage boxes and are stacked one on top of the other. There is no air conditioning and the room is relatively clean, dry and tidy. Refer to section 4.4 Identified Areas for Improvement, for further details.

Staff rarely enter this room and so any leaks or damage to the room may pass unnoticed.

4.3.6 Recovery of Lost Information

The Shire of Quairading has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur as listed below:

- use the Shire's 2019 Business Continuity Plan to guide recovery (see Appendix 6)
- use back ups of electronic records, these are stored on and offsite;
- ensure software is available on the CEO's and Executive Manager of Corporate Services' laptops on which to use the backups if the Shire building is destroyed or inaccessible.
- ensure the Medical Practice Manager has relevant software on the laptop used at their home.
- a records disaster recovery kit (ie equipment for use in the event of a disaster; is available.

4.4 Identified Areas for Improvement

The CEO and Executive Manager of Corporate Services to have software installed on the lap tops they take home with them daily. This will be achieved by June 2020

The Medical Practice Manager will have the medical practice software installed on the laptop which is taken to their home daily. This will be achieved by June 2020

An ICT Disaster Recovery Plan will be developed by 31st December 2020

Request ICT Provider to assist the Shire with how to better preserve electronic records as outlined in section 4.3.3. This will be negotiated with the Provider immediately.

Scan/Digitise the Cemetery Records, for Quairading, South Caroling and Doodenanning Cemeteries by December 2021, budget and business priorities permitting.

Develop a Contracts and Agreement Register of all current contracts and agreements which should be updated as soon as a new contract has been signed and activated, the register should contain the following details below:

- Contract Title,

- Parties involved,
- Date of commencement and ending or renewal,
- Contract value
- Other details as necessary

Establish a records disaster recovery kit (ie equipment for use in the event of a disaster; is available. To be collected by December 2020.

The Shire expects to develop a Hard Copy Disaster and Recovery Plan by 31st December 2020.

Rearrange the File Room to ensure that the active and inactive files and boxes are in one area of the file room and the fridge freezer either removed or located as far away from the records as possible. Remove all unused office equipment and generally clear the room of any unnecessary items. This will be undertaken as soon as business priorities permit (COVID-19 permitting).

Rearrange the portable office building housing the inactive records. The Shire will explore the use of some shelves in order to raise the boxes off the floor and to place the boxes within shelves rather than being stacked one on top of the other.

In addition, the Shire will endeavor to inspect the room once every three months.

These initiatives will be undertaken as soon as budget and business priorities permit.

5 Principle Five: Retention and Disposal

Government organizations ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1 General Disposal Authority for Local Government Records

The Shire of Quairading uses the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records.

5.2 Disposal of Source Records

The Shire has no digitisation procedures or policy and they are required immediately for use within the Medical Practice.

5.3 Existing Ad Hoc Disposal Authorities

The Shire of Quairading doesn't hold any existing Ad Hoc Disposal Authorities

5.4 Existing Disposal Lists

The Shire of Quairading doesn't hold any existing Disposal Lists.

5.5 Restricted Access Archives

The Shire of Quairading does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

5.6 Transfer of Archives

The Shire of Quairading will transfer State archives to the State Archives Collection for permanent preservation when requested by the SRO.

5.7 Non-Transfer of Archives

The Shire of Quairading has not identified any State archives that will not be transferred to the SRO for permanent preservation when requested by the SRO.

5.8 Disposal Program Implemented

The Shire of Quairading has implemented the General Disposal Authority for Local Government Records. The Disposal program was halted in 2017 and has just been restarted. The shire engaged project staff to undertake the sentencing, disposal and transfer of records. From this time onwards, the Shire will carry out disposal on an annual basis or more frequently where budget and business priorities permit.

5.9 Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is reviewed by the CEO and the Executive Manager of Corporate Services and authorised for destruction or transfer.

5.10 Identified Areas for Improvement

The Shire to commence a digitisation program for the Medical Centre's incoming mail only.

The Shire's Medical Centre will develop and implement procedures to scan relevant incoming, hard copy, correspondence in accordance with the requirements of the General Disposal Authority for Source Records and the SRO Guideline: Digitization Specification.

The original hard copy correspondence, once reproduced electronically, will be treated as copies/duplicates and as such will be retained for a six-month period to meet operational requirements and then legitimately destroyed.

Prior to implementing the digitisation policies and procedures the Shire's Medical Centre will also carry out a digitisation risk assessment. The Digitisation Procedures and Risk Assessment will be carried out by June 2020.

