

Ordinary Council Meeting

Notice of Meeting | 26th August 2021

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 26th August 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: 20th August 2021

Disclaimer

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

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr 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
Mrs LM Horton	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy
Mrs AG Strauss	Executive Officer

Observers/Visitor

Apologies

Leave of Absence Previously Granted

Nil

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Cr John Haythornthwaite

An application for Leave of Absence has been received from Cr John Haythornthwaite for the Ordinary Meetings of Council scheduled for the 26th August 2021 and 30th September 2021. The Council in accordance with Section 2.25 of the *Local Government Act 1995* may by resolution grant Leave of Absence to an Elected Member.

RECOMMENDATION

MOVED _____ **SECONDED** _____

That Cr John Haythornthwaite be granted Leave of Absence in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meetings of Council scheduled for the 26th August 2021 and the 30th September 2021.

____/____

5.2 Application for Leave of Absence – Shire President Cr Wayne Davies

An application for Leave of Absence has been received from the Shire President Cr Davies for the Ordinary Meeting of Council scheduled for the 30th September 2021. The Council in accordance with Section 2.25 of the *Local Government Act 1995* may by resolution grant Leave of Absence to an Elected Member.

RECOMMENDATION

MOVED _____ **SECONDED** _____

That Shire President Cr Davies be granted Leave of Absence in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meeting of Council scheduled for the 30th September 2021.

____/____

Anthea Strauss

Subject: FW: Request for Leave of Absence

Importance: High

From: John Haythornthwaite [<mailto:johnhaythornthwaite19@gmail.com>]

Sent: Wednesday, 18 August 2021 7:16 PM

To: Graeme Fardon <ceo@quairading.wa.gov.au>

Subject: Request for Leave if Absence

Dear Graeme,

For health reasons, I am writing to request Leave of Absence for the August and September Ordinary Council Meetings on 26th August 2021 and 30th September 2021.

I apologise for any inconvenience this may cause.

Yours Sincerely,
John Haythornthwaite

Anthea Strauss

From: Wayne Davies <springhills.farm@bigpond.com>
Sent: Thursday, 19 August 2021 9:52 AM
To: Anthea Strauss
Subject: Leave of absence

Morning Anthea ,

I'm requesting leave of absence for the September OCM as we are intending to be away from the 26th September till 4 th Oct .

Could this please be included in the council agenda

Regards
CR Davies

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.

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ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 29th July 2021

RECOMMENDATION

MOVED _____ SECONDED _____

That the Minutes of the Ordinary Meeting of Council held on the 29th July 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 29th July 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".

An Invitation has been extended Sgt Annette Herod - New OIC of the Quairading Police, Ms. Leah Boehme - Relieving QDHS Principal and Ms. Jemma Trueman - Relieving QDHS Deputy Principal to join Council for Afternoon Tea.

Shire President Cr Davies extended a special welcome to Mrs Leah Horton, Executive Manager Corporate Services to her first Council Meeting.

Cr Davies further advised that QDHS Representatives, Mrs Kelsie Squiers and Mrs Jamie Garrett are unfortunately unable to make Presentation to Council at their allotted time during the meeting, but will be joining Council for Afternoon Tea and will make their Presentation immediately following, during the Councillors Information Session.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
Mrs LM Horton	Executive Manager of Corporate Services
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy
Mrs AG Strauss	Executive Officer

Observers/Visitor

Nil

Apologies

Cr JW Haythornthwaite	
Mr A Rourke	Executive Manager of Works & Services

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

QDHS Representatives Mrs Kelsie Squiers and Mrs Jamie Garrett have been invited to make a presentation on the Bush Tucker Garden Project, which is under the umbrella of the Noongar Pathways Program and QDHS.

Mrs Kelsie Squiers and Mrs Jamie Garrett to present at the Councillors Information Session.

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 – 24th June 2021

RESOLUTION: 01-21/22

MOVED Cr Hippisley SECONDED Cr Stacey

That the Minutes of the Ordinary Meeting of Council held on the 24th June 2021 be confirmed as a true and accurate.

CARRIED 7/0

7.2 Business Arising

Nil.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

8.1 Reconciliation Action Plan Committee Meeting Minutes – 16th June 2021

RESOLUTION: 02-21/22

MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

That the Minutes of the Reconciliation Action Plan Committee Meeting held on the 16th June 2021 be received.

CARRIED 7/0

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

No matters for consideration.

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ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

INTENTIONALLY LEFT BLANK

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – June 2021

Meeting Date	29 th July 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) June 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 03-21/22

MOVED Cr Cowcill SECONDED Cr McGuinness

That Council note the following:

1. That Schedule of Accounts for June 2021 covering Municipal Vouchers 23841 to 23845, EFT 9388 to EFT 9511 \$1,078,033.46 be received (Attachment i); and
2. That Police Licensing payments for the month of June 2021 totalling \$39,776.10 be received (Attachment ii); and
3. That fund transfers to Corporate Credit Card for June 2021 balance totalling \$165.87 be received (Attachment iii); and
4. That Net Payroll payments for the month June 2021 totalling \$114,329.64; and
5. That the Lease payment for the month of June 2021 on the CESM Vehicle totalling \$2,423.72.

CARRIED 7/0

IN BRIEF

Payments are per attached schedules 9.11/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during June 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

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

Meeting Date	29 th July 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) Financial Statements for June 2021
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 04-21/22

MOVED Cr Hippisley SECONDED CrCowcill

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

CARRIED 7/0

IN BRIEF

- Monthly Financial Statements for the period ending 30th June 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 May 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.

11.3 Adoption of the 2021/2022 Statutory Budget

Meeting Date	29 th July 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) Statutory Budget 2021/2022 (ii) Capital Budget (iii) Fees and Charges 2021/2022
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 05-21/22

MOVED Cr Smith SECONDED Cr Jo Haythornthwaite

That: -

1. Council note that a review of the Corporate Business Plan has been completed in accordance with Section 5.56 of the Local Government Act 1995 and Regulation 19DA of the Local Government (Administration) Regulations 1996.
2. Council adopt the Budget in Attachment (i) for the 2021/2022 Financial Year.
3. Council impose the following general rates and minimum payments on Gross Rental and Unimproved Rates:

General Rates

- GRV – Residential - 13.841 cents in the dollar
- GRV – Industrial - 13.841 cents in the dollar
- GRV – Commercial - 13.841 cents in the dollar
- UV – Rural - 1.107 cents in the dollar

Minimum Rates

- GRV – Residential - \$665
- GRV – Industrial - \$665
- GRV – Commercial - \$665
- UV – Rural - \$665

4. Council adopts the following payment option dates and fees:

Option 1. Payment in Full on or before 5.00pm on Friday 24th September 2021.

Option 2. Four Equal Instalments at intervals of two calendar months. Instalment due dates: -

- Friday 24th September 2021
- Wednesday 24th November 2021
- Monday 24th January 2022
- Thursday 24th March 2022

Continues on next page

Option 3. Alternative payment arrangements as agreed to by the Chief Executive Officer and the Ratepayer.

Instalment Interest Charges

That a 3.0% interest rate be imposed on instalments to apply to the second, third and fourth instalments \$6.45(3).

Instalment Administration Fee

That an Administration Fee of \$5.00 be charged for Instalment numbers 2, 3 and 4 under Payment Option No. 2.

Alternative Payment Option Administration Fee

Where Option 3 is selected and agreed to, an Administration Fee of \$25.00 be applied to that assessment to recover Administration and Management Costs.

Interest Charges

That a Penalty Interest Rate of 7% be imposed on Overdue Rates, Sundry Debtors and Legal Fees (excluding Rubbish Charges), where instalment Option 2 (Rates only) has not been taken up.

Rubbish Charges

The following Waste and Recycling Charges apply for the 2021/2022 year:

\$292.00 per annum per Rubbish Service, which incorporates a weekly removal of one 240 litre Mobile Garbage Bin and fortnightly removal of one 240 litre Recycling Bin.

\$292.00 per annum Waste and Recycling Charge for Commercial Properties not serviced with a Mobile Garbage Bin.

5. Council adopt the Attachment (ii) Schedule of Fees and Charges.
6. Only Variations to Council's 2021/2022 Budget by 10% or Greater and \$10,000 or more as noted in the Monthly Financial Statements be reported to Council.

CARRIED BY ABSOLUTE MAJORITY 7/0

IN BRIEF

- The 2021/2022 Statutory Budget documentation has been prepared in accordance with Council direction and taking into account the Community Strategic Plan and the Corporate Business Plan.
- The proposed rates in the dollar will raise \$1,887,164 on Unimproved Valued properties and \$471,891 on Gross Rental Value valued properties, which totals \$2,359,055 in Gross Rates Levied. This compares with \$2,299,602 Raised in the 2020/2021 Budget.
- The split of UV/GRV is UV 80% / GRV 20% based on Gross Rates Levied has been maintained.
- Fees & Charges have been reviewed, removing fees for services no longer offered by the shire (Childcare Centre, Factory Units), including fees previously not listed (Dog and Cat Registrations, new Cabins). Further adjustments corrected some items to be GST Free and there were some fees with minor changes such as; Housing Rentals, Hire Charges, Swimming Pool Tickets, Resource Centre Charges, Gym Memberships, General Waste Charges and Private works/Plant operation charges.

MATTER FOR CONSIDERATION

Council to formally adopt the Budgets for Municipal, Trust and Reserve Funds for the 2021/2022 Year and adopt the Fees & Charges.

BACKGROUND

Council has held two workshops to consider/amend the Draft Budget and have input into the finalisation of the 2021/2022 Budget.

STATUTORY ENVIRONMENT

Local Government (COVID-19 Response) Amendment Order 2021

Local Government Act 1995

6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

** Absolute majority required.*

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –
 - (a) the expenditure by the local government; and
 - (b) the revenue and income, independent of general rates, of the local government; and
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate –
 - (a) particulars of the estimated expenditure proposed to be incurred by the local government; and
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including –
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;

and
 - (c) the fees and charges proposed to be imposed by the local government; and
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and

- (g) such other matters as are prescribed.
- (5) Regulations may provide for –
 - (a) the form of the annual budget; and
 - (b) the contents of the annual budget; and
 - (c) the information to be contained in or to accompany the annual budget.

In regard to the setting of Council Rates, Section 6.32 states: -

6.32 Rates and Service charges

When adopted the annual budget, a local government –

in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either –

- uniformly; or
- differentially;

may impose* on rateable land within its district –

- a specified area rate; or
- a minimum payment;

and

may impose* a service charge on land within its district.

* *Absolute majority required.*

When a local government resolves to impose a rate it is required to –

- set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value;
- set a rate which is expressed as a rate in the dollar of the unimproved value of rateable within its district to be rated on unimproved value

the unimproved value of rateable within its district to be rated on unimproved value.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Council's Adopted Budget underpins all Council's Projects and Programs for the 2021/2022 Year.

The 2021/2022 Budget provides for overall increase of 2.0% in the Gross Rates Levied and a 2.3% Increase in the Minimum Rates due to Rounding up to \$665.00. Increased Revenue also achieved from Mining Tenements which attract UV Minimum Rates.

Council's Fees & Charges have been reviewed by Council at Budget Workshop No. 2.

The 80% UV and 20% GRV Split has been maintained.

The Capital Budget totals \$4,637,269 compared to \$5.7M in 2021/2021.

Budgets proposes that \$604,000 be transferred to the Reserve Funds and utilise \$1,005,439 from the various Reserves, leaving a projected Reserve Fund Balance at the 30th June 2022 of \$3,136,092

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

Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED1	Economic diversity and resilience

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 assessed as Low. The budget outlines the expenditure and income for the 2021/2022 Financial Year and has been developed following multiple workshops with the Executive Management Team and Councillors.

Health – Risk Matrix Rating assessed as Low.

Reputation – Risk Matrix Rating assessed as Low. All projected Expenditure & Income have been included in both the project and operational budgets. Budget has been prepared taking into account of the Community Strategic Plan and supporting Integrated Planning documents.

Operation – Risk Matrix Rating assessed as Low.

Natural Environment – Risk Matrix Rating assessed as Low.

COMMENT

The actual Income and Expenditure used in the 2020/2021 Budget are a snapshot as at the 30th June 2021 and may change once the Annual Financial Statements have been audited.

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Strategic Community Plan (SCP) 2021 - 2031

Meeting Date	29 th July 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCPS Richard Bleakley
Attachments	(i) Shire of Quairading Strategic Community Plan 2021 – 2031
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 06-21/22

MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness

That Council:-

1. Acknowledges that the draft Strategic Community Plan was promoted in the Community for feedback and that no strategic issues / considerations were highlighted for amendment.
2. Adopt the Strategic Community Plan 2021-2031, in accordance with Section 5.56 of the Local Government Act 1995 and Regulation 19C (7) of the *Local Government (Administration) Regulations 1996*; and
3. In accordance with *Local Government (Administration) Regulations 1996* Regulation 19D, give public notice on the adoption and availability of the Shire of Quairading Strategic Community Plan 2021 – 2031.

CARRIED BY ABSOLUTE MAJORITY 7/0

IN BRIEF

- Council is required to undertake a Major Review of the SCP at least once every 4 Years.
- SCP is the key Strategic Planning Document for the period 2021-2031, which sets out the Vision, Aspiration and Objectives of the Community.
- Draft SCP was prepared following extensive Community Consultation and Workshops with Councillors & Staff facilitated by the Consultant.
- Council endorsed the Draft SCP in June 2021 and resolved that the Draft Plan be publicised inviting Public Submissions for a period of 3 weeks.
- Any Public Submissions received were to be considered by Council as part of the Officer's Report prepared for the July 2021 Council Meeting where the Final Strategic Community Plan will be considered for Adoption.
- No Public Submissions were received on Strategic Plan contents or issues.
- Adopted SCP to be publicised by Local Public Notice and be published on the Shire Website.

- The Adopted SCP will provide the strategic framework for the drafting of the Corporate Business Plan and the Long Term Financial Plan to be presented to Council at the August Council Meeting.

MATTER FOR CONSIDERATION

Adoption of the final version of the Shire of Quairading Strategic Community Plan 2021-2031 (SCP).

BACKGROUND

Section 5.56 (1) of the *Local Government Act 1995* requires all local governments to plan for the future. This plan for the future is provided by the Integrated Planning and Reporting Framework (IPRF). The SCP is the Council's principal ten-year strategy document from the IPRF suite that reflects community vision and goals through engagement.

At its Ordinary Council Meeting on the 24th June 2021, Council approved the Draft SCP for public comment. The purpose of a public comment period is primarily to provide the community the opportunity to review the Draft SCP and provide comment about whether they feel it accurately represents their views and aspirations.

At that meeting, Council resolved the following:

RESOLUTION: 193-20/21: That: -

1. *Council Adopt the Draft Strategic Community Plan 2021- 2031*
2. *The Draft Strategic Community Plan be publicised for Community Comment for a Period of 3 Weeks.*
3. *Any Public Submissions received are to be considered by Council as part of the Officer's Report to be prepared for the July 2021 Council Meeting where the Final Strategic Community Plan will be considered for Adoption.*

Public Comment

The Draft Strategic Community Plan was put out to the community for comment on 28th June 2021.

Window for responses closed on the 16th July 2021 COB.

One response was received with an issue relating to an Operational matter rather than the contents or intent of the Strategic Community Plan.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

[Section 5.56 inserted: No. 49 of 2004 s. 42(6).]

Local Government (Administration) Regulations 1996

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.

- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
 - (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
 - (5) In making or reviewing a strategic community plan, a local government is to have regard to –
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
 - (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
 - (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
- *Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
 - (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
 - (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

[Regulation 19C inserted: Gazette 26 Aug 2011 p. 3483-4.]

19D. Public notice of adoption of strategic community plan

- (1) If a strategic community plan is adopted, the CEO must –
 - (a) give local public notice that the plan has been adopted; and
 - (b) publish the plan on the local government's official website.

POLICY IMPLICATIONS

CS.4 Community Engagement Policy

FINANCIAL IMPLICATIONS

Council made Budget Provision for External Consultancy Services to assist Council with the Major Review of the 2017-2027 Strategic Community Plan and the preparation of the Draft SCP 2021-2031. Consultant's proposal valued at \$8400 (inc GST) was within the Budget Provision.

Funding for the carryover work on the CBP and LTFP will be provided for in the 2021/2022 Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)

ITEM	OUTCOMES AND STRATEGIES
G1.1	Continual improvement in IPR, transparency and accountability
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

Extensive Community Consultation and Engagement has been undertaken since March 2021 and resulted in the forming of Community opinion included in the Draft SCP presented to Council in June 2021.