At some time in the future the Shire will examine whether it too can digitise incoming physical mail items, but at this current time business priorities prevent it from doing so.

6 Principle Six: Compliance

Government organizations ensure their employees comply with the record keeping plan.

6.1 Staff Training, Information Sessions

The Shire of Quairading has implemented some of the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

Table 6.1

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Shire of Quairading's recordkeeping program are conducted. These are delivered to all staff on a regular basis.		✓
In-house recordkeeping training sessions for staff are conducted.	✓	
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organization whenever practicable.	✓	
Staff information sessions are conducted on a regular basis for staff as required.	✓	
The Shire of Quairading provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		✓
The Shire of Quairading's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		✓
The Shire of Quairading's Induction Program for new employees includes an introduction to the organization's recordkeeping system and program, and information on their recordkeeping responsibilities.- One-on-one information on records management policies and procedures is provided to relevant staff as part of their on the job induction and training.	✓	

6.2 Performance Indicators in Place

Performance indicators will be developed to measure the efficiency and effectiveness of the Shire of Quairading's recordkeeping systems. It is planned to have these in operation by November 2020.

6.3 Agency's Evaluation

Based on the 2018 Recordkeeping Review, the Shire knows what areas within the Shire's recordkeeping system need to be updated to make them efficient and effective. The planned improvements contained in this RKP will remedy the efficiency and effectiveness of recordkeeping within the Shire.

6.4 Annual Report

An excerpt from the Shire of Quairading's latest Annual Report is attached, demonstrating the organization's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff. Please refer to Appendix 8.

6.5 Identified Areas for Improvement

Performance indicators will be developed to measure the efficiency and effectiveness of the Shire of Quairading's recordkeeping systems. It is planned to have these in operation by November 2020.

7 SRC Standard 6: Outsourced Functions

7.1 Outsourced Functions Identified

Refer to Appendix 1 for those functions outsourced.

7.2 Recordkeeping Issues Included in Contracts – How the Shire Addresses this requirement.

The Shire informs all contractors prior to contract award, during contract negotiations and for the life of the contract:

- what records the Shire must receive from the contractor,
- the format they will be received by the Shire,
- at what time during the contract period the records will be handed over to the Shire, and
- the Shire also informs the contractor that the shire has ownership of these records even though the contractor will use those records in the conduct of the work carried out on behalf of the Shire.

As the shire is very small and regionally based, its contracts for outsourced work are relatively uncomplicated. Therefore, it will overly complicate the contract to include these items listed in the points above within the contract. They can be more efficiently and effectively managed at the Contract Award negotiations stage and as part of the Shire's Contract Management process.

The Shire informs all contractors prior to contract award, during contract negotiations and for the life of the contract:

Currently, contracts which require some records be produced by the contractor and delivered to the Shire are in relation to the functions of:

- Information Technology
- Legal Services
- Risk Management
- Waste Management

7.3 Identified areas for improvement

The Shire will submit the statements above to its Legal Representative to assess the efficacy of the statement above in capturing the required records. This will be carried out by March 2021.

APPENDIX 1			
Functions of the Local Government			
Function	Brief Description of LG Function	Performed by the LG Tick if Yes	Performed by an External Agency Tick if Yes
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	✓	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	✓	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	✓	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	✓	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	✓	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	✓	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).	✓	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	✓	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.	✓	
Energy Supply & Telecommunications	Not functions of the Shire. The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.	✓	
Financial Management	The function of managing the LG's financial resources.	✓	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	✓	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	✓	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	✓	
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	✓	

APPENDIX 1			
Functions of the Local Government			
Function	Brief Description of LG Function	Performed by the LG Tick if Yes	Performed by an External Agency Tick if Yes
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.		✓
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	✓	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	✓	
Legal Services	The function of providing legal services to the LG.		✓
Medical Practice	The shire owns the patient records and employs the administration/clerical staff. A Doctor (GP) has an Agreement with Council giving the GP rights to use the facility as the GP's practice.	✓	
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	✓	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	✓	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	✓	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	✓	
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	✓	
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	✓	
Risk Management	This function is now addressed by being a member of the Local Government Insurance Scheme.		✓
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.		✓
Sewerage & Drainage	Not a function of the Shire this is undertaken by Water Corporation.		
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport. The Shire does not provide any public transport. Main Roads approve all RAV (heavy transport) movements and routes, including on Council managed roads. The shire performs the function of planning for some transport infrastructure and parking of traffic.	✓	
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.	✓	✓

APPENDIX 1			
Functions of the Local Government			
<i>Function</i>	<i>Brief Description of LG Function</i>	<i>Performed by the LG Tick if Yes</i>	<i>Performed by an External Agency Tick if Yes</i>
Water Supply	Not a function of the Shire, this is undertaken by Water Corporation and the Shire doesn't sell water from standpipes.		

APPENDIX 2**Legislation and Regulations that may be wholly or partly administered by
Local Government, and Local Laws of the Local Government**

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	✓
Animal Welfare Act 2002	✓
Biosecurity and Agricultural Management Act 2007	✓
Building Act 2011	✓
Building Regulations 2012	✓
Bush Fires Act 1954	✓
Bush Fire Regulations	✓
Caravan Parks and Camping Grounds Act 1995	✓
Caravan Parks and Camping Grounds Regulations 1997	✓
Cat Act 2011	✓
Child Care Services Act 2007	✓
Cemeteries Act 1986	✓
Dangerous Goods Safety Act 2004	
Disability Services Act 1993	✓
Dog Act 1976	✓
Dog Regulations 2013	✓
Emergency Management Act 2005	✓
Environmental Protection Act 1986	✓
Environmental Protection (Noise) Regulations 1997	✓
Fire and Emergency Services Act 1998	✓
Fire Brigades Act 1942	
Food Act 2008	✓
Food Regulations 2009	✓
Hairdressing Establishment Regulations 1972	
Health Act 1911	✓
Health Regulations	✓

APPENDIX 2	
Legislation and Regulations that may be wholly or partly administered by Local Government, and Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Heritage Act 2018	✓
Land Administration Act 1997	✓
Litter Act 1979	✓
Liquor Control Act 1988	✓
Local Government Act 1995	✓
Local Government (Miscellaneous Provisions) Act 1960	✓
Local Government Grants Act 1978	✓
Local Government Regulations	✓
Main Roads Act 1930	✓
Parks and Reserves Act 1895	
Planning and Development Act 2005	✓
Public Health Act 2016	✓
Radiation Safety Act 1975	
Radiation Safety Regulations	
Rates and Charges (Rebates and Deferments) Act 1992	✓
Rights in Water and Irrigation Act 1914	✓
Residential Design Codes of WA	✓
Residential Tenancies Act 1987	✓
Road Traffic Act 1974	✓
Strata Titles Act 1985	
Telecommunications Act (Commonwealth) 1997	
Telecommunications (Low Impact Facilities) Determination 1997	✓
Transfer of Land Act 1893	✓
Valuation of Land Act 1978	✓
Waterways Conservation Act 1976	✓
Waste Avoidance and Resource Recovery Act 2007	✓

APPENDIX 2**Legislation and Regulations that may be wholly or partly administered by
Local Government, and Local Laws of the Local Government**

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Local Laws of the Shire of Quairading	
By-law Relating to Buildings – Brick Area	✓
By-law Relating to Buildings – Brick Area Amended	✓
Local Government (Quairading – Councillor Numbers) Order 2011	✓
Extractive Industries Local Law 2011	✓
Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016	✓
Cemetery Local Law 2016	✓
Local Government Property Local Law 2016	✓
Pest Plants Local Law 2016	✓
Repel Local Law 2016	✓
Dogs Local Law 2017	✓
Health Local Law 2016	✓
Animals, Environment and Nuisance Local Law 2017	✓
Pest Plants Amendment Local Law 2018	✓
Animals, Environment and Nuisance Amendment Local Law 2019	✓

APPENDIX 3**Other Legislation and Regulations affecting the functions and operations of the Local Government**

<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Building Services (Registration) Act 2011	✓
Conservation and Land Management Act 1984	✓
Contaminated Sites Act 2003	✓
Criminal Code 1913	✓
Electronic Transactions Act 2011	✓
Equal Opportunity Act 1984	✓
Evidence Act 1906	✓
Freedom of Information Act 1992	✓
Freedom of Information Regulations 1993	✓
Industrial Awards	✓
Industrial Relations Acts (State and Federal)	✓
Interpretation Act 1984	✓
Legal Deposit Act 2012	✓
Library Board of Western Australia Act 1951	✓
Limitation Act 1935, 2005	✓
Museum Act 1969	✓
Occupational Safety and Health Act 1984	✓
Occupational Safety & Health Regulations 1996	✓
Parliamentary Commissioner Act 1971	✓
Police Act 1982	✓
Soil and Land Conservation Act 1945	✓
State Records Act 2000	✓
State Records (Consequential Provisions) Act 2000	✓
State Records Commission Principles & Standards	✓
Swan and Canning Rivers Management Act 2006	✓