The Draft SCP was advertised inviting public comment closing on Friday 16th July 2021.

The Draft SCP was available on the Shire Website, Social Media access – Facebook, and a hard copies were made available at the Administration Centre.

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

Financial - Risk Matrix Rating is assessed as Low. Council has budgeted for the Major Review of the SCP, CBP and LTFP in the 2020/2021 Financial Year. Funding for the carryover work on the CBP and LTFP will be provided for in the 2021/2022 Budget.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Legislative requirement to conduct a Major Review of the Strategic Community Plan at least once every 4 Years. Non Compliance may lead to increased Reputational Risk and Risk that the SCP does not reflect Community Priorities or Emerging Issues.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Council has undertaken a major review of the Strategic Community Plan that will be the Shire's primary visionary document, forming part of the Integrated Planning and Reporting Framework. Extensive community engagement has been undertaken, including broad engagement, focused engagement and a public comment period.

Adopted Strategic Community Plan will provide the framework for the Corporate Business Plan and the Long Term Financial Plan.

12.2 Draft Code of Conduct Behaviour Complaints Management Policy

Meeting Date	29 th July 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Draft Code of Conduct Behaviour Complaints Management Policy (ii) Adopted Code of Conduct for Elected Members, Committee Members and Candidates – 25 th March 2021.
Owner/Applicant	N/A
Disclosure of Interest	CEO - Nil

OFFICER RECOMMENDATION

RESOLUTION: 07-21/22

MOVED Cr McGuinness SECONDED Cr Stacey

That Council adopt the Code of Conduct Behaviour Complaints Management Policy.

CARRIED 7/0

IN BRIEF

- Where the behaviour of an Elected Members, Committee Members or Candidates does not comply with the Code, the behaviour must be reported to the CEO as the Complaints Officer.
- The Code is silent on the Complaint handling process and the development of the process has been left for each Council to develop the most appropriate process for their organisation.
- The proposed Policy provides the Framework for the Management of a Complaint.
- Complaints can only be made in accordance with Adopted Code and pertaining to breaches of Behaviour in Division 3 of the Code.

MATTER FOR CONSIDERATION

Adoption of the Code of Conduct Behaviour Complaints Management Policy (Complaints Policy) for Elected Members, Committee Members and Candidates.

BACKGROUND

A review of the *Local Government Act 1995* led by the Department of Local Government, Sport and Cultural Industries (DLGSC), including consultation with the 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 Elected Members, Committee Members and Candidates that reflects community expectations of behaviour.

The *Model Code of Conduct Regulations 2021* 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 considered by the independent Local Government Standards Panel (Standards Panel) where appropriate.

Provisions under Division 3 are new and deal with alleged behaviour complaints on Councillors, Committee members' and Candidates who are elected Councillors.

Complaints regarding alleged breaches of the Code in Division 3 are to be managed by the Council as the Shire's decision-making body.

To be able to deal with complaints made in accordance with Division 3 of the Code, the Administration has developed a proposed Complaints Policy for Elected Members, Committee Members and Candidates, as shown in Attachment (i).

Council appointed the CEO as the Complaints Officer at its Meeting on the 25th February 2021 and adopted a revised Complaint About Alleged Behaviour Breach Form at its Meeting on the 27th May 2021.

Council adopted the new Code at its Meeting on the 25th March 2021. The new Code is silent on the detail of the Complaint handling process. This process is at the discretion of each Council.

This Draft Policy now provides a Framework for the handling of the Complaint once received by the CEO as the Complaints Officer, and proposes the use of an independent Complaint Mediator or Assessor in lieu of a separate Behaviour Complaints Committee of Council.

STATUTORY ENVIRONMENT

Local Government Act 1995

[Local Government \(Model Code of Conduct\) Regulations 2021](#)

POLICY IMPLICATIONS

New Policy. The draft policy is to provide affected parties, Council and the CEO, a process to be used to resolve complaints regarding alleged breaches of Division 3, of the Shire's adopted CODE.1 Code of Conduct for Elected Members, Committee Members and Candidates.

FINANCIAL IMPLICATIONS

Unable to assess at the time of preparing this Report. Should the Complaints Officer need to investigate a complaint regarding the Code of Conduct, the procurement of a Complaints Mediator or Assessor will need to be funded by Council. At the time of writing this report, the cost is unknown, and most likely would be different per investigation.

Subject to the frequency of receiving Complaints and their complexity, it is considered that the cost of an independent Complaint Mediator or Assessor will be able to be accommodated within Council's existing Governance Operational Budget.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

Governance Objective: Strong governance and community engagement

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

COMMUNITY CONSULTATION

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 at this time.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. The Complaints Policy prescribes the processes for the management of complaints involving Elected Members, Committee members and Candidates in matters relating to breaches of the behaviour requirements in Division 3 of the Code of Conduct. Draft Policy proposes where appropriate, for the CEO as Complaints Officer to engage an independent person as the Compliant Assessor or Mediator. The Policy does not propose to have a separate Council Behaviour Complaints Committee.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

INTENTIONALLY LEFT BLANK

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

INTENTIONALLY LEFT BLANK

ITEM 15 URGENT COUNCILLORS' BUSINESS

Nil.

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

No matters for consideration.

ITEM 17 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 26th August 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Davies thanked Councillors and Staff for their attendance.

ITEM 18 CLOSURE

There being no further business, the Chairman closed the Meeting at 2.23 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 29th July 2021 were confirmed on the 26th August 2021 as recorded on Resolution No. _____

Confirmed..... 26/08/21

7.3 Confirmation of Minutes: Special Meeting of Council - 10th August 2021

RECOMMENDATION

MOVED _____ SECONDED _____

That the Minutes of the Special Meeting of Council held on the 10th August 2021 be confirmed as a true and accurate.

____/____

Voting Requirements - Simple Majority

7.4 Business Arising

SHIRE OF QUAIRADING

The Minutes of the Special Council Meeting held on Tuesday 10th August 2021 commencing at 6.31 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 6.31 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 Special Meeting".

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr GA Fardon	Chief Executive Officer
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Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

Meeting closed to the public under *Part 5 Division, 2 Section, 5.23 (2)(b)(c)(e) of the Local Government Act 1995*.

No Members of the Public in attendance.

ITEM 4 DECLARATIONS OF INTEREST

Nil, at this time.

ITEM 5 RECEIVAL OF COMMITTEE MEETING MINUTES

5.1 CEO Recruitment & Selection Advisory Panel Meeting Minutes – 19th July 2021**RESOLUTION: 08-21/22****MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness**

That the Minutes of the CEO Recruitment & Selection Advisory Panel Meeting held on the 19th July 2021 be received and note the Panel's Actions:-

1. Notes the recommended shortlisted applicants to the position of Chief Executive Officer;
2. Selected Applicants 4, 10, 14, 15, 34 and 41 as detailed in the Consultant's Report, as the preferred applicants for the position of Chief Executive Officer for further interview by the CEO Recruitment and Selection Advisory Panel.

CARRIED 7/1**5.2 CEO Recruitment & Selection Advisory Panel Meeting Minutes – 26th July 2021****RESOLUTION: 09-21/22****MOVED Cr Smith SECONDED Cr McGuinness**

That the Minutes of the CEO Recruitment & Selection Advisory Panel Meeting held on the 26th July 2021 be received and that:-

1. Council notes the interviews of the preferred applicants for the position of Chief Executive Officer have been conducted by the CEO Recruitment and Selection Advisory Panel on the 26th July 2021;
2. Council notes the progressing of shortlisted applicant No.34 by the CEO Recruitment and Selection Advisory Panel for the position of Chief Executive Officer to the next stage of the Chief Executive Officer Recruitment process.

CARRIED 7/1

ITEM 6 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)(b)(c) of the Local Government Act 1995 as the Item relates to: -

- (b) the personal affairs of any person;
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

RESOLUTION: 10-21/22**MOVED Cr McGuinness SECONDED Cr Hippisley**

That Council consider the confidential report listed below in a meeting closed to the public at 6.37 pm in accordance with Section 5.23(2) of the Local Government Act 1995:

- 6.1 Appointment of Preferred Applicant for the Position of Chief Executive Officer
 (Confidential Item)

CARRIED 8/0

No members of the Public were present at close of meeting; the time being 6.37pm.

RESOLUTION: 11-21/22**MOVED Cr Hippisley SECONDED Cr McGuinness**

That Council permits the Chief Executive Officer Mr Graeme Fardon to remain in the Chambers during discussion of Item 6.1 - Appointment of Preferred Applicant for the Position of Chief Executive Officer (Confidential Item) while the meeting is sitting behind closed doors.

CARRIED 8/0

6.37pm - The Chief Executive Officer remained in the Chambers.

INTENTIONALLY LEFT BLANK

6.1 Appointment of Preferred Applicant for the Position of Chief Executive Officer (Confidential Item)

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

RESOLUTION: 12-21/22

MOVED Cr Jo Haythornthwaite SECONDED Cr Cowcill

That the CEO Recruitment and Selection Advisory Panel recommend to Council:

That Council:-

1. Approves the making of an Offer to Applicant No.34, subject to the completion of pre-employment checks, in Confidential Attachment (i) for the position of Chief Executive Officer (CEO) at the Shire of Quairading as the candidate the Council believes to be the person most suitably qualified for the position as required by section 5.36(2)(a) of the *Local Government Act 1995*; and *
2. Is satisfied and approves the proposed Schedule of the Total Reward Package for inclusion in the Draft CEO Employment Contract (section 5.36(2)(b) of the *Local Government Act 1995*) detailed in Confidential Attachment (ii), calculated in accordance with the current Salaries and Allowances Tribunal Local Government Determination Band 4 Range to be offered to the preferred candidate.*
3. Is satisfied that the processes followed to date, to recruit a Chief Executive Officer, have met the requirements of the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the Shire of Quairading CEO Standards for Recruitment, Performance and Termination.

CARRIED BY ABSOLUTE MAJORITY 7/1

**Absolute Majority*

RESOLUTION: 13-21/22

MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley

That the meeting be open to members of the public at 6.58 pm.

CARRIED 8/0

6.2 Public Reading of Resolution

Should there be any members of the public in attendance at the re-opened Meeting, the Shire President is to read aloud the decisions made by Council while the Meeting was closed to the public.

There were no members of the public in attendance.

ITEM 7 CLOSURE

There being no further business, the Chairperson closed the Meeting at 6.59 pm.

I certify the Minutes of the Special Meeting of Council held on 10th August 2021 were confirmed on 26th August 2021 as recorded on Resolution No. _____

Confirmed..... 26/08/21

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

No matters for consideration.

INTENTIONALLY LEFT BLANK

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

9.1 Quairading and Districts Sport & Recreation Council Meeting Minutes – 27th July 2021

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Minutes of Meeting
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the Minutes of the Quairading & Districts Sport & Recreation Council for its Meeting of 27th July 2021.

____/____

That Council consider the Quairading and Districts Sport & Recreation Council's Recommendation:-

1) Precinct Concept Plan

MOVED _____ **SECONDED** _____

RECOMMENDATION

That the Quairading and Districts Sport & Recreation Council recommend to Council: -

1. That the Concept Plan be revised to include a second ladies Changeroom, a second umpire's facility and modifications to the hard court layout;
2. That the feasibility of hockey field location and surface be researched and considered; and
3. That once the Final Design Revisions has been received, Council proceed to engage a Quantity Surveyor to provide an Estimate of Probable Costs for Forward Planning and future Grant Funding Applications.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Quairading and Districts Sport & Recreation Council Meeting held on the 27th July 2021.
- One (1) Recommendations for Council's Consideration.

MATTER FOR CONSIDERATION

For Council to be informed of discussions and recommendations of the Quairading and Districts Sport & Recreation Council and to determine its position in regard to the Recommendations.

BACKGROUND

The Quairading and Districts Sport & Recreation Council met on 27th July 2021 from which there one (1) recommendation for Council consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

The Sport & Recreation Council is a formal Occasional Committee of Council.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

Council has budgeted for Recreation Consultancy Expenses in both the 2020/2021 and 2021/2022 Financial Years. All Costs incurred to date are within Budget parameters.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. Governance and Leadership
5.1 Shire communication is consistent, engaging and responsive
5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

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.

SHIRE OF QUAIRADING

Quairading District Sport & Recreation Council

Quairading and Districts Sport & Recreation Council Meeting held on Tuesday 27th July 2021 commencing at 5.02 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The CEO Graeme Fardon opened the Meeting at 5.02 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

In Attendance

Cr B McGuinness	Acting Chairperson
Marion O'Hare	Doodenanning Sports Club
Braden Hayes	Quairading Cricket Club & Quairading Football Club
Lyll Brown	Quairading Football Club
Kelli Brown	Quairading Tennis Club & Sport & Rec Working Group
Grant Mills	Quairading Tennis Club
Rochelle Osborne	Quairading Ladies Hockey Club
Jen Green	South Caroling Social Club
Peter Smith	Quairading Vintage Club & Quairading Agricultural Society
Jill Hayes	Quairading Agricultural Society
Becky Cowcill	Wamenusking Sports Club
Tamara Stacey	Quairading Netball Club (Juniors & Ladies)

Council Officers

Mr GA Fardon	Chief Executive Officer
Mr RM Bleakley	Executive Manager Community, Projects and Strategy

Apologies

Mr A Rourke	Executive Manager of Works & Services
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Guests / Visitors

Michel Greenhalgh	MCG Architects
Darren Monument	ABV Leisure Consultants

Leave of Absence Previously Granted

Nil

ITEM 3 ELECTION OF PRESIDING MEMBER

The Chief Executive Officer oversaw the proceedings for the Call for Nominations and the Election of the Presiding Member.

Presiding Member is to be a Councillor.

Nominations to be taken from the floor at the meeting.

Election and Declaration of Presiding Member

If more than one (1) nomination, the Election of the Presiding Member shall be by Secret Ballot.

The CEO called for Nominations for the Office of Presiding Member and Cr McGuinness advised that he would not accept the Nomination for the Presiding Officer but would fill the position as Acting Presiding Member for this Meeting.

The CEO declared Cr McGuinness elected and he took the Chair.

ITEM 4 DECLARATIONS OF INTEREST

Nil received.

ITEM 5 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 6 CONFIRMATION OF MINUTES AND BUSINESS ARISING

6.1 Confirmation of Minutes – 17th June 2019

MOVED Mr Lyall Brown SECONDED Mrs Tamara Stacey

That the Minutes of the Quairading and Districts Sport and Recreation Council Meeting held on the 17th June 2019 be confirmed as a true and accurate record.

CARRIED

6.2 Business Arising

Nil.

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ITEM 7 ITEMS FOR DISCUSSION

7.1 Precinct Concept Plan

Presentation of draft Precinct Concept Plan (v4) by Michel Greenhalgh of MCG Architects

Extensive Discussion and Feedback on the Concept Plan

Preferred Concept options-

- i. Complete renewal of Precinct facilities **or**
- ii. Upgrade of existing facilities
 - a. Upgrading of Community building; and
 - b. Renewal of existing Changerooms

The Meeting noted that the recommended choice by the Working Group was option 2

Variations discussed:-

- Number of Changerooms – Two Ladies Changerooms - Gender equity and strong focus of Department of Local Government, Sport and Cultural Industries
- Number of umpires Changerooms
- Hockey pitch – surface / location
- Hard courts –
 - Tennis courts / netball / basketball courts – numbers / location
 - Tennis – 4
 - Basketball / netball – 2
 - Surface
 - Covered hard courts (East end)
- Location of cricket nets
- Road entry to Precinct and location of the new Agriculture Society Shed
- Drainage across the Precinct

Determination as to whether to recommend to Council to

- i. Proceed to detailed design and costing of Precinct Project
- ii. Source grant funding to deliver the planning phase of the Precinct project.

RECOMMENDATION

MOVED Mr Lyall Brown SECONDED Mrs Tamara Stacey

That the Quairading and Districts Sport & Recreation Council recommend to Council: -

1. That the Concept Plan be revised to include a second ladies Changeroom, a second umpire's facility and modifications to the hard court layout;
2. That the feasibility of hockey field location and surface be researched and considered; and
3. That once the Final Design Revisions has been received, Council proceed to engage a Quantity Surveyor to provide an Estimate of Probable Costs for Forward Planning and future Grant Funding Applications.