APPENDIX 3

Other Legislation and Regulations affecting the functions and operations of the Local Government

<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Workers Compensation and Injury Management Act 1981	✓
Working with Children (Criminal Record Checking Act) 2004	✓

APPENDIX 4**Government and Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government**

<i>Other Legislation and Regulations</i>	<i>Tick if YES</i>
Australian Accounting Standards	✓
Australian Records Management Standard ISO/AS 15489	✓
General Disposal Authority for Local Government Records	✓
National Competition Policy	✓
National Construction Code of Australia (NCC)	✓
Other <i>[Please detail any additional items below]</i>	

APPENDIX 5- Medical Centre records

Medical Centre Building and Practice

The Quairading Medical Practice is located at 19 Harris Street, Quairading, which is a Shire property. When the medical practice is closed, the building is locked and secure and a security system is also in operation. All physical files and computer terminals have their access strictly controlled at all times.

A 'Doctor' has an agreement with the Shire relating to the use of the Shire's building, practice administration and management staff, software, hardware and other equipment and facilities required to provide a medical service in the Shire of Quairading. The Doctor may have other Doctors working for the practice, but these other Doctors are the responsibility of the Doctor and are not Shire staff or contractors.

All medical and administration records are owned by the Shire not the Doctor.

The Medical Practice holds current accreditation under the [Australian General Practice Accreditation Board](#).

All Shire and Medical Practice staff sign a Confidentiality Agreement.

Software and Electronic Records

The Practice is mostly electronic, with most medical test results and consultation and other correspondence received electronically and uploaded directly to the relevant software applications.

Two types of software applications used to run the medical practice are:

- 'Pracsoft' holds accounting, appointments and practice administration records.
- 'Medical Director' which is integrated with Pracsoft and holds patient consultation records.

The software used is saved and used locally on the Shire's computers and no data is saved to the Cloud.

The software features, audit trails, version controls, access and security controls and disposal of relevant records can be managed without the need to import a Disposal Authority. Currently the Shire and the Practice choose to retain all electronic records.

The Shire is considering a new electronic software application for the practice and will develop a migration plan/strategy within the next 12 months, budget and business priorities permitting.

Source Records

The Practice receives approximately 15 pieces of physical correspondence (Source Records) per week. The numbers of physical correspondence received has been progressively reducing and will in time result in no incoming physical correspondence being received.

These records are scanned according to the requirements of the General Disposal Authority Source Records and the Digitisation Specifications. These records are then placed in batch boxes in date order.

The metadata of the medical practices' batch boxes of physical source records is recorded on the Shire File list. When the batch box is destroyed after six months it is destroyed following the Shires Disposal Procedures.

Physical Records

Physical files holding a patient's medical records were used prior to 2007 and those physical medical records will continue to be held by the Shire. The metadata about each patient file containing medical records has been added to the Shire's file list. Currently these files are housed safely in the Medical Practice which is a Shire property and located at 19 Harris Street, Quairading.

Disaster Management and Recovery

- **Backups**

- Backups are made to a transportable hard drive.
- The backups are incremental throughout the working day and then one full back up at the end of each working day.
- Each day the backup is placed in the Post Office and one backup hard drive remains onsite within the Medical Centre's safe.
- The Backups are tested weekly via the use of a standalone computer.

In addition, the Practice Manager takes home a password protected laptop containing the software and its contents used by the Medical Centre to ensure that access to these records can be maintained, even if the Medical Centre were to become inaccessible.

No physical files have been used in the practice since 2007. All patient records are held electronically and are backed up and tested regularly as outlined above.

Therefore, the risk of destruction and loss of the Shire's Medical Practice records has been assessed as low as the backups will allow for full restoration of electronic records if a disaster occurs.

APPENDIX 6 – Records Management Policy



RECORDS MANAGEMENT POLICY

Document Status	Adopted
Statutory Environment	Local Government Act 1995 – Section 5.41(h) State Records Act 2000

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon	29 May 2008	299-07/08		
02	Graeme Fardon / Consultant Kim Boulton	20 December 2018	115-18/19	<i>Policy Review Project – 20/09/2018</i>	

PURPOSE

The Purpose of this Recordkeeping Policy is to define the Shire of Quairading's recordkeeping function and the roles and responsibilities of those individuals who manage or perform recordkeeping processes on behalf of the Shire.

OBJECTIVE

1. To ensure that the Shire meets the statutory requirements of the *State Records Act 2000* and associated legislation.
2. To provide record keeping principles and processes that identify, capture and protect the Shire's corporate records of continuing value for legal, financial, administrative, accountability and historical purposes.

POLICY

This Policy applies to all government records created or received by a Shire employee, contractor or an organisation performing outsourced services on behalf of the Shire of Quairading, regardless of their physical format, storage location or date of creation.

Roles and Responsibilities

Elected Members: All elected members are to create, collect and retain records relating to their role as an Elected Member for the Shire of Quairading in a manner consistent with legislation and the Shire's procedures for record keeping. Party Political and personal records are exempt.

Chief Executive Officer: The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is maintained that is compliant with legislative requirements.

Managers: All managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.

All Staff: All staff (including contractors) are to create, collect and retain records relating to Shire of Quairading business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the record keeping system in place, and that all records are handled in a manner consistent with legislation and the Shire's policies and procedures for record keeping.

Custodianship of Records

The Shire recognises its records as a government owned asset and will ensure they are managed as such. Ownership and proprietary interest of records, created or collected during the course of business (including those from outsourced bodies or contractors) is vested in the Shire of Quairading.

Creation of Records

All Elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Shire of Quairading's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture & Control of Records

All records created and received in the course of Shire of Quairading's business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems that are managed in accordance with sound record keeping principles.

Security & Protection of Records

All Records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to the Shire of Quairading's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Quairading's records by the general public will be in accordance with the *Freedom of Information Act 1992* and *Local Government Act 1995*. All such requests to be administered by the Chief Executive Officer or person designated to act in this position. Access to the Shire of Quairading's records by elected members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

Appraisal, Retention & Disposal of Records

All records kept by the Shire of Quairading will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.

GUIDELINES

State Records Act 2000;

Freedom of Information Act 1992; and

Local Government Act 1995 – Section 5.41(h)

APPENDIX 8 – Extract from 2018- 2019 Annual Report

State Records Act 2000

Records are a core information resource and sound recordkeeping practices contribute to the overall effectiveness and efficiency of the Shire.

The Shire of Quairading, as a Local Government Authority, is required under the State Records Act 2000 (the Act) to provide an annual report, as outlined in the Record Keeping Plan.

Council submitted a review report to the State Records Office on 25th July 2018. The report, which was tabled at the 10th August 2018 State Records Commission meeting, provides evidence of the Shire's progress towards better practice recordkeeping with a commitment to submit an amended Plan.

The amended Plan is intended to take into account the issues identified in the report. The Commission anticipates receipt of the Shire's Plan on or before 28th February 2020.

The Shire of Quairading is committed to preserving local history, supports the principles of the State Records Act and recognises the importance of establishing and maintaining a reliable and credible Record Keeping System.

Council has and continues to adhere to an ongoing staff training program.

10.8 Equal Employment Opportunity Management Plan

Meeting Date	25 th March 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Draft Equal Employment Opportunity and Management Plan
Owner/Applicant	N/A
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council adopt the Equal Employment Opportunity and Management Plan dated 19th March 2021. (Attachment i)

____/____

VOTING REQUIREMENTS – Majority

IN BRIEF

- Council's previous Equal Employment Opportunity Management Plan was adopted by Council on the 24th March 2015.
- Council is required to review its Management and set EEO Priorities for the short term.
- Council also required to report Annually on Progress and Results of the EEO Plan.
- The CEO and EO have consulted with the Public Sector Commission and it has been recommended that the PSC basic Plan Template be utilised by Council on this occasion.

MATTER FOR CONSIDERATION

That Council adopt the Equal Employment Opportunity and Diversity Management Plan dated 19th March 2021.

BACKGROUND

The WA Government's Public Sector Commission had written to Council advising that Council's existing Equal Employment Opportunity Management Plan (EEOMP) has expired.

The Commission are preparing to launch the annual collection in April and will be asking for authorities' updated plans. Council has been encouraged to submit an EEOMP before this date.