CARRIED

7.2 Recreation Master Plan Project

Presentation of outcomes from the previous Sport and Recreation Masterplan 2011 to 2021

Development of Sports and Recreation Masterplan 2021-31

- Rational behind process

Process:

Presentation by Darren Monument of ABV and Feedback from the Meeting.

Activity	Start	Finish
STEP 1: SURVEY OF SPORTS AND RECREATION GROUPS	7/06/2021	19/08/2021
STEP 2: REPORT ON SURVEY	20/08/2021	30/08/2021
STEP 3: WORKSHOP	31/08/2021	31/08/2021
STEP 4: DRAFT PLAN	1/09/2021	1/10/2021
Draft report completed	1/09/2021	14/09/2021
Shire consultation	15/09/2021	17/09/2021
Community consultation (2 weeks)	20/09/2021	1/10/2021
STEP 5: FINAL PLAN – SPORTS AND RECREATIONAL MASTERPLAN 2021-30	4/10/2021	12/10/2021
Finalised Masterplan 2021/30	4/10/2021	8/10/2021
Presentation to Strategic Planning Committee	12/10/2021	12/10/2021

ITEM 8 CLUBS/ORGANISATION - UPDATES

8.1 Club Updates – Various Club Representatives

Club representatives provided Updates on their respective Club / Group activities.

Rochelle Osborne - Quairading Ladies Hockey Club

Going for 4th Consecutive Grand Final

Juniors going well.

Lyll Brown - Quairading Football Club

Results and number of Players good

Club going well on and off the Field.

Grant Mills - Quairading Tennis Club

Club switched to Thursday nights

Men's Pennants Team for the Season, unfortunately unable to continue with a Ladies Pennant Team

Junior Programme ceased but the School did have Coaching Session/s
Difficulty securing Coaches to come to Quairading.

Peter Smith - Quairading Vintage Club

5 – 6 Members attend each day

12 -15 Members attend on a Saturday morning

Planning to take some Exhibits to Dowerin Field Days

Richard Bleakley commented on the recent State Museum Visit.

Marion O'Hare - Doodenanning Sports Club

Tennis alternative weekends in Summer

7 Golfers each week.

Tamara Stacey - Quairading Netball Club (Juniors & Ladies)

Strong numbers – mixed results

Active Fundraising for new uniforms

Thank you to the Shire for Sponsorship towards the new uniforms.

Jill Hayes - Quairading Agricultural Society

Planning is well underway for the 100th Show to be held on Saturday 9th October 2021

Sourcing significant Grant Funding for the Centenary Show

Membership Drive is going well

Mr Peter Smith added that Britt Hadlow has been selected as the Eastern Districts Rural Ambassador and wished her well at the State level.

Peter Smith also outlined the Undercover Structure that had been purchased with the Federal Government Grant and it would be erected with assistance from the Supplier "Birds" and Volunteers.

Becky Cowcill - Wamenusking Sports Club

Activities – Tennis, Cards & Games Group and Archery

The Club had recently successfully hosted the Traditional Archery State Titles with 40 Archers.

Jen Green - South Caroling Social Club

AGM being conducted tonight

Tennis held on either Friday or Saturday from October onwards

Player numbers are sporadic and dependent upon the weather and other events

There is a Baby Boom out at South Caroling

The is planning underway to celebrate the Centenary of the South Caroling Hall in the next year or so.

ITEM 9 OTHER URGENT BUSINESS

Kelli Brown asked the outlying Clubs' representatives on the condition of their tennis courts and the Club's future plans for the courts when the surfaces deteriorate.

It was considered that the Clubs would need to consider the merits of maintaining / upgrading of some or all of their courts.

It was considered that this issue would need to be canvassed as part of the Recreation Plan.

ITEM 10 NEXT MEETING DATE

The date for the next Quairading District Sport & Recreation Meeting is to be determined by the Committee.

Mr Bleakley to inform the Committee Members and interested Community Members of the proposed date for the next Recreation Planning Workshop at the Community Building, Greater Sport Ground.

ITEM 11 CLOSURE

There being no further business, the Acting Chairperson declared the Meeting closed at 6.55 pm.

I certify the Minutes of the Sport and Recreation Council meeting held on 27th July 2021 were confirmed on _____.

Confirmed....._/___/___

9.2 Strategic Planning Committee Minutes – 10th August 2021

Meeting Date 26th August 2021

Responsible Officer CEO Graeme Fardon

Reporting Officer CEO Graeme Fardon

Attachments Minutes of Meeting

Owner/Applicant N/A

Disclosure of Interest CEO - Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 10th August 2021.

___/___

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

1) Ageing in Place Concept Plan

MOVED _____ **SECONDED** _____

RECOMMENDATION: SP02-21/22

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Concept Plan for the layout of Lot 501 Suburban Road as drafted by Slavin Architects.
2. That Council proceed to further develop the Concept Design and obtain a Quantity Surveyor Estimate of the Lot 501 Suburban Rd Independent Living Units Precinct of 5 x Duplex ILU, a Community Building and precinct infrastructure and services.

___/___

2) Project Management Status Report

MOVED _____ **SECONDED** _____

RECOMMENDATION: SP03-21/22

That the Strategic Planning Committee recommend to Council: -

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

___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Strategic Planning Committee Meeting held on the 10th August 2021.
- Two (2) 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 10th August 2021 from which there are two (2) recommendations for Council consideration, namely: -

- RESOLUTION: SP02-21/22
- RESOLUTION: SP03-21/22

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996.

POLICY IMPLICATIONS

N/A.

FINANCIAL IMPLICATIONS

SP02-21/22– Council has budgeted for Architectural Consultancy Services to assist with the Aging in Place Precinct Concept in both the 2020/2021 and 2021/2022 Financial Years. Services provided are and will be within the Budget Allocations.

SP03-21/22 –Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. Community	
1.1	Work collaboratively with local and regional service providers to engage the community as active citizens.
1.3	Advocate for the provision of quality health services, health facilities and programs in the Shire
5. Governance and Leadership	
5.1	Shire communication is consistent, engaging and responsive
5.2	Forward planning and implementation of plans to determine Strategic Plan and service levels
5.3	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

COMMUNITY CONSULTATION

Ageing in Place Working Group consulted as part of the Precinct Planning.

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.

SHIRE OF QUAIRADING

Strategic Planning Committee

The Minutes of the Strategic Planning Committee Meeting held on Tuesday 10th August 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 / Ballardong land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting".

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Mr Graeme Fardon	Chief Executive Officer
Mrs LM Horton	Executive Manager of Corporate Services
Mr RM Bleakley	Executive Manager Community, Projects and Strategy

Apologies

Mr A Rourke	Executive Manager of Works & Services
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Leave of Absence Previously Granted

Nil.

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

Nil.

ITEM 4 DISCLOSURE OF INTEREST

Nil, at this time.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 13th April 2021

RECOMMENDATION: SP01-21/22

MOVED Cr Cowcill SECONDED Cr Davies

That the Minutes of the Strategic Planning Committee Meeting held on the 13th April 2021 be confirmed as a true and accurate record.

CARRIED 8/0

5.2 Business Arising

Shire President Cr Wayne Davies

Cr Davies enquired if the Pool Heating Project could be funded through Grant Funding.

Mr Bleakley and the Chief Executive Officer advised that Council had determined through the Draft Budget process, that Grant Funding for the Heating System was unlikely and that the project be fully funded from Municipal Funds to ensure that project delivered ready for the Pool Season.

Cr John Haythornthwaite

Cr John Haythornthwaite enquired of Cr Smith on progress on his Local Government Studies. Cr Smith replied that he was still awaiting an update from WALGA that the Course has been Accredited and ready for delivery of the Units.

ITEM 6 REFERRED STRATEGIC PROPOSALS

6.1 Referred Strategic Proposals/Matters Report August 2021

#	MATTER	SCP	CBP	LTFP	21/22 BUDGET
1	Building Strategy	3.3	Y	Y	Y – Condition / Inspection Reports inputted to Building Programme. Strategy utilised to develop Building Maintenance Budget. Recommend as part of LTFP that the Building Strategy be Workshopped by Council and EMT.
2	Progressing the potential bituminising of the airstrip	1.1	Y	N	N Matter remains with SJA Quairading
3	Community Trail/Walk	1.2	Y	Y	Y – Budget Provision \$17,300 Project subject to securing 100% External Funding. External Funding Opportunities being Researched.
4	Business Attraction Strategy	2.1	Y	Y	N/A – Completed and Adopted by Council in March 2020 To be reviewed prior to March 2022
5	Energy Efficient Street Lighting	4.3	Y	Y	N
6	Pink Lake Layby Concept (Western side of the Lake)	2.2, 2.3	N	N	N – Construction Concept submitted back to Main Roads Previous Cost Estimates provided to Council 19/03/2020 - Main Roads supports the proposal to develop and our preference would be option 1, the off road Option. Given the vertical geometry of York Merredin Road (M041) at this location, the design will need to ensure that safe sightlines are available from the two proposed accesses from M041. This will also be considered a Shire asset, for the purposes of construction and on-going maintenance.

#	MATTER	SCP	CBP	LTFP	21/22 BUDGET
					<p>Main Roads does not have a source of funding that would be suitable for this. The Shire may have ability to source some type of Tourism funding.</p> <p>Potential Project</p> <p>Item retained on List for future reference.</p>
7	Tourism Strategy	2.2, 2.3	Y	Y	<p>Y - \$39460</p> <p>Tourism Development Strategy 2020-2022 – Adopted by Council Feb 2020.</p> <p>Tourism Strategy Budget adopted by Council. Next Meeting Date for the Tourism Steering Group to be set to plan and commence project delivery for 2021/2022.</p>
8	Waste Management Strategy Plan	4.3	Y	Y	<p>Y – The Waste and Recycling Strategy was placed on hold until June 2021 (3 Years) RESOLUTION: 191-17/18</p> <p>Waste Management Consultant engaged late in 2020/21. Scheduled for Strategy to be presented to Council by the 30th Sept 2021.</p>
9	Public Art Silo Art Toapin Weir	2.2, 2.3	N	N	<p>N</p> <p>CBH have provided In-Principle Support for Silo Art.</p> <p>Shire contact has been made with the Silo Mural Artists (FORM).</p> <p>Currently no Funding identified for Planning or Implementation.</p> <p>Matter to be discussed by Grants Team with CRC to determine a way forward on the Mural Concept / Proposal.</p> <p>Preliminary discussion with Artist Charlie Colbung</p>
10	Streetscape / Signage Improvement request Quairading Clinicare Pharmacy Business Grants Draft Policy	2.1, 2.3	N	N	<p>Y - \$20,000</p> <p>Business Support Grant Program included in the 2021/2022 Adopted Budget. Program has been launched and forwarded to all Business Houses in Quairading.</p>

#	MATTER	SCP	CBP	LTFP	21/22 BUDGET
11	Review of the Number of Elected members	5.4	N	N	N- The Meeting requested that this Matter be listed as a Future Issue for post the 2021 Local Government Election
12	District Promotion	2.2	Y	N	Y - \$ 12,000 CEO has been in discussions with GWN7 on the next District Promotion. GWN7 will liaise with RedTV Productions on themes and timing of promotion.

ITEM 7 STRATEGIC COMMUNITY PLAN PRIORTIES

7.1 Ageing in Place Concept Plan

Meeting Date	10 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCPS Richard Bleakley
Attachments	(i) Site Plan (ii) Unit Floor Plan (iii) Communal Hall Floor Plan (iv) Bird eye view
Owner/Applicant	n/a
Disclosure of Interest	Officers - Nil

OFFICER RECOMMENDATION

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Concept Plan for the layout of Lot 501 Suburban Road as drafted by Slavin Architects.
2. That Council proceeds to the detailed design and costings of the Lot 501 Suburban Rd Independent Living Units Precinct of 5 x Duplex ILU, a Community Building and precinct infrastructure and services.

RECOMMENDATION: SP02-21/22

MOVED Cr Davies SECONDED Cr Cowcill

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Concept Plan for the layout of Lot 501 Suburban Road as drafted by Slavin Architects.
2. That Council proceed to further develop the Concept Design and obtain a Quantity Surveyor Estimate of the Lot 501 Suburban Rd Independent Living Units Precinct of 5 x Duplex ILU, a Community Building and precinct infrastructure and services.

CARRIED 8/0

Reason for Variation from Officer's Recommendation

The Committee considered that it was premature to have detailed Designs prepared at this stage and Council's Budget will only provide for further Concept design work, Project Staging advice and a Concept Estimate prepared by a Quantity Surveyor, in preparation for future Grant Funding Applications.

IN BRIEF

- The Ageing in Place Working Group was initiated in early 2019 to provide direction to Council in the development of Lot 501 Suburban Road as a housing complex of aged friendly Independent Living Units (ILU).

- Membership consisted of:
 - 2 Councillors;
 - Key stakeholders from the Community (previously a minimum of four volunteers); and
 - A Council Officer.
- Slavin Architects were contracted in 2020 to develop a Concept Design for Aged Accommodation Precinct on Lot 501 Suburban Road.
- In July 2021, the Concept Design was endorsed by the Aged Accommodation Working Group to be presented to the Strategic Planning Committee.

MATTER FOR CONSIDERATION

That Council progress from a Draft Concept of the Aged Accommodation Precinct on Lot 501, Suburban Rd, which has been endorsed by the Aged Accommodation Working Group, to a detailed design, costing and business plan to ensure Council reaches a state where it is deemed to be "shovel ready" and can proceed to seeking external funding.

BACKGROUND

The Shire has on two occasions submitted for Grant Funding for Aged Accommodation (Independent Living Units) in the Quairading town site. The Shire was successful on the first instance (Joint program with neighbouring shires) but the funding was withdrawn due to a change in the State Government. In the second instance, the Shire was deemed not to be "shovel ready" and the application was unsuccessful.

The outcome from this was that the Working Group was established to provide direction to the Council as to the requirements of the community for appropriate aged accommodation within the town site.

The scope of the Working Group was to:

- Assess existing facilities in the town (Arthur Kelly Village);
- Determine future needs of the community;
- Pathway forward;
 - Future of Arthur Kelly Village;
 - Development of Reserve (Lot 501) vested in the Shire;
 - Number of ILU units;
 - Layout of Complex;
 - Specifications for design of ILUs; and
 - Phasing.

Two meetings and a field visit were conducted in 2019 to inspect aged accommodation facilities at York Ballardong Village and the newly constructed ILUs adjacent to the Health Centre at Cunderdin.

Outcomes to date from the Working Group are:

- Establishment of an Aged Accommodation Reserve Fund by Council;
- Securing of Vesting on Lot 501, Suburban Road;
- Land survey of Lot 501; and
- Contracting of Slavin Architects to develop the Concept and design of Concept Layout on Lot 501

Slavin Architects were contracted by the Shire in 2020, have conducted a number of visits to Quairading, and engaged with the Aged Accommodation Working group at two working Group Meetings.

On the 5th July 2021, Murray Slavin and a Colleague presented to the Working Group Concept design and layout of precinct, duplex units and a small community centre.

Recommendation from the Working Group was that the Shire should proceed to the next phase of the Project which is the detailed design, costing and the development of a business plan.

Discussions were also held on the future of Arthur Kelly units, whether modifications could be made to make the units more aged friendly and compliant with today's standards.

An inspection of the vacant Arthur Kelly units was made and dimensions of the units forwarded to Slavin Architects.

STATUTORY ENVIRONMENT

N/A

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. Community
1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.
1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire
5. Governance and Leadership
5.1 Shire communication is consistent, engaging and responsive
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

COMMUNITY CONSULTATION

No consultation beyond the Working Group was required or undertaken at this stage of the program.

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

Financial - Risk Matrix Rating is assessed as Low. No financial risk identified as Concept only.

Health – Risk Matrix Rating is assessed as Low. Joint Council and Stakeholder participation in Ageing in Place Working Group will enable Council to provide input into development of an appropriate aged accommodation concept.

Reputation – Risk Matrix Rating is assessed as Low. It is considered prudent for Council's reputation and community perception that the Working Group comprises of both key stakeholders and Members of the Council.

Operation – Risk Matrix Rating is assessed as Low. Attendance at Working Group meetings were within Council's normal operations and Structure.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Quairading Aging in Place Working Group is a forum for discussion on a number of issues relating to "ageing in place" within the Quairading Community:

- The future of Arthur Kelly Village;
- Appropriate scale and design of the ILU "Village" on Lot 501 based on demographic trends;
- Appropriate scale and design of ILUs;
- Current housing in town – modification to existing housing to make more "Aged Friendly";
- Guidelines / Criteria for access to Aged Housing; and
- Ageing in Place within the Noongar community.