In accordance with Section 145(2) (a-h) of the Equal Opportunity Act 1984 there is a requirement for the Shire of Quairading to develop an updated EEOMP outlining goals and strategies in key areas to eliminate discrimination in the workplace.

EEO management plans are the principle accountability instrument for public authorities to ensure an absence of discrimination and positive employment outcomes for diversity groups. EEO is about ensuring all employees in public authorities have equal opportunity in their work place and are not subject to discrimination.

Section 145(1) of the Equal Opportunity Act 1984 (EO Act) requires public authorities to prepare and implement an EEOMP. Under the Government of Western Australia, Public Sector Commission, the EO

Act is the main legislative instrument underpinning the principles of equal opportunity in Western Australia.

The EO Act was enacted by the Western Australian Parliament in 1984 and came into operation in July 1985.

Its objectives are to:

- a) to eliminate, so far as is possible, discrimination against persons on the grounds of sex, marital status, pregnancy, family responsibility or family status, race, religious or political conviction, impairment, age or, in certain cases, gender history in the areas of work, accommodation, education, the provision of goods, facilities and services, and the activities of clubs; and
- b) to eliminate, so far as is possible, sexual harassment and racial harassment in the workplace, and in educational institutions and sexual harassment and racial harassment related to accommodation:
and
- c) to promote recognition and acceptance within the community of the equality of men and women;
and
- d) to promote recognition and acceptance with the community of the equality of persons of all races, regardless of their religious or political convictions, their impairments or ages.

STATUTORY ENVIRONMENT

Equal Opportunity Act 1984

Division 3 – Equal employment opportunity management plans

145. Preparation and implementation of management plans

- (1) Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.
- (2) The management plan of an authority shall include provisions relating to –
 - (a) the devising of policies and programmes by which the objects of this Part are to be achieved; and
 - (b) the communication of those policies and programmes to persons within the authority; and
 - (c) the collection and recording of appropriate information; and
 - (d) the review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices; and
 - (e) the setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed; and
 - (f) the means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a); and
 - (g) the revision and amendment of the management plan; and
 - (h) the appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g).
- (3) The management plan of an authority may include provisions, other than those referred to in subsection (2), which are not inconsistent with the objects of this Part.

- (4) The preparation of a management plan shall take place and the implementation of the management plan shall commence without delay and –
- (a) in the case of an authority referred to in section 139(1)(a), (b), (c) or (d), other than an authority which is an institution of tertiary education, on or before such day as is specified in the regulations in respect of that authority and if no day is so specified in respect of an authority on or before the day that is 3 years after the day when this Part comes into operation; and
 - (b) in the case of an institution of tertiary education or an authority the subject of regulations under section 139(1)(e), on or before such day as is specified in the regulations.
- (5) An authority may, from time to time, amend its management plan.
- (6) Each authority shall send a copy of its management plan, and any amendment of the plan, to the Director as soon as practicable after the management plan or the amendment, as the case may be, has been prepared.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
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.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Legislative Requirement. Failure to comply may lead to increased Reputational Risk.

Operation – Risk Matrix Rating is assessed as Low. Equal Employment Opportunity is embedded in the organisation and is to operate within the existing Structure and resources. Further EEO review and progress is to be championed by the Executive Management Team.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Council is required by the Government of Western Australia, Public Sector Commission to have a current Equal Employment Opportunity and Diversity Management Plan.

The Shire's EEOMP is the foundation for a working environment free from harassment and discrimination.

Through the implementation of this Plan the Shire will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community. All Shire staff are to be encouraged to embrace equity and diversity within the organisation.

The Shire is to value EEO/diversity and aim to ensure that the work environment is free from racial and sexual harassment, and that employment practices are not biased or discriminate unlawfully against employees or potential employees. The Shire's employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

Shire of Quairading Equal Employment Opportunity Management Plan Creating a workplace that is equitable and diverse