Working Group has reached the stage where the Shire can proceed to a finalised and more detailed design of the proposed Aged Accommodation Precinct on Lot 501 Suburban Road.

7.2 Multi-Purpose Sports Precinct

- Fourth iteration of the Precinct Concept presented to Working Group for final comments prior to submission to the Sports and Recreation Council (22/06/2021)
- Presentation made by Michel Greenhalgh of MCG Architects at the Sports and Recreation Council Meeting for comment and feedback from the broader S&R Community. (27/07/2021)
- A number of considerations/suggestions were made:
 - The number of ladies Changerooms (Gender equity – an issue seen as a high priority in Dept. of Local Government, Sport and Cultural Industries).
 - Alignment of Courts;
 - Surface of hockey pitch
 - Road access and parking layout;
 - Covered court areas.
- MCG will be making modifications to the Concept Design and responding to questions raised by the Sport & Recreation Council.
- Next Steps following the Final modifications:
 - Acceptance of Precinct Concept
 - Tentative Precinct Costings including detailed Design Phase of Project (Approx. 10% of total Project Costings)
 - Sourcing of external grant funding to progress with detailed design phase of project
 - Proceed to detailed design of Precinct Project.

Broad discussion on the Precinct Concept and issues raised at the recent Sport & Recreation Council Meeting.

Mr Bleakley highlighted Committee noted that the Concept will be the subject of a Sport & Recreation Council Recommendation direct to Council.

7.3 Recreation Master Plan

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

Both Consultants presented at the Sports and Recreation Council Meeting held on the 27th July 2021.

Schedule for Master Plan 2021-31 Review

ACTIVITY	START	END	STATUS
STEP 1: SURVEY OF SPORTS AND RECREATION GROUPS	Mon 7/06/21	Thu 19/08/21	
Design	Mon 7/06/21	Fri 16/07/21	Complete
Circulation to groups and clubs	Wed 28/07/21	Wed 04/08/21	Completed
Survey period	Wed 04/08/21	Fri 13/08/21	Commenced
Phone consultation	Fri 06/08/21	Thu 19/08/21	Commenced
Closure	Thu 19/08/21	Thu 19/08/21	Pending
STEP 2: REPORT ON SURVEY	Fri 20/08/21	Mon 30/08/21	
Completion of survey report	Fri 20/08/21	Mon 30/08/21	Pending
STEP 3: WORKSHOP	Tue 31/08/21	Tue 31/08/21	
Sport and Recreation Committee	Tue 31/08/21	Tue 31/08/21	Pending
STEP 4: DRAFT PLAN	Wed 1/09/21	Fri 1/10/21	
Draft report completed	Wed 1/09/21	Tue 14/09/21	Pending
Shire consultation	Wed 15/09/21	Fri 17/09/21	
Community consultation (2 weeks)	Mon 20/09/21	Fri 1/10/21	Pending
STEP 5: FINAL PLAN - SPORTS AND RECREATIONAL MASTERPLAN 2021-30	Mon 4/10/21	Tue 12/10/21	
Finalised Masterplan 2021/30	Mon 4/10/21	Fri 8/10/21	Pending
Presentation to Strategic Planning Committee	Tue 12/10/21	Tue 12/10/21	Pending

ITEM 8 PROJECTS

8.1 Project Management Status Report

Quarterly reporting on all adopted Projects and Programs to the Committee (August 2021 and October 2021)

Meeting Date	10 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Project Status Report
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER RECOMMENDATION

RECOMMENDATION: SP03-21/22

MOVED Cr Stacey SECONDED Cr Hippisley

That the Strategic Planning Committee recommend to Council: -

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

CARRIED 8/0

IN BRIEF

- A Project Management Tracking System is maintained to track the progress of Council Projects and Compliance issues for the 2021/2022 Year.
- Update the Strategic Committee and Council on all major projects being undertaken.
- Quarterly Status Report to the Strategic Planning Committee

MATTER FOR CONSIDERATION

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

BACKGROUND

A Project Management Tracking Program was developed in house in June/July 2020 and records all Council Projects and Key Compliance Requirements, Timeframes, Tasks and progress to date.

The Project Status Report has a few key objectives, including:

- Making communication across the organization seamless
- Keeping Team members informed as the project moves forward to meet time frames
- Delivering the right information, to the right stakeholders, at the right time
- Enhancing organizational support for everyone involved
- Accurate and timely reporting to Committee and Council

Project monitoring, tracking and reporting is a highly-collaborative process. The Project Tracker keeps each team member focused on the status of their individual tasks, while also keeping the Executive Team and Council up to date on the overall project status and project timeline.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

5. GOVERNANCE AND LEADERSHIP

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

CONSULTATION

No external Community Consultation required in the preparation of this Report.

Staff are required to input and update the tracker to maintain focus and to meet deadlines. Ensures communication between departments and the CEO to meet timeframes.

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

ITEM 9 GOVERNANCE

9.1 Long-Term Financial Plan and Corporate Business Plan Progress Report

Report on progress of CBP and LTFP performance against targets six (6) monthly (October 2021)

- Draft of Strategic Community Plan 2021-31 and Corporate Business Plan 2021-25 were received by the Shire from 150 Square Consulting on 26th June 2021
- The SCP was adopted by Council on the 29th July 2021 and provides the framework for the Corporate Business Plan and the Long Term Financial Plan 2021-2031.
 - i. Services (Operating and Maintenance)
 - ii. Capital Works
- Shire staff will be revisiting existing provision of services to the Community and costings to determine whether services are:
 - i. Being reduced
 - ii. Remaining constant; or
 - iii. Increasing
- Shire staff are currently revisiting the Asset Register / Building Condition Reports to identify capital works projects for either:
 - i. New projects;
 - ii. Renewals;
 - iii. Upgrading; or
 - iv. Removal

These will then be included in the Revised Long-Term Financial Plan

IPR Process 2021

Activity	Start	Finish	Status
Consultation			
Preparation for engagement	1/03/2021	5/03/2021	Complete
Community Engagement			
Community Survey	8/03/2021	26/03/2021	Complete
Community consultation Report	29/03/2021	29/03/2021	Complete
Strategic Community Plan			
Strategic Community Plan – first cut;	30/03/2021	21/06/2021	Complete
Draft Strategic Community Plan – to Council	25/06/2021	25/06/2021	Complete
Public Consultation – Strategic Community Plan	25/06/2021	16/07/2021	Complete
Adoption of Strategic Community Plan by Council	29/07/2021	29/07/2021	Complete
Corporate Business Plan / LTFP			
Corporate Business Plan & LTFP Revisions – first cut;	19/04/2021	25/06/2021	Complete
Draft Corporate Business Plan & LTFP – second cut	28/06/2021	10/09/2021	Ongoing
Completion of Corporate Business Plan and LTFP	10/09/2021	10/09/2021	Pending
Adoption of Corporate Business Plan and LTFP by Council	23/09/2021	30/09/2021	Pending

9.2 Strategic Community Plan 2021 – 2031

Minor Review to be conducted from Feb – May 2023, along with the biennial Community Survey to be scheduled for March 2023.

9.3 Organisational Culture and Capacity Building

Briefing/report on the culture, capacity and opportunities for improvement and efficiency six (6) monthly.

Next Report due October 2021.

9.4 Business Support Grant Program

When Applications are received and fully assessed they are then submitted to the next OCM for Consideration.

9.5 Community Grants Program (2021/22)

- Applications for the First Round of the Community Grants Program 2021/22 opened on 1st February 2021 and closed on 31st March 2021.
- Assessment of grant applications was made by the Grants Team and presented to Council at the OCM April 2021.
- The Council approved the allocation of \$26,845.18.

Grant Type	Number	Amount
1	0	\$0.00
2	7	\$7,845.18
3	1	\$3,000.00
4	4	\$16,000.00
Total	12	\$26,845.18

- Following adoption of Budget 2021/22 at the Council July 2021 OCM, successful clubs were informed that they could proceed with funded programs.
- An additional \$10,000 was allocated in the 2021/22 Budget for Community Grants Round 2 for Grant 1 (In-kind Projects) and Grant 2 (< \$2,500).
- Applications window opened on 1st August 2021 closing on 30th September 2021.

Business Support Grant Program:

- Council allocated \$20,000 in the Budget 2021/22 for the innovative Business Support Grant Program.
- Program commenced on 1st August 2021 and will remain open throughout the Financial Year 2021/22.
- Prior to the adoption of the Budget and the commencement of the Business Support Grant Program, one local business participated in a Business Training Workshop at Dowerin. This was funded through the under the Shire's Small Business Friendly LGA Program GL.
- In future this will be an activity funded through a grant application in the Business Support Grant Program the meeting the criteria of local enterprise capacity building.

ITEM 10 ASSET MANAGEMENT PLAN

10.1 Asset Management Plan Progress Report

Progress Report on the finalisation of the Asset Management.

The Chief Executive Officer has engaged Mr Stephen Grimmer to assist Council's Executive Management Team with finalising a consolidated Asset Management Plan following the completion of the Strategic Community Plan.

Project has been given High Priority to Complete in the coming 3 months (Deadline 30th November 2021) prior to the departure of the CEO.

ITEM 11 EMERGING ISSUES

11.1 The Groves – Investigation into Future Infrastructure

Extract from the March 2021 Ordinary Council Meeting: -

The Groves - Installation of ablutions and basic facilities

RESOLUTION: 139-20/21

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.

- Study on this program has yet to commence.
- Initial phase of the program will be familiarization re: legislature and existing reserve management plans.
- Once familiar with regulatory environment, can then proceed to dialogue with relevant departmental bodies to determine whether project is feasible.

Tentative Program Cycle

Steps	Actions	Date
Step 1	Formation of small working group comprising of local Noongar representatives and Shire staff	Sep 2021
Step 2	Familiarization and documentation of the history of the Groves	Oct 2021
Step 3	Familiarities with Legislature relevant to Nature Reserves	Oct 2021
Step 4	Familiarization with current Nature Reserve Management Plan	Oct 2021
Step 5	Engagement with relevant Departmental agencies	Dec 2021
Step 6	Commence development of a Concept Plan for the Groves Reserve	
Step 7	Detailed design and costing for Groves Reserve including: <ul style="list-style-type: none"> • life costings, and • future management plan of facilities 	
Step 8	Sourcing of funding for program	
Step 9	Delivery of program: <ul style="list-style-type: none"> • Construction of facilities and infrastructure • Operation and maintenance of facility 	

11.2 Tier 3 Rail / Ag Supply Chain Improvements Strategy

Continued Advocacy on the Tier 3 Rail Issue undertaken by the CEO in recent months.

Relevant Correspondence from the Wheatbelt Rail Retention Alliance to CBH and also CBH Response provided to all Committee Members.

Community Forums have recently been conducted in Northam and Merredin to inform the Department of Transport. Quairading Community Members have been in attendance at these Forums.

Submissions on the WA Agricultural Supply Chain Improvements Strategy are invited by Councils, Communities and Individuals.

The CEO and Shire President to finalise a Submission from Council and on behalf of the Community before the Submission Deadline.

Website Link:

[Regional Forums on WA Agricultural Supply Chain Improvements \(ASCI\) | My Say Transport](#)

11.3 CEO KPI's for Period 1st July 2021 to 17th December 2021

Cr Davies provided each Councillor with a hard copy of the Confidential Summary Report on the CEO's Annual Performance Review and Draft KPI's developed. Cr Davies requested that Councillors provide any feedback direct to him within one (1) week to enable the Final Report and Draft KPI's to be submitted to the August 2021 OCM.

11.4 Light Industrial Subdivisional Works

Cr Stacey sought an update on the Subdivisional Works, given the very wet Winter to date.

The CEO reported that all Water, Sewer and Power services are installed but not yet commissioned. Further the Stormwater drainage along Winmar in being installed this week. By Agreement with the Consulting Engineer and the Contractor, there will be a hold on further Works until the Site dries out. Final Service Connections and Road Construction will occur without additional Costs, once the Seasons change.

11.5 Bush Tucker Garden

Cr McGuinness advised that he had raised with the CEO whether the Presentation to Council by the Quairading District High School seeking Council "In Kind Support" for the ground works for their Bush Tucker Garden Project would be coming to this Committee Meeting.

The CEO confirmed that the School's Request was currently being assessed by the Executive Manager of Works & Services and that he was in liaison with the Acting School Principal. Following this research, an Officers Report would be prepared and presented to the Council.

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ITEM 12 NEXT MEETING DATE

The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 12th October 2021, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 13 CLOSURE

There being no further business, the Chairman closed the Meeting at 6.25 pm.

I certify the Minutes of the Strategic Planning Committee Meeting held on 10th August 2021 were confirmed on 12th October 2021 as recorded.

Confirmed..... 12/10/2021

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – July 2021

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) July 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 July 2021 covering Municipal Vouchers 23846 to 23852, EFT 9512 to EFT 9686, totalling \$741,563.36 be received (Attachment i); and
2. That Police Licensing payments for the month of July 2021 totalling \$25,077.50 be received (Attachment ii); and
3. That fund transfers to the Corporate Credit Card for July 2021 balance totalling \$651.72 be received (Attachment iii); and
4. That Net Payroll payments for the month July 2021 totalling \$123,955.10; and
5. That the Lease payment for the month of July 2021 on the CESM Vehicle totalling \$2,423.72.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Payments are per attached schedules 9.11/2/3

MATTER FOR CONSIDERATION

Note the Accounts paid during July 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

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

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

List of Accounts - July 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT9512	01/07/2021	TELSTRA	PHONE USAGE AND CHARGES TO 15 JUN 2021	616.61	
EFT9513	01/07/2021	FORPARK AUSTRALIA	PRE-PRIMARY CENTRE PLAY GROUND REPAIRS	1,008.92	
EFT9514	01/07/2021	BURGESS RAWSON	WATER USAGE 13/10/20 TO 08/12/20	1,377.69	
EFT9515	01/07/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	ADMIN: IT MAINTENANCE & SUPPORT: JUNE 2021	382.50	
EFT9516	01/07/2021	MARNHAM'S MECHANICAL SERVICES	SERVICING OF GENSETS MAY 2021	242.00	
EFT9517	01/07/2021	SYNERGY	POWER USAGE AND CHARGES 24/03 TO 21/05/2021	129.07	
EFT9518	01/07/2021	CONTRACT AQUATIC SERVICES	MONTHLY CONTRACT FEE - MARCH 2021	18,964.00	
EFT9519	01/07/2021	JODIE YARDLEY	REPLACEMENT OF ITEMS FROM GILLETT STREET UNIT 1	80.00	
EFT9520	01/07/2021	FLEET FITNESS	GYM EQUIPMENT MAINTENANCE	346.50	
EFT9521	01/07/2021	ALLSTRONG OUTDOOR GARAGE DOORS	SUPPLY 2 NEW GARAGE REMOTES FOR U8 AKV	330.00	
EFT9522	01/07/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	REPAIR MENS HAND DRYER IN HALL MALE PUBLIC TOILETS	55.00	
EFT9523	01/07/2021	AUSTRALIA PACIFIC VALUERS PTY LTD	REVALUATION OF LAND, BUILDING, ROAD, FOOTPATH, BRIDGES AND OTHER INFRASTRUCTURE	11,968.00	
EFT9524	01/07/2021	TANKNOLOGY PTY LTD (T/A TANKNOLOGY AUSTRALIA)	VACUTECT TANK TEST	4,420.90	
EFT9525	01/07/2021	GERALDINE SHERRATT	REFUND - CARAVAN PARK CANCELLATION	85.50	FULLY
EFT9526	01/07/2021	BARBARA FLEET	REFUND - CABIN HIRE CANCELLATION	690.00	FULLY
EFT9527	01/07/2021	KAHLIA MURRAY	REFUND - HALL HIRE BOND	825.00	FULLY
EFT9528	01/07/2021	DRY JULY FOUNDATION	DRY JULY MERCHANDISE - MEDICAL PRACTICE	99.80	
EFT9529	01/07/2021	LLOYD SIMPSON	REFUND (PARTIAL) - DOG REGISTRATION	75.00	FULLY
EFT9530	02/07/2021	WESTERN POWER	INDUSTRIAL LOTS 1 & 75 WINMAR ROAD STAGE 1 - UPD9241-01/NS010659	40,234.49	
EFT9531	09/07/2021	QUAIRADING TYRE & BATTERY SUPPLIES	8 X FAN BELTS - B67 FOR MULCHER	486.83	
EFT9532	09/07/2021	TELSTRA	PHONE CHARGES	1,300.42	
EFT9533	09/07/2021	QUAIRADING EARTHMOVING CO.	BADJALING NORTH ROAD RESHEETING	117,265.50	FULLY
EFT9534	09/07/2021	WA TREASURY CORPORATION	LOAN 115 CAPITAL AND INTEREST PAYMENT	9,375.03	FULLY
EFT9535	09/07/2021	QUAIRADING AGRI SERVICES	VARIOUS SUPPLIES	3,702.30	
EFT9536	09/07/2021	BURGESS RAWSON	2019/2020 EMERGENCY SERVICES LEVY ASSESS - PTA LEASE	84.00	
EFT9537	09/07/2021	STEWART & HEATON CLOTHING CO. PTY LTD	PROTECTIVE CLOTHING - BUSHFIRE VOLUNTEERS	1,176.49	FULLY
EFT9538	09/07/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	ADMIN: IT MAINTENANCE & SUPPORT: JUNE 2021	255.00	
EFT9539	09/07/2021	CLINICARE PHARMACY QUAIRADING	SHIRE STAFF FLU VACCINATIONS	20.00	FULLY
EFT9540	09/07/2021	MARNHAM'S MECHANICAL SERVICES	VARIOUS PLANT REPAIRS	1,100.00	
EFT9541	09/07/2021	SYNERGY	POWER USAGE AND CHARGES 25/05 TO 24/06/2021	3,122.16	
EFT9542	09/07/2021	BENT NAIL BUILDING & MAINTENANCE	BACKPACKER UNITS AND CARETAKER CABIN (NEW) - PREPARATORY EARTHWORKS; CONSULT AND OVERSEE THE DESIGN, CONSTRUCTION AND INSTALLATION	5,610.00	PARTIAL
EFT9543	09/07/2021	J.A. GIMBEL PAINTING	PATCH AND PAINT CEILINGS, FILL CRACKED WALLS TO ALL UNITS WITH FLEXIBLE FILLER, PAINT INTERIOR WALLS ONLY. UNITS 1, 5, 6, 7 ARTHUR KELLY VILLAGE.	7,600.00	
EFT9544	09/07/2021	PORTER CONSULTING ENGINEERS	CIVIL ENGINEERING CONSULTANCY SERVICES FOR LIGHT INDUSTRIAL SUBDIVISION	1,650.00	
EFT9545	09/07/2021	PETER ROBERT YORK	REHANGING ITEMS ON WALL FOLLOWING PLASTERING WORKS.	60.00	
EFT9546	09/07/2021	WESTERN STABILISERS PTY LTD	LIME STABILISATION OF BASECOURSE OLD BEVERLEY EAST ROAD	58,339.16	PARTIAL
EFT9547	09/07/2021	CHLOE JONES	MEDICAL PRACTICE NURSE - IMMUNISATION COURSE	225.00	
EFT9548	09/07/2021	COUNTRY FORD (WHEATBELT MOTORS)	VEHICLE ANNUAL INSPECTION - COMMUNITY BUS	187.75	
EFT9549	09/07/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES JUNE 2021	561.00	
EFT9550	09/07/2021	LGIS RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR FEE 2020-21 - 2ND INSTALMENT	5,442.76	
EFT9551	09/07/2021	AG IMPLEMENTS QUAIRADING	VARIOUS PARTS AND REPAIRS	2,515.62	
EFT9552	09/07/2021	R MUNNS ENGINEERING CONSULTING SERVICES	SENIOR ENGINEER (GARY MUNNS) TO EXTRACT RAMM DATA FOR APV TO CARRY OUT AN INTERIM REVALUATION	968.00	
EFT9553	09/07/2021	HISCONF	BACKPACKER UNITS (NEW) - 8X BATH TOWEL ULTRA PKT 4	148.86	PARTIAL
EFT9554	09/07/2021	TODD JOHNSTON SIGNWRITING	TOAPIN WEIR SIGNAGE RENEWAL	3,284.69	
EFT9555	09/07/2021	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS JUNE 2021 RADIO ADVERTISING	88.00	
EFT9556	09/07/2021	INSPIRE EDUCATION PTY LTD	CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT AND CERTIFICATE IV IN WORK HEALTH & SAFETY - CESM	1,490.00	PARTIAL
EFT9557	09/07/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL SERVICES	4,066.15	PARTIAL
EFT9558	09/07/2021	FLAVOUR TOWN CATERING	CENTRAL COUNTRY ZONE MEETING CATERING	1,470.00	FULLY
EFT9559	09/07/2021	BRITTANY HADLOW	TRAINING EXPENSES 28/06/2021 TO 30/06/2021	156.00	
EFT9560	09/07/2021	CWB ELECTRICAL & A/C	ANNUAL SERVICING OF AIR CONDITIONERS, RCD'S, SMOKE ALARMS AND EMERGENCY LIGHTING - ALL SHIRE PROPERTIES	11,866.94	
EFT9561	09/07/2021	PK TECHNOLOGY PTY LTD	SUPPLY AND INSTALLATION OF CELFI-GO UNITS IN ALL BUSH FIRE BRIGADE APPLIANCES	13,101.00	FULLY
EFT9562	09/07/2021	SHERRIN RENTALS PTY LTD	DRY HIRE MULTI ROLLER FOR WINTER GRADING	3,542.00	

Chq/EFT	Date	Name	Description	Amount	Page 77 of 113
EFT9563	09/07/2021	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING CONSULTING SERVICES JUNE 2021	950.40	
EFT9564	09/07/2021	QUAIRADING BOOK POST (2020)	MEDICAL CENTRE - POSTAGE & STATIONERY: JUNE 2021	179.03	
EFT9565	09/07/2021	MCG ARCHITECTS PTY LTD	SPORTS AND RECREATION MULTIPURPOSE PRECINCT CONCEPT	4,620.00	
EFT9566	09/07/2021	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	WET HIRE 6 WHEELED WATERCART	2,601.50	
EFT9567	09/07/2021	RESONLINE PTY LTD	ROOM MANAGER MONTHLY SERVICES FEE JUNE 2021	220.00	
EFT9568	09/07/2021	150SQUARE PTY LTD	INTEGRATED PLANNING REVIEW - 2021	7,900.00	
EFT9569	09/07/2021	SLAVIN ARCHITECTS PTY LTD	CONCEPT PLAN FOR INDEPENDENT LIVING UNITS (ILU) PRECINCT ON SUBURBAN ROAD	4,642.00	
EFT9570	09/07/2021	INSTITUTE OF INDIGENOUS WELLBEING AND SPORT OF WA	REFUND - CABIN HIRE CANCELLATION	125.00	FULLY
EFT9571	09/07/2021	BOC LIMITED	CONTAINER RENTAL SERVICE 29/05/2021 TO 27/06/2021	49.07	
EFT9572	16/07/2021	AVON WASTE	AVON WASTE - JUNE 2021	10,939.68	
EFT9573	16/07/2021	QUAIRADING FARMERS CO-OP	CO-OP EXPENSES JUNE 2021	760.89	
EFT9574	16/07/2021	QUAIRADING EARTHMOVING CO.	PANNELL ROAD AND STACEY BUS ROAD RESHEETING	111,663.75	FULLY
EFT9575	16/07/2021	QUAIRADING AGRI SERVICES	VARIOUS PURCHASES JUNE 2021	148.50	
EFT9576	16/07/2021	ARCUS AUSTRALIA PTY LTD	2X FRIDGES FOR COMMUNITY BUILDING	6,396.50	
EFT9577	16/07/2021	QUAIRADING COMMUNITY RESOURCE CENTRE	VARIOUS SERVICES - JUNE 2021	1,203.09	
EFT9578	16/07/2021	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR - JUNE 2021	135.00	FULLY
EFT9579	16/07/2021	SYNERGY	POWER USAGE AND CHARGES 05/05 TO 07/07/2021	12,540.87	
EFT9580	16/07/2021	GREAT SOUTHERN FUEL SUPPLIES	6000L DIESEL	8,121.56	
EFT9581	16/07/2021	THE ROOF & WALL DOCTOR	UPGRADE TO ARTHUR KELLY ROOFING AND GUTTERS AND DOWNPIPE DRAINAGE	3,245.00	PARTIAL
EFT9582	16/07/2021	DAVES TREE SERVICE	BACKPACKER UNITS (NEW) - STUMP GRINDING	550.00	PARTIAL
EFT9583	16/07/2021	OFFICEWORKS	NEW FAX FOR MEDICAL & VARIOUS COMPUTER SUPPLIES	616.93	
EFT9584	16/07/2021	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICES - JUNE 2021	2,311.89	
EFT9585	16/07/2021	DALE WILSON	REFUND - CANCELLED EQUIPMENT HIRE	163.50	FULLY
EFT9587	16/07/2021	ARTEIL (WA) PTY LTD	OFFICE CHAIR	599.50	FULLY
EFT9588	16/07/2021	AG IMPLEMENTS NORTHAM	1 X NEW FIELDQUIP XHD70-900 SLASHER	13,194.50	
EFT9589	23/07/2021	TELSTRA	PHONE USAGE AND CHARGES TO AUG 2021	150.00	
EFT9590	23/07/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	144.38	
EFT9591	23/07/2021	LANDGATE	MINING TENEMENTS CHARGEABLE SCHEDULE NO. M2021/5 DATED 20/05/2021 TO 10/06/2021	40.60	
EFT9592	23/07/2021	IT VISION	IT VISION ANNUAL LICENSE FEE - SYNERGY SOFTWARE	25,216.60	
EFT9593	23/07/2021	SOUTH CAROLING SOCIAL CLUB	SHIRE COMMUNITY GRANT 2021/22	1,500.00	
EFT9594	23/07/2021	WESTERN POWER	LOTS 1 & 75 WINMAR ROAD UPD9241-01/NS010659	13,085.35	
EFT9595	23/07/2021	QUAIRADING CLUB INC.	COUNCIL REFRESHMENTS	105.00	
EFT9596	23/07/2021	QUAIRADING FOOTBALL CLUB	SHIRE COMMUNITY GRANT 2021/22	1,440.00	
EFT9597	23/07/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	ADMIN: IT MAINTENANCE AND SUPPORT JUNE 2021	510.00	
EFT9598	23/07/2021	QUAIRADING DISTRICT HIGH SCHOOL	SHIRE COMMUNITY GRANT 2021/22	500.00	
EFT9599	23/07/2021	QUAIRADING DISTRICT BOWLING CLUB	SHIRE COMMUNITY GRANT 2021/22	10,000.00	
EFT9600	23/07/2021	QDG TOURIST & TIDY TOWN	SHIRE COMMUNITY GRANT 2021/22	3,500.00	
EFT9601	23/07/2021	QUAIRADING AGRICULTURAL SOCIETY INC	SHIRE COMMUNITY GRANT 2021/22	3,000.00	
EFT9602	23/07/2021	NEU-TECH AUTO ELECTRICS	SOLENOID GOYEN VIT 1/2BARB FOR SPRAY UNIT"	140.47	
EFT9603	23/07/2021	QUAIRADING JUNIOR GOLF CLUB	SHIRE COMMUNITY GRANT 2021/22	1,100.00	
EFT9604	23/07/2021	DODDENANNING SPORTING CLUB INC	SHIRE COMMUNITY GRANT 2021/22	2,066.12	
EFT9605	23/07/2021	MARNHAM'S MECHANICAL SERVICES	2,000HR SERVICE Q368	6,379.87	
EFT9606	23/07/2021	WAMENUSKING SPORTS CLUB	SHIRE COMMUNITY GRANT 2021/22	1,975.00	
EFT9607	23/07/2021	QUAIRADING BELLES NETBALL CLUB	SHIRE COMMUNITY GRANT 2021/22	1,125.00	
EFT9608	23/07/2021	ALLFILTERS PTY LTD	1 X OMNIPURE CK5620 WATER FILTER FOR DOCTORS RESIDENCE	130.78	
EFT9609	23/07/2021	REDFISH TECHNOLOGIES PTY LTD	YEARLY SUPPORT AND MAINTENANCE CONTRACT FOR CCTV 01/07/21 TO 01/07/2022	7,425.00	
EFT9610	23/07/2021	KINGDOM MEDICALS TY LTD	MOTOR VEHICLE ALLOWANCE QUARTERLY PAYMENT FOR JULY TO SEPTEMBER 2021	4,125.00	
EFT9611	23/07/2021	CWB ELECTRICAL & A/C	REPAIR LEAKING WASHING MACHINE - UNIT 50B SUBURBAN	99.00	
EFT9612	23/07/2021	IMPRINT PLASTIC	2X ACRYLIC BLACK DESK SIGN WITH WHITE WRITING	76.40	
EFT9613	23/07/2021	ONEMUSIC AUSTRALIA	2021/22 - LICENCE FOR THE USE OF MUSIC FOR COUNCIL FACILITIES, EVENTS AND AUTHORISED THIRD PARTY EVENTS	350.00	
EFT9614	23/07/2021	ECOSCAPE	FINAL DESIGN & CONTRACT ADMINISTRATION SERVICES RELATING TO THE KWIRADING KOORT COMMUNITY PARK	2,482.15	