Authority name: SHIRE OF QUAIRADING

EEO outcomes to be achieved during the period of the Plan

Existing	To be reviewed	Proposed	Tick box indicates my authority has: <ul style="list-style-type: none"> • <u>existing</u> initiatives in place • initiatives in place that need <u>to be reviewed</u> • <u>proposed</u> initiatives that are yet to be developed.
Outcome 1: The organisation values EEO and diversity and the work environment is free from sexual and racial harassment			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equal employment opportunity (EEO) and diversity principles are incorporated into corporate values, business planning processes and human resource workforce plans.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A positive, inclusive and harassment-free workplace culture is communicated and promoted within the organisation.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Managers and leaders are aware of their EEO responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Performance management criteria for managers and leaders include the ability to attract and retain a diverse workforce and promote an inclusive work culture.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Implementation of strategies within this Plan occurs throughout the organisation.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There is an effective grievance resolution process where staff are able to raise concerns and issues.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Workplace culture is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination.
Outcome 2: Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organisational structure and job design provide career paths for all diversity groups.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recruitment and selection practices provide equal opportunity and flexibility for all employees and potential employees.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanisms are in place to identify the needs of diversity groups to operate effectively in the workplace. (e.g. diversity surveys, review of exit interview feedback).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retention practices are in place to identify, develop and retain staff from all diversity groups (e.g. induction processes, training and development opportunities, working hours and conditions, flexible work options and performance management).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The organisation monitors and assesses employment practices to ensure they contribute positively to attracting and retaining a diverse workforce.

Outcome 3:			Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demographic data is systematically collected to monitor and report on progress of all diversity groups.						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diversity objectives are identified to define the workforce profile suited to the agency's business needs.						
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Strategies are developed and implemented to attract, retain and provide career development opportunities for the diversity groups:</p> <table border="0"> <tr> <td><input type="checkbox"/> Women in management</td> <td><input type="checkbox"/> People from culturally diverse backgrounds</td> </tr> <tr> <td><input type="checkbox"/> Aboriginal Australians</td> <td><input type="checkbox"/> Youth</td> </tr> <tr> <td><input type="checkbox"/> People with disability</td> <td><input type="checkbox"/> Other (please specify):</td> </tr> </table> <p>(Different organisations have different priorities according to their existing diversity profile and service delivery. The priorities for the organisation may not necessarily cover all diversity groups).</p>	<input type="checkbox"/> Women in management	<input type="checkbox"/> People from culturally diverse backgrounds	<input type="checkbox"/> Aboriginal Australians	<input type="checkbox"/> Youth	<input type="checkbox"/> People with disability	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Women in management	<input type="checkbox"/> People from culturally diverse backgrounds								
<input type="checkbox"/> Aboriginal Australians	<input type="checkbox"/> Youth								
<input type="checkbox"/> People with disability	<input type="checkbox"/> Other (please specify):								
Outcome 4:			Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Plan and its policies and programs are communicated to all staff.						
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each initiative/strategy/task is linked to a measure of success and a timeframe for completion.						
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Plan is monitored, reviewed and amended to ensure strategies remain relevant to the operations of the organisation.						
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Plan and its policies and programs are evaluated to determine the effectiveness of the Plan.						
CEO leadership statement									
<p>It is with pleasure I present to you the Shire of Quairading EEO Management Plan.</p> <p>This EEO Management Plan has been developed in accordance with Part IX of the <i>Equal Opportunity Act 1984</i> and is aligned with the Director of Equal Opportunity in Public Employment's EEO and Diversity Outcome Standards Framework.</p> <p>An inclusive and accepting workplace has benefits for all employees. A diverse workforce will attract and retain quality employees, which translates into effective business decisions and effective service delivery.</p> <p>Our Plan is the foundation for a working environment free from harassment and discrimination. Through the implementation of this Plan we will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community. Our Plan is a live document that we will continue to develop and build on for our future success.</p> <p>I encourage all staff to embrace equity and diversity within the organisation. We value EEO/diversity and aim to ensure that the work environment is free from racial and sexual harassment and that employment practices are not biased or discriminate unlawfully against employees or potential employees. Our employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.</p> <p>I look forward to ongoing commitment and involvement from all staff in implementing this EEO Management Plan.</p>									

Name:	CEO Graeme A Fardon	Signature:		Date:	19/03/2021
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ITEM 11 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 12 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 13 URGENT COUNCILLORS' BUSINESS

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

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

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

RECOMMENDATION

MOVED _____ **SECONDED** _____

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

- 14.1 Chief Executive Officer Resignation (Confidential Item)

___/___

VOTING REQUIREMENTS – Simple Majority

14.1 Chief Executive Officer Resignation (Confidential Item)

Chief Executive Officer Resignation (Confidential Item) – Report provided under separate cover.

RECOMMENDATION

MOVED _____ **SECONDED** _____

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

___/___

VOTING REQUIREMENTS – Simple Majority

14.2 Public Reading of Resolution

ITEM 15 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 29th April 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 16 CLOSURE

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