Chq/EFT	Date	Name	Description	Amount	Func
EFT9615	23/07/2021	DAGMAR GILBERT	REFUND - CARAVAN PARK CANCELLATION	85.50	FULLY
EFT9616	23/07/2021	DAVE & DEB COOPER	REFUND - CABIN HIRE CANCELLATION	125.00	FULLY
EFT9617	23/07/2021	SHERIDAN'S FOR BADGES	2X STAFF NAME BADGES	78.80	
EFT9618-9631	27/07/2021	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS	21,696.14	
EFT9632-9645	15/03/2021	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS - PAID IN MARCH	14,553.84	
EFT9646	04/02/2021	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS - PAID IN FEBRUARY	375.22	
EFT9647	29/07/2021	VEECO LAUNDRY SYSTEMS	CARETAKERS COTTAGE (NEW) - ADDITIONAL FITTINGS FOR WASHER/DRYER UNIT INSTALLATION	117.48	PARTIAL
EFT9648	29/07/2021	OZWASHROOM	MEDICAL PRACTICE - BABY CHANGE TABLE	428.50	
EFT9649	29/07/2021	QUAIRADING TYRE & BATTERY SUPPLIES	4X TYRES AND WHEEL ALIGNMENT Q190	1,641.80	
EFT9650	29/07/2021	TELSTRA	PHONE USAGE AND CHARGES TO 15 JUL 2021	617.95	
EFT9651	29/07/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	555.56	
EFT9652	29/07/2021	COUNTRY COPIERS NORTHAM	PHOTOCOPIER SERVICES TO 27.07.2021	344.19	
EFT9653	29/07/2021	EASTERN HILLS CHAINSAWS & MOWERS	DEUTSCHER H660 SLASHER SERVICE AND REPAIR	872.95	
EFT9654	29/07/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	MEDICAL: IT MAINTENANCE AND SUPPORT JULY 2021	212.50	
EFT9655	29/07/2021	KELYN TRAINING SERVICES	12X PARTICIPANTS TO ATTEND TRAFFIC MANAGEMENT TRAINING	5,940.00	
EFT9656	29/07/2021	THE IT VISION USER GROUP (INC)	MEMBERSHIP SUBSCRIPTION 2021/22	748.00	
EFT9657	29/07/2021	WATER CORPORATION	WATER USAGE AND CHARGES 17/05/2021 TO 15/07/2021	1,871.39	
EFT9658	29/07/2021	MARNHAM'S MECHANICAL SERVICES	500HR SERVICE @ 579HRS Q439	2,894.98	
EFT9659	29/07/2021	SYNERGY	POWER USAGE AND CHARGES 09/06 TO 13/07/2021	1,122.03	
EFT9660	29/07/2021	HOWARD PORTER	SUPPLY & INSTALL NEW END OF STROKE VALVE TO PRIME MOVER.	516.33	
EFT9661	29/07/2021	PETER ROBERT YORK	MAINTENANCE WORKS TO VARIOUS SHIRE PROPERTIES	890.00	
EFT9662	29/07/2021	OCLC (UK) LTD	LIBRARY: AMLIB MAINTENANCE SERVICE 01/07/2021 TO 30/06/2022	695.64	
EFT9663	29/07/2021	NORTHAM CARPET COURT	SUPPLY AND INSTALL NEW CARPET IN 8 DALL STREET	5,330.00	
EFT9664	29/07/2021	QUICK CORPORATE	VARIOUS STATIONERY	208.01	
EFT9665	29/07/2021	DEAN ROBERT MASTIN	REIMBURSEMENT - KEY CUT	7.00	
EFT9666	29/07/2021	YORK AUTO ELECTRICS & AIR CONDITIONING	VARIOUS WORKS TO SHIRE VEHICLES	1,468.50	
EFT9667	29/07/2021	LG ASSIST	PLANT OPERATOR-GENERAL HAND ADVERT CLOSING 6/08/2021	330.00	
EFT9668	29/07/2021	WALGA	WALGA 2021/22 SUBSCRIPTION	25,810.21	
EFT9669	29/07/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 05/07 & 13/07/2021	561.00	
EFT9670	29/07/2021	NORTHAM MAZDA	20,000KM SERVICE 0Q	366.25	
EFT9671	29/07/2021	WHEATBELT BUSINESS NETWORK	PARTICIPATION IN SMALL BUSINESS TRAINING PROGRAM - SEED WORKSHOP	189.00	
EFT9672	29/07/2021	QC ULTIMATE CLEAN	TILE CLEANING 8 DALL STREET	441.38	
EFT9673	29/07/2021	HISCONF	BACKPACKER UNITS (NEW) - LINEN & BEDDING FOR SINGLE PERSONS UNITS	245.16	
EFT9674	29/07/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	JUNE 2021 BSL	56.65	FULLY
EFT9675	29/07/2021	ALLSTRONG OUTDOOR GARAGE DOORS	REMOVE/DISPOSE OF OLD GARAGE DOOR AND MOTOR ON UNIT 1 ARTHUR KELLY VILLAGE, SUPPLY AND FIT NEW DOOR	2,250.00	
EFT9676	29/07/2021	ANTHEA STRAUSS	REIMBURSEMENT - FRAMING - MATT FOR NEW QUEEN PORTRAIT IN TOWN HALL	21.85	
EFT9677	29/07/2021	FLAVOUR TOWN CATERING	SUNDOWNER - CATERING	375.00	
EFT9678	29/07/2021	CWB ELECTRICAL & A/C	VARIOUS MAINTENANCE WORKS TO SHIRE PROPERTIES	1,315.82	
EFT9679	29/07/2021	OFFICEWORKS	VARIOUS OFFICE SUPPLIES	248.95	
EFT9680	29/07/2021	FARMARAMA PTY LTD	REFUND - COMMUNITY BUS BOND	238.00	FULLY
EFT9681	29/07/2021	MCG ARCHITECTS PTY LTD	SPORTS AND RECREATION MULTIPURPOSE PRECINCT CONCEPT	2,310.00	
EFT9682	29/07/2021	BRYAN RURAL SERVICE	GUTTER CLEANING - VARIOUS SHIRE PROPERTIES	3,146.00	
EFT9683	29/07/2021	BEILBY DOWNING TEAL	CHIEF EXECUTIVE OFFICER ADVERTISING (WEST AUSTRALIAN)	4,264.36	
EFT9684	29/07/2021	THE SHOE REPAIR MAN	7 X SHIRE PROPERTY KEYS CUT	42.00	
EFT9685	29/07/2021	GONDA GOULD	REFUND - CARAVAN PARK CANCELLATION	30.00	FULLY
EFT9686	29/07/2021	KATHY KIMBER	REFUND - CARAVAN PARK CANCELLATION	30.00	FULLY
23846	08/07/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	356.50	FULLY
23847	14/07/2021	DEPARTMENT OF TRANSPORT	2021/22 FLEET REGISTRATIONS	10,862.40	
23848	14/07/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	448.50	FULLY
23849	21/07/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	597.30	FULLY
23850	22/07/2021	RAC BUSINESS WISE	Q458 RENEWAL ROADSIDE ASSISTANCE	198.00	
23851	22/07/2021	ACMA	RENEWAL OF LICENCE FOR AERONAUTICAL ASSIGNED SYSTEM TO 13/08/2022	45.00	
23852	28/07/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	650.20	FULLY
				741563.36	

TRANSPORT TAKINGS FOR THE MONTH ENDING		
JULY 2021		Attachment 9.1.2
DATE	DESCRIPTION	AMOUNT \$
1/07/2021	TRANSPORT TAKINGS	3,626.60
2/07/2021	TRANSPORT TAKINGS	311.95
7/07/2021	TRANSPORT TAKINGS	336.20
8/07/2021	TRANSPORT TAKINGS	864.50
9/07/2021	TRANSPORT TAKINGS	504.35
12/07/2021	TRANSPORT TAKINGS	1,139.10
13/07/2021	TRANSPORT TAKINGS	750.60
14/07/2021	TRANSPORT TAKINGS	98.55
15/07/2021	TRANSPORT TAKINGS	2,401.80
16/07/2021	TRANSPORT TAKINGS	1,851.30
19/07/2021	TRANSPORT TAKINGS	1,388.50
20/07/2021	TRANSPORT TAKINGS	3,198.45
21/07/2021	TRANSPORT TAKINGS	1,358.65
22/07/2021	TRANSPORT TAKINGS	287.35
23/07/2021	TRANSPORT TAKINGS	1,994.70
26/07/2021	TRANSPORT TAKINGS	1,897.75
27/07/2021	TRANSPORT TAKINGS	2,529.85
28/07/2021	TRANSPORT TAKINGS	537.30
ACTUAL TAKINGS FROM BANK IN JULY		25,077.50
JULY TAKINGS INTO AUGUST		
29/07/2021	TRANSPORT TAKINGS	1,308.70
30/07/2021	TRANSPORT TAKINGS	1,960.70
AMOUNTS YET TO BE DRAWN		3,269.40
		28,346.90

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)

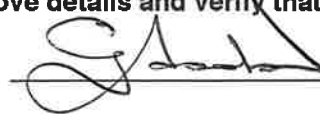
If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment.

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
08 JUL	Purchases AU* SEEK 37622242 MELBOURNE AUS	0502 324.50	JOB VACANCY Advertising CP Units Caretaker Cottage Rates Admin G.P.P. Admin Advertising Training
09 JUL	ADVERTISING SERVICES KMART ONLINE 03 AUS	9596 226.00	
14 JUL	DISCOUNT STORES Vistaprint Australia P Derrimut AUS	9597 79.22	
21 JUL	BUSINESS SERVICES NOT ELSEWH LED SIGNS PTY LTD MEADOWBROOK AUS	0122 22.00	
	SPECIAL TRADE CONTRACTORS Sub Total:	0192 651.72	
28 JUL	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	651.72 -	
	Sub Total:	651.72 -	
	Grand Total:	0.00	

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

Cardholder Signature  Date 5/7/2021

Transactions examined and approved.

Manager/Supervisor Signature _____ Date _____

S000947 / M000266 / 210 / CN1VPCP1

11.2 Financial Information–Statements of Income and Expenditure for the Period Ending – 31st July 2021 (to be presented in September 2021)

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

IN BRIEF

- Monthly Financial Statements for the period ending 31st July 2021 were unable to be completed in time for the 26th August 2021 Ordinary Council Meeting.
- The year-end processes for the 2020/21 financial year are being performed by Bob Waddell and Associates (Contractor) and are yet to be finalised. 2020/21 Closing Balances for Accounts have not been rolled-over, therefore the Accounts do not yet have Opening Balances for 2021/22. Due to this, accurate Financial Statements for the July 2021 period cannot be produced for this Meeting.
- The Financial Statements for July and August 2021 will be presented at the 30th September 2021 OCM.

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

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

Regulation 34 (4)(a) allows for a statement of financial activity and the accompanying documents to be presented at an ordinary council meeting that is within 2 months after the end of month to which the statement relates. Regulation 34 (4)(b) further prescribes that such statements presented will then be recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Model Monthly Financial Statements cost \$430 (2018/19), \$1,595 including Budget Templates (2019/20) and was provided as complimentary by Moore Australia for 2020/21. There will be an ongoing annual expense if the latest model is needed. Council budgets for this expense each year.

Staff time is used to update and customise the template for Council preferences.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

COMMUNITY CONSULTATION

Nil

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

Financial - Risk Matrix Rating considered Low – 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 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 WALGA – Annual General Meeting: Executive and Member Motions

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) Extract: WALGA Annual General Meeting
Owner/Applicant	WALGA – CEO Nick Sloan
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

Council to provide direction to Council's voting delegates for the WALGA Annual General Meeting.

Motion #	Title	Support	Not Support
3.1	Amendments to WALGA's Constitution (01-001-01-0001 TL)		
3.2	Cost of Regional Development		
3.3	CSRFF Funding Pool and Contribution Ratios		
3.4	Regional Telecommunications Project		
3.5	Review of the Environmental Regulations for Mining		

___ / ___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The Annual General Meeting of the Western Australian Local Government Association will be held on Monday 20th September 2021.
- Five Motions will be discussed and voted upon at this meeting. Council is requested to provide Council's two (2) voting delegates with voting directions on any Motions relevant to Council.
- Council's Nominated Voting Delegates for the 2021 AGM are: -
Cr McGuinness
Deputy Shire President Cr Jo Haythornthwaite
Proxy 1 – Shire President Cr Davies
Proxy 2 – Cr Hippisley

MATTER FOR CONSIDERATION

5 Motions to the Annual General Meeting submitted for consideration by Council and give direction to Council's Voting Delegates.

BACKGROUND

The detailed wording of the Motions, Member Council Comment and WALGA Secretariat Comments are provided in the AGM Agenda Papers Extract provided with this Report.

Each Consideration of Executive and Member Motions (Item 3 in the AGM Agenda) are as follows: -

- 3.1 *Amendments to WALGA's Constitution (01-001-01-0001 TL)*
- 3.2 *Cost of Regional Development*
- 3.3 *CSRFF Funding Pool and Contribution Ratios*
- 3.4 *Regional Telecommunications Project*
- 3.5 *Review of the Environmental Regulations for Mining*

Item 3.1 - Motion relates to a number of Amendments to the Association's Constitution and has been proposed by the WALGA Executive and has been supported by a Special Majority Vote of State Council. Recommend Council support the Executive Motion.

Item 3.2 - Council should strongly support this Motion proposed by the Shire of Gnowangerup, given Council's recent experience of the extreme Costs of providing Utilities (and the additional Headworks Charges) for the Light Industrial Area Subdivision with no avenue for realistic Cost Recovery through the Sale of the Lots.

Item 3.3 - Motion proposed by the Shire of Dardanup calls upon WALGA to lobby for a doubling of the Funding Pool available under the Community Sporting and Recreation Facilities Fund (CSRFF) and for a review of the Funding Model to increase the State Government Contribution from 33:33:33 basis to a 50:50 basis. This is particularly relevant when a local Sporting Club is unable to contribute it's one third portion and is then responsibility falls upon the Council to fund up to the 66% of the Project Cost.

Item 3.4 - Motion proposed by the Shire of Esperance calling for WALGA to lobby for an increase in State Government Funding towards Regional Telecommunications Projects. State Government Funding has decreased from a high of \$60.0M to \$5.0M while the Federal Government has increased Funding to \$80.0M.

STATUTORY ENVIRONMENT

Annual General Meeting convened in accordance with WALGA Constitution.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

N/A - WALGA AGM Motions to be considered by the Member Councils' Delegates.

STRATEGIC IMPLICATIONS - Strategic Community Plan 2021 - 2031

5. Governance and Leadership

5.1 Shire communication is consistent, engaging and responsive

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

COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating is assessed as Low. Motions to be debated at the WALGA AGM.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating is assessed as Low. Council is a Member Council of WALGA and active Participant at Central Country Zone level and the Annual General Meeting.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.



Annual General Meeting

Agenda

Monday, 20 September 2021

Crown Perth, Grand Ballroom

3. Consideration of Executive and Member Motions

3.1. Amendments to WALGA's Constitution (01-001-01-0001 TL)

Executive Member to move:

SPECIAL MAJORITY REQUIRED

MOTION

That the WALGA Constitution be amended as follows:

1. **INSERT Definition – “Present” means attendance in person or by electronic means deemed suitable by the Chief Executive Officer.**
2. **Clause 5 (10) – DELETE “and Associate Members”.**
3. **Clause 5 (11) – DELETE “Ordinary Member or”, REPLACE “State Council” with “Chief Executive Officer” in the first sentence, INSERT “or its delegate” after State Council in the second sentence.**
4. **Clause 6 (3) – REPLACE “31 May” with “30 June”.**
5. **Clause 7 (2) – REPLACE “30 June” with “31 July”.**
6. **Clause 11 (1) – after Chief Executive Officer, INSERT “in accordance with the Corporate Governance Charter”.**
7. **Clause 11 (2) – after Chief Executive Officer INSERT “by providing notice to State Councillors of the date, time, place and purpose of the meeting”**
8. **DELETE Clause 11 (3)**
9. **Clause 12 (1) – DELETE “as, being entitled to do so, vote in person”**
10. **DELETE Clause 12 (2)**
11. **Clause 12 (3) – DELETE “as, being entitled to do so, vote in person”**
12. **Clause 12 (4) – DELETE “as, being entitled to do so, vote in person”**
13. **Clause 16 (1) & (2) – After Any election INSERT “other than to elect the President or Deputy President”, REPLACE “generally in accordance with the provisions of the *Local Government Act 1995* as amended (2) For the purposes of the election referred to in sub-section (1)” with “as follows”.**
14. **Clause 16 (2) (f) – REPLACE two instances of “2” with “1”.**
15. **INSERT Clause 16A – Election Procedure – President and Deputy President**
 - (1) **An election to elect the President or Deputy President shall be conducted as follows:**
 - (a) **the Chief Executive Officer or his/her delegate shall act as returning officer;**
 - (b) **representatives are to vote on the matter by secret ballot;**
 - (c) **votes are to be counted on the basis of “first-past-the-post”;**
 - (d) **the candidate who receives the greatest number of votes is elected;**
 - (e) **if there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued, and the meeting adjourned for not more than 30 minutes;**
 - (f) **any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes;**

IN BRIEF

- A number of amendments are proposed to the WALGA Constitution.
- The proposed amendments were endorsed by a special majority of State Council at the meeting on 7 July 2021.

- (g) when the meeting resumes, an election will be held in accordance with sub-sections 1(a), 1(b), 1(c) and 1 (d);
 - (h) if two or more candidates receive the same number of votes so that sub-section 1(d) cannot be applied, the Chief Executive Officer is to draw lots in the presence of any scrutineers who may be present to determine which candidate is elected.
16. Clause 21 (4) – REPLACE “Chairman” with “Chair”.
 17. Clause 22 (1) – REPLACE “in August or September of” with “prior to 31 October”.
 18. Clause 22 (3) – DELETE “in person”
 19. DELETE Clause 22 (4) (b).
 20. Clause 23 (3) – DELETE “in person”
 21. Clause 24 (2) – DELETE “and of which vote is to be exercised in person”
 22. Clause 24 (4) – DELETE “as, being entitled to do so, vote in person”
 23. Clause 28 (1) – DELETE “The common seal shall be held in the custody of the Chief Executive Officer at all times.”
 24. Clause 29 (1) – DELETE “as, being entitled to do so, vote in person”
 25. Clause 29 (2) – DELETE “as, being entitled to do so, vote in person”
 26. Clause 31 (4) (c) – DELETE “and Regional Development”.

Executive Summary

- A number of amendments are proposed to the WALGA Constitution;
- Amendments are necessary:
 - To remove requirements for delegates to attend annual and special general meetings in person; and,
 - As a result of WALGA’s change of financial year end to 30 June, from the previous 31 May year end.
- Other amendments are proposed to:
 - Allow a second vote to be conducted if two candidates tie in an election for President or Deputy President;
 - Clarify the application process for Ordinary and Associate Members;
 - Simplify the process for providing notice of State Council meetings;
 - Allow motions at Special State Council meetings to be passed with a simple, as opposed to absolute, majority, except as required elsewhere in the Constitution, such as the absolute majority requirement to adopt the budget; and,
 - Tidy up outdated wording.
- The proposed amendments to the Constitution were passed at the 7 July 2021 State Council meeting by a Special Majority.
- Consequently, these Constitutional Amendments are now being put to the 20 September 2021 Annual General Meeting.

Attachment

- [WALGA Constitution – Proposed Amendments Mark-Up](#)

Background

Amendments to the Constitution are required to allow delegates to attend and vote virtually through a videoconference, webinar or other platform at Annual or Special General Meetings of the Association if required.



In addition, WALGA has this year changed its financial year end from 31 May to 30 June. The 30 June year end means that WALGA's financial year now aligns with Local Governments' year end. Amendments to clauses relating to the budget, termination of membership and the timeframe for holding the AGM are required as a result of this change.

The requirement to amend the Constitution has provided an opportunity to amend the election procedure for WALGA President and Deputy President. The proposed change would enable a second ballot to be held if two or more candidates are tied for the position. This aligns with the procedure in the *Local Government Act 1995* for the election by Council of Mayors, Presidents, Deputy Mayors and Deputy Presidents.

Other minor changes to remove outdated and tidy up wording are proposed, as per the mark-up version of the Constitution attached.

Comment

Amendments to the Constitution require endorsement by a special (75 percent) majority at State Council, as well as a 75 percent majority at an Annual General Meeting or Special General Meeting.

As the proposed amendments were endorsed by State Council at the 7 July meeting, they are now being put to the 20 September 2021 WALGA Annual General Meeting

3.2. Cost of Regional Development

Shire of Gnowangerup Delegate to move:

MOTION

That WALGA makes urgent representation to the State Government to address the high cost of development in regional areas for both residential and industrial land, including the prohibitive cost of utilities headworks, which has led to market failure in many towns in the Wheatbelt and Great Southern regions.

IN BRIEF

- The shortage of long-term and short-term accommodation for workers in regional areas, combined with the high cost of developing land, has become an urgent issue.
- Government intervention is needed.

MEMBER COMMENT

At the most recent Great Southern Zone meeting, a number of Shires raised the urgent issue of a shortage of long-term and short-term accommodation for workers and the high cost of developing land. DevelopmentWA has been approached for a solution and has provided the following response:

“The costs associated with the development of land across regional Western Australia are dramatically inflated by the servicing standards (including statutory charges) that are imposed upon the developer by the servicing agencies. There is no latent capacity in the Western Power electrical distribution network across the Wheatbelt and Great Southern, allowing Western Power to impose any upgrading costs upon a land developer under its “user pay” principles.

It is our experience that the development costs to create a conventional residential allotment on the edge of a town ranges from \$100,000 to \$160,000 per lot and it is not uncommon for us to be confronted with development costs between \$200,000 and \$400,000 per lot for industrial sites. As you would appreciate, if lots are created and then released into the market, regional based buyers would not entertain paying a price which will allow the developer to recover those costs, let alone make a profit.

This situation produces a failure in the market and DevelopmentWA receives a modest annual subsidy from the State Government to undertake land developments on behalf of Local Governments where a demand for new land exists and the private sector is not responding.”

There is considerable pressure on the Regional Development Assistance Program, and the high cost of headworks particularly for water and electricity are a major disincentive to development by the private sector and Local Government. Urgent government intervention is needed to ensure that housing for workers for vacancies in industry in rural areas is delivered at a reasonable cost.

SECRETARIAT COMMENT

Market failure in the provision of residential and industrial land occurs across most of regional Western Australia. State Government intervention was previously provided through the Regional Headworks Program, funded by Royalties for Regions, and through commitments from the utility providers to spread the costs of upgrading and extending infrastructure to service additional land across their customer base, rather than pass these costs to the developer. These arrangements no longer exist.

Strong growth in the demand for housing in regional WA has again highlighted this market failure and the consequent impacts on employment and economic development. The Regional Development Assistance Program delivered by DevelopmentWA is the only State Government support for industrial and residential land development in regional towns. The experience of Local Governments in accessing the Regional Development Assistance Program and the demand on the modest budget allocation will be important information to underpin advocacy for an achievable path to housing growth in regional towns.



3.3. CSRFF Funding Pool and Contribution Ratios

Shire of Dardanup Delegate to move:

MOTION

That WALGA lobby the State Government to increase the CSRFF funding pool to \$25 million per annum and revert the contribution ratio to 50% split to enable more community programs and infrastructure to be delivered.

MEMBER COMMENT

There is currently \$12.5 million available in the 2021 Community Sporting and Recreation Facilities Fund (CSRFF). \$1 million of this funding per year, for the next four years, has been specifically set aside for projects that increase female participation in sport and recreation, such as unisex change rooms. An additional \$2.5 million per annum for the next four years is also available in a new sub program called the Club Night Lights Program (CNLP). Therefore the total amount of funding available under the CSRFF program is \$15 million per annum for the next 4 years.

The current CSRFF funding model requires 1/3 contribution from local governments, 1/3 contribution from the clubs and 1/3 could be funded through CSRFF. Some CSRFF applications are eligible for up to one half of the project cost. The eligibility is measured against key development principles with applicants proving eligibility through completion of additional forms and process.

Over the last four CSRFF funding rounds, the WA State Government has contributed an average grant amount of \$424,270 to 91 projects. To put that figure into the terms of a sporting club's contribution, it would take 424 Bunnings sausage sizzles to raise enough money to fund 1/3 of the average State assisted project. Even if a club contributes a portion of this through volunteer labour and in-kind donations, the staggering figure is simply unattainable - which leaves local government to pick up the tab on over 66% of the bill.

Other Australian states use different structures to fund sporting infrastructure, for example, in Queensland the Active Community Infrastructure program allows \$40 million over three years. Unobstructed by percentage contribution rules, the Queensland State Government will invest up to \$1 million per project. Each EOI submission is evaluated on a case by case basis. In round one, the Queensland Government will deliver \$16 million in funding for sport and recreation infrastructure projects to 21 organisations. The average size of these grants is \$741,826, a figure that is almost double that of Western Australia's average contribution and close to 50% of the average cost of building a small pavilion with change rooms.

It is recommended that WALGA lobby the State Government to increase the funding available to \$25 million per annum and to increase the ratio to 50%. In this way, the total number of projects could still be maintained and the impost on local clubs and Local Government ratepayers could be reduced.

IN BRIEF

- Clubs are not able to contribute their one third required contribution towards facilities and major projects as required under CSRFF framework;
- This results in Local Governments having to fund two thirds of new infrastructure at significant cost to ratepayers;
- Support is sought for WALGA to lobby State Government to increase funding towards this program and to allow a 50:50 split between State and the local communities.



SECRETARIAT COMMENT

WALGA has advocated for funding for the Community Sporting and Recreation Facilities Fund (CSRFF) to be increased to \$25 million per annum for a number of years, most recently as part the Association's 2020 [State Election campaign](#) and [WALGA's 2020-21 State Budget Submission](#).

Funding for the CSRFF will increase from \$12 million in 2021-22 to \$12.5 million in 2022-23. \$10 million over four years has also been allocated for sports floodlighting infrastructure under the Club Night Lights Program.

WALGA's Advocacy Position 3.7.1 Community Infrastructure states:

"The Association supports Local Government initiatives and infrastructure that contribute to the health and wellbeing of the community."



3.4. Regional Telecommunications Project

Shire of Esperance Delegate to move:

MOTION

That WALGA strongly advocates to the State Government to increase funding for the Regional Telecommunications Project to leverage the Federal Mobile Black Spot Program and provide adequate mobile phone coverage to regional areas that currently have limited or no access to the service.

MEMBER COMMENT

The regions are the powerhouse of the Western Australian economy and the sustainability of their futures relies on enhanced connectivity. Co-investment by state and federal governments along with Telcos is critical to increase coverage in areas that would otherwise be difficult to justify on economic grounds as it is an expensive and complex exercise.

Under the Barnett Government, there was \$60 million in the bucket of funding for regional telecommunications and partnering with the Commonwealth, there were 89 towers delivered within the federal electorate of O'Connor alone.

After the Labor Government took office, this bucket of State funding has decreased to only \$5 million for the entire state and the installation of towers has dried up significantly. On the contrary, the Federal Government has allocated its largest allocation of funding in Round 6 of \$80 million since the initial Round 1. Matching funds from the State is critical to securing funds from the Federal Mobile Black Spot Program which is in threat of being secured by other States with matching funding.

The State Government's forward estimates show no commitments to the program, demonstrating a lack of long term commitments by the State Government to the Regional Telecommunications Project. Service providers such as Telstra are reluctant to install regional mobile telecommunications infrastructure without third party funding.

Solving the coverage and capacity gaps in regional WA is critical for the success of our regions and a matter of equity for country constituents.

SECRETARIAT COMMENT

As identified, the Commonwealth Government committed \$380 million over six rounds to the Mobile Black Spot Program (the Program). In April 2020 the Round 5 results were announced, with a further 182 base stations to be funded in regional and remote Australia.

The Commonwealth Government has committed \$80 million for Round 6 of the Program and is expected to commence after the Round 5A process is complete.

Since 2012, State Governments have committed to improving mobile connectivity in regional Western Australia, currently through its Regional Telecommunications Project (RTP) and previously via the Regional Mobile Communications Project (RMCP).

IN BRIEF

- State funding has decreased to only \$5 million for the entire state and the installation of towers have dried up significantly.
- The Federal Government has allocated its largest allocation of funding in Round 6 of \$80 million.
- Matching funds from the State is critical to securing funds from the Federal Mobile Black Spot Program which is in threat of being secured by other States with matching funding.



The RTP initial allocation was \$45 million from 2014-15 with a further \$20 million allocated from 2016-17.

The total RTP allocation under the last Coalition Government was \$65 million, which was mainly used for State co-contributions under the Commonwealth Mobile Black Spot Program Rounds 1 and 2. Information on the various MBSP Rounds is here: <https://www.communications.gov.au/what-we-do/phone/mobile-services-and-coverage/mobile-black-spot-program>

The Mobile Black Spot Program Round 4 announced on 22 March 2019 stated “*The Federal and State governments will contribute \$4.3 million each to the Mobile Black Spot Round 4 program in WA, with a further \$6 million from telecommunications companies*”.

The Regional Telecommunications Project Continuation (RTPC) Funding (announced 21 May 2019) provided a further \$20 million allocation from 2019-20 by the Labor Government, bringing total RTP funding to \$85 million.¹

On 21 April 2020 a joint Commonwealth/State media statement announcing the Mobile Black Spot Program Round 5 outlined “*under Round 5, \$29.7 million will be invested in mobile infrastructure in Western Australia. This includes \$12.8 million funding from the Commonwealth and \$5.5 million from the Western Australian Government*”.

The outcomes of Round 1 of the Regional Connectivity Program were announced on 28 April 2021 advising that “*the McGowan Government will contribute \$5.88 million to projects under the Commonwealth's Regional Connectivity Program to help bring mobile and broadband infrastructure to some of Western Australia's most under-served areas*” and “*the State's investment has attracted co-funding of \$17.1 million from the Commonwealth and additional funding from project applicants and third party contributors*”.²

Along with the Digital Farm Grants Program Round 3 announced in January 2021 of a “*\$6.3 million investment by the State delivering high-speed broadband to 600 farmers and residents across WA's grain growing regions under Round 3 of the Digital Farm program*” there continues to be considerable investment in Telecommunications in WA.³

Notwithstanding, the need is still significant, with the Shire of Esperance motion to increase State funding by way of co-contribution to leverage Federal programs to regional areas that have limited or no access is supported.

¹ <https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/20-million-dollars-on-the-table-for-regional-mobile-black-spots.aspx>

² <https://www.mediastatements.wa.gov.au/Pages/McGowan/2021/04/23-million-dollar-boost-for-regional-connectivity.aspx>

³ <https://www.mediastatements.wa.gov.au/Pages/McGowan/2021/01/6-point-3-million-dollar-funding-injection-to-bring-high-speed-broadband-to-the-grainbelt.aspx>

3.5. Review of the Environmental Regulations for Mining

Shire of Dundas Delegate to move:

MOTION

Regarding a review of the *Mining Act 1978*.

1. **To call on Minister Bill Johnston, Minister for Minister for Mines and Petroleum; Energy; Corrective Services to instigate a review of the 43-year-old *Mining Act* to require mining companies to abide by environmental regulations, and to support research and development into sustainable mining practices that would allow mining without detriment to diversification and community sustainability through other industries and development.**
2. **That abandoned mines in regional Western Australia receive a priority action plan with programmes developed to work with remote resource communities to assist in the rehabilitation of these mines as a job creation programme, with funding allocated for diversification projects for support beyond mine life across Western Australia.**

IN BRIEF

The Australian and State Governments has several initiatives and studies completed regarding mining environmental regulating and the Mining Rehabilitation Fund.

Our plan is focused on existing information and plans:

- Industry Australia has done extensive studies in this field: [Mine Rehabilitation \(industry.gov.au\)](http://industry.gov.au).
- There is already an established fund for this possible initiative: [Mining Rehabilitation Fund Yearly Report 2018-19 \(dmp.wa.gov.au\)](http://dmp.wa.gov.au).

We hope to get support for this initiative to get Local Governments across Western Australia involved by receiving some of these funds to actively participate in these rehabilitation works with mining partnerships and Local Government. This opportunity will fund diversification and implement a plan for after mine life, reducing the impacts of the mining boom bust cycle. (WA currently has approx. \$182 million in the mining rehab fund, generating around \$1 million in interest and of which approx. \$312,000 was used in rehab projects).

MEMBER COMMENT

The mining industry currently enjoys concessions in relation to both environmental and planning legislation that are not available to other industries, nor to Local Governments. For example, a mining company can lodge a mine plan which includes a facility to 'bury' tyres. No other industry or Local Government is permitted to put tyres in landfill or otherwise bury or cover up tyres. There is a cost involved with the disposal of old tyres, which under current legislation, the mining industry is exempt from as they are permitted to bury their old tyres. This flies in the face of all the environmental legislation in relation to the disposal of tyres.

In the planning space, a mining company can object to any development on land over which they hold a current mining tenement, whether that ground is currently being actively mined or the ground has been 'tied up' in a project group of tenements and no work has ever been commenced or completed on the subject ground. This can have very detrimental effects on Local Government planning for the future as the mining company can call to a halt any attempt to develop land for any project. For example, in the Shire of Dundas, we have a very real need to have land released for industrial zoning, however, the one area readily available has an existing mining tenement over it and the mining company has lodged an objection to the Shire being able to purchase that land as a freehold title. The mining tenement has been in existence since 1983 and has never been worked. Similarly, the existence of a mining tenement can hamper any proposed land release for development by a Local Government because it 'may' be explored at some future time. The mining sector appears to enjoy these concessions on the fact that it employs a large number of people and, more importantly, generates royalty revenue for the State Government. Figures from 2019 indicate that the Mining industry in Australia employs approx. 245,000 people while agricultural industries (including forestry and fishing) employ approx. 333,000.

There is a massive, world-wide push to encourage more sustainable and environmentally friendly practices in all industry. Climate change is the hottest topic around the world and reducing greenhouse gases and implementing the best environmental practices is high on everyone's agenda.

There appears to be a large disconnect between the acceptable practices of the mining industry and the rest of industry and Local Government. Mining, by its very nature, is a finite industry but, current mining techniques cause wholesale destruction on an often-massive scale, most of which can never be recovered to its former state. The agricultural sector, on the other hand, is a sustainable industry whose entire focus is the production of food to keep us alive. Despite this, whilst it is considered appropriate for hundreds of hectares of land to be cleared to accommodate a mine site and all its attendant infrastructure, with scant regard for habitat and/or fauna and flora, a farmer can be fined thousands of dollars and/or face a term of imprisonment for clearing even a tiny portion of native vegetation on his freehold land.

In the planning arena, Section 120 of the *Mining Act 1978* makes provision that whilst any planning scheme made under the *Planning & Development Act 2005*, will be '*taken into account*', it will not prohibit or affect the grant of a mining tenement.

It appears to be illogical that every other sector is to be bound by legislation that does not apply to the mining industry. The *Mining Act* is 43 years old and, given the current review of the 26-year-old *Local Government Act*, is well and truly due for some review itself.

We are not opposed to the mining industry, in fact, our whole Shire was born out of the mining industry. However, the current provisions of the *Mining Act 1978* doom us to be forever beholden to the '*boom and bust*' nature of mining as it is nearly impossible to create a diverse and sustainable community when the *Mining Act* overrides other legislation. For example, any areas that we may earmark as having huge tourism potential can be wiped out in an instant by the application for a mining tenement over that ground. The loss of tourism potential is not something that can be recovered under a rehabilitation scheme. Rehabilitation should be a route of last resort not the accepted norm. Mining companies need to acknowledge that things such as proper disposal of tyres is a normal cost of conducting their business and act accordingly. There must be some mechanism for preserving unique landscapes that cannot be returned to their former state no matter how good the rehabilitation plan is. The mining industry employs some clever and innovative people and rather than tie up money in rehabilitation schemes (WA currently has approx. \$182 million in the mining rehabilitation fund, generating around \$1 million in interest and of which approx. \$312,000 was used in rehab projects), money should be directed into research and development of alternate and less destructive mining methods that leave our stunning natural environment and fauna more intact and available when mining ceases.

There are many papers available relating to mining impacts and legislation that mining is seemingly exempt from abiding by, some of which are referenced below:

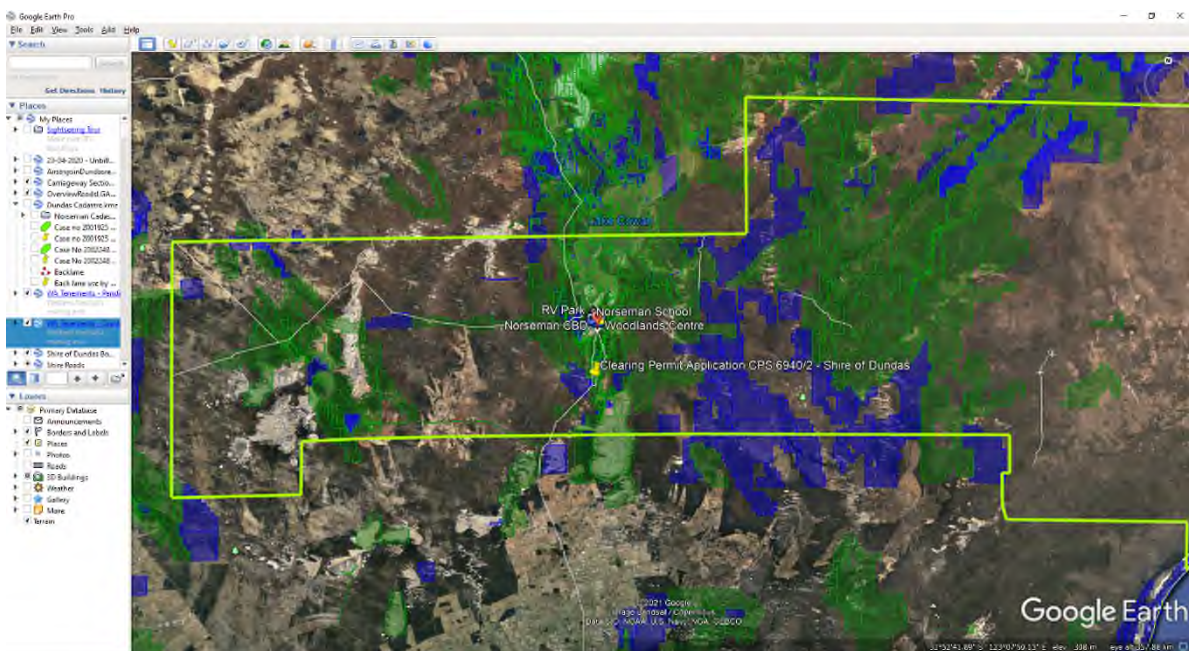
- EPA report 1699, 1 February 2021 [EPA Report 1699 - Lake Way Sulphate of Potash Project.pdf](#)
- Regulations affecting landfill management for local governments. Major relevant legislation is contained within:
 - [The Waste Avoidance and Resource Recovery Act 2007](#)
 - [The Waste Avoidance and Resource Recovery Levy Act 2007](#)
 - [The Waste Avoidance and Resource Recovery Regulations 2008](#)
 - [The Waste Avoidance and Resource Recovery Levy Regulations 2008](#)
- [Guide to drafting waste local laws](#) – the Guide to drafting waste local laws is intended to provide general guidance to local government. It is for use by local governments and the Western Australian Local Government Association.
- [Factsheet: Assessing whether material is waste](#) – this Factsheet provides information to industry on matters relevant to determining whether material is waste under the *Environmental Protection*

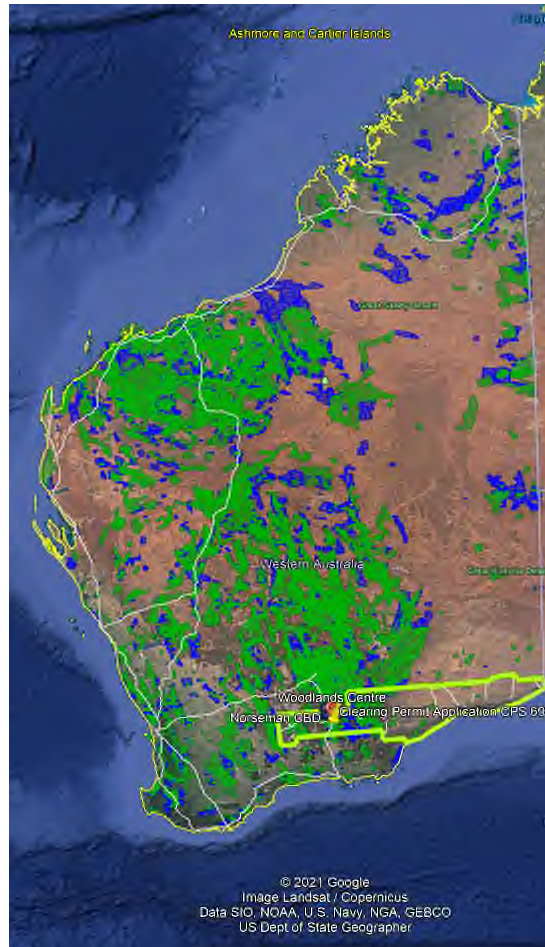
Act 1986 and the Waste Avoidance Resource Recovery Act 2007 and their associated regulations.

- [Factsheet: - amendments to the Environmental Protection Regulations 1987 - clean fill and uncontaminated fill](#) – this Factsheet provides information on clean fill and uncontaminated fill in accordance with the amended *Environmental Protection Regulations 1987* and the revised *Landfill Waste Classification and Waste Definitions 1996 (amended 2019)*.
- [NBN News | WHITEHAVEN COAL APPROVED TO BURY HUNDREDS OF TYRES](#)
- [Tyre Product Stewardship Scheme | Department of Agriculture, Water and the Environment](#)
- [Mining report finds 60,000 abandoned sites, lack of rehabilitation and unreliable data - ABC News](#)

Mines closed, rehabilitated, and relinquished	
Queensland	0
Western Australia	Unknown
New South Wales	1
South Australia	18
Northern Territory	0
Victoria	1
Tasmania	1

Status in 2018





Green area is approved mining leases blue is pending leases

The Mining Rehabilitation Fund has a substantial amount of funds available and these funds could be put to much better use by funding research into more sustainable practices in the mining industry. Every other industry is required to count legislative compliance as a normal cost of conducting their business. The mining industry must be compelled to do the same.

Mine rehabilitation is all very well and good but, tackles the issue after the '*horse has bolted*'. We could achieve far better outcomes if mining companies worked to adopt sustainable, environmentally friendly, mining techniques that do not need these rehabilitation projects. The burying of tyres is only one part of the problem, and it contributes to the wholesale destruction that goes with mining to the detriment of everything else. There is no tourism value in a rehabilitated mine site. You cannot replace unique granite outcrops and the stunning woodlands once they have been decimated by mining practices. Climate change is happening, and we are currently content to let it be accelerated by actively encouraging poor practice by mining companies.

ATTACHMENTS

- [Photographs](#)
- [Department of Mines, Industry Regulation and Safety – Mining Rehabilitation Fund Yearly Report 2019-20](#)

SECRETARIAT COMMENT

With respect to the Part 1 of the Motion:

Mining companies are required to comply with relevant environmental regulations and conditions of approval, which includes developing and implementing rehabilitation plans.

The Department of Mines, Industry Regulation and Safety (DMIRS) assesses environmental proposals for prospecting, mining exploration and development activities in accordance with the *Mining Act 1978*. Native vegetation clearing permits are assessed under delegation in accordance with the provisions of the *Environmental Protection Act 1986* and the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*. Unconditional Performance Bonds (UPB) may be imposed as mining securities for compliance with environmental conditions imposed under the *Mining Act* in some cases.

Mining, petroleum and geothermal activity proposals that may have a significant impact on the environment are assessed by the Environmental Protection Authority (EPA). In addition, proposals likely to have significant impact to matters of national environmental significance require approval under the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999*.

In relation to tyre disposal, the Association acknowledges the significant challenge this poses for Local Governments, particularly those in the non-metropolitan area in regard to end of life tyre management. The Shire of Dundas is to be commended for its commitment to ensuring that tyres generated in the Shire are recycled; this is a significant achievement.

It is a significant barrier that there is not an effective Product Stewardship Scheme for tyres, which covers the full costs, including transport, of recycling tyres. The current situation means that frequently organisations choose the cheapest option for disposal or material, rather than the best environmental and social outcome.

As part of the funding to address the Export Bans for recyclable materials, including tyres, the State and Federal Government is investing over \$18 million in tyre recycling infrastructure for WA. WALGA is investigating how this funding will assist Local Governments across WA to develop sustainable tyre recycling solutions, which focus on resource recovery and minimise landfilling of these products.

In relation to Part 2 of the Motion:

The *Mining Rehabilitation Fund Act 2012* and the *Mining Rehabilitation Fund Regulations 2013* provide the legislative framework for declaring abandoned mine sites and enables the Mining Rehabilitation Fund (MRF) to receive levy contributions made by WA mining operators for the purpose of rehabilitation of abandoned mines and other land affected by mining operations carried out, in, on or under those sites.

Income for the MRF comes from a levy on existing mines based on the size of the operating mine and the expenditure comes from the interest earned by the fund. The MRF is aimed at addressing legacy mines pits that were not subject to the current legislative process and requirements, and where no company or individual can be identified and made responsible for the rehabilitation of the mine.

The Mining Rehabilitation Advisory Panel is an independent body that provides advice to the Director General of the DMIRS on matters related to the MRF, including which abandoned mines should receive funds for remedial action.

The Abandoned Mines Policy provides guidance on how the priorities for the use of the funds and which abandoned mines will be managed. The key principle used in decision making is the level of risk an abandoned mine represents. The policy encourages the use of partnerships with Local Governments, community groups and business in the management and rehabilitation of the selected abandoned mine sites.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

14.1 QDHS – Bush Tucker Garden Project

Meeting Date	26 th August 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	(i) QDHS Bush Tucker Garden Proposal (ii) EMWS - Works Cost Estimate (iii) Western Stabilisers Quote
Owner/Applicant	Quairading District High School
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

1. That Council provide "In Kind" assistance in the form of Site Preparation Works on the Quairading District High School Campus for the Bush Tucker Garden Project.
2. That Council note that the Request from the Quairading District High School was received after the Council's Adoption of the 2021/2022 Budget and will be an additional Project.
3. That Council fund the Works from the existing Adopted Budget Allocations for Employee Costs, Materials and Contractors to the maximum Value of \$4,439.00.

____/____

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

- Council received a Presentation from representatives of the Quairading District High School on the 26th August 2021 detailing the Plans for the proposed Bush Tucker Garden Project.
- The School has established a number of Partnerships to bring the various components of the Project to fruition in the 2021 School Year.
- The School has sought "in kind assistance" from Council to assist with the removal of the old bitumen from the tennis court and to rip the ground for the Plantings.
- A Second Request, was for financial assistance towards the extension of the water supply pipe to the Bush Tucker Garden Site. In discussion with the P&C President, this request has been directed for the P&C to fund.
- The CEO and EMWS have subsequently liaised with the School Principal on the proposed Project.
- Due to the confined working area, a regional contractor has been called upon to quote on the stripping of the bitumen surface and to break up the gravel basecourse.
- Council Labour & Plant could then be utilised to cart the material to the Waste & Recycling Facility for reuse of suitable material as clean fill.

MATTER FOR CONSIDERATION

Extent of "In Kind" assistance towards the Quairading District High School's Bush Tucker Garden Project.

BACKGROUND

The EMWS has identified that Council does not have small enough Plant to strip the bitumen surface or to rip the basecourse, however Council Labour & Plant could be utilised to transport the stripped material to the WRF for reuse.

Attached is the costings for the removal of bitumen and disposal and preparing base for establishment of gardens.

The area is half of the tennis courts being 15metres x 29 metres (435M2)

Due to the confined area, regional Contractor Western Stabilisers were requested to quote:

Bomag to 20mm depth so Shire can remove existing seal.

Bomag to 220mm depth for base to be prepared for planting.

Shire Works Staff to remove 20mm of seal surface and transport to WRF site to be used as fill material.

In Summary, the total Cost of the Contractor component is \$3880.00 and Council Labour & Plant \$559.00, totalling \$4,439.00.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has not specifically budgeted for this Request as it has come after Council's Budget Workshops and Budget Adoption.

However, Council has budgeted for an overall Amount of \$1.46M in Materials & Contractors across all Council's Projects & Programs.

The Labour & Plant Cost of \$559.00 can be accommodated within the Townsite Road Maintenance and WRF Operating Budgets.

Council may support the Project for it to proceed and if necessary, any Variations required can be considered as part of Council's Budget Reviews in November 2021 and February / March 2022.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. Community
1.2 Provide social and cultural activities for all members of the community
3. Built Environment
3.1 Safe, efficient and well maintained road and footpath infrastructure
5. Governance and Leadership
5.1 Shire communication is consistent, engaging and responsive

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

COMMUNITY CONSULTATION

Consultation has occurred with the Acting Principal and the Quairading District High School and the President of the School P&C Association.

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

Financial - Risk Matrix Rating is assessed as Low. Whilst a relatively small financial commitment, Council has not budgeted specifically for this Project. Amount can be accommodated from the existing Adopted Budget for Materials & Contractors. Full extent of Council's Financial commitment has been identified.

Health - Risk Matrix Rating considered Low.

Reputation - Risk Matrix Rating is assessed as Low.

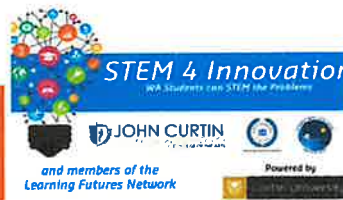
Operation - Risk Matrix Rating is assessed as Low. In Kind Work and engagement of Contractor within Council's normal Operations and Structure. Contractor utilised by Council for Road Stabilising Work.

Natural Environment - Risk Matrix Rating is assessed as Low. Materials from the Project Site can be utilised as Fill at the Waste & Recycling Facility.

Quairading Sustainable and Renewable Bush Tucker Garden



In partnership with:



Ballardong Elders Group

NRM Nyoongar Pathways Project

Shire of Quairading – Scope of Intended Works

What we are doing

QDHS is developing a Sustainable and Renewable Bush Tucker Garden.

The garden will be located on the old school tennis courts on the corner of Cubbine Road and Heggerty Street. This location is accessible by both the community and the school. The intention is to have it open during school hours and possible future openings via connections with the Tourism Centre. The garden will contain Bush Tucker from the local area and connects students and families with country.

We are already working closely with:

- NRM Pathways Project (Purchasing Plants)
- Ballardong Nyoongar Elders (Choice of plants/Indigenous Knowledge)
- Quairading CRC (TuckerBush Grant \$2500)
- Western Power (Solar power system/micro:bits robotics kits)
- STEM4Innovation (Project planning and engineering advice)
- John Curtain College (Drone support)
- Safety Bay College (FarmBots)
- Marine Industry Grants (\$4000 towards a solar classroom)

Why we are doing it

QDHS is committed to creating sustainable partnerships within the Quairading community and beyond. These partnerships are there to support and create a positive school environment for students to be successful in and expose them to future job opportunities within our community. Students feel connected to the community whenever we go 'on country', the garden is helping bring this experience onto the school site. We believe there is future opportunities for Cultural Tourism using the gardens and a meeting place for culturally significant dates.

- studying local plants, food, environment, culture
- develop robotic farm bots
- hosting events (reconciliation week, NAIDOC week, etc...)
- exposing community to the future of Western Power in rural communities (solar projects)

What we want from you

QDHS wants to continue to build on our existing relationship with the Shire of Quairading. We believe this can be a community space which will provide multiple opportunities to bring the community together in a positive space.

To make the court a usable and aesthetic space, we need the bitumen removed and disposed of.

- lifting and removal of bitumen
- disposal of bitumen
- ripping up the old base so it is workable to establish gardens (dig holes, etc...)

We would like to access the town water supply which already waters the oval – but eventually installation of rainwater tanks.

- trench dug and pipe laid to access the water (from the Pre-Primary building, approx. 50m)

School Site Plan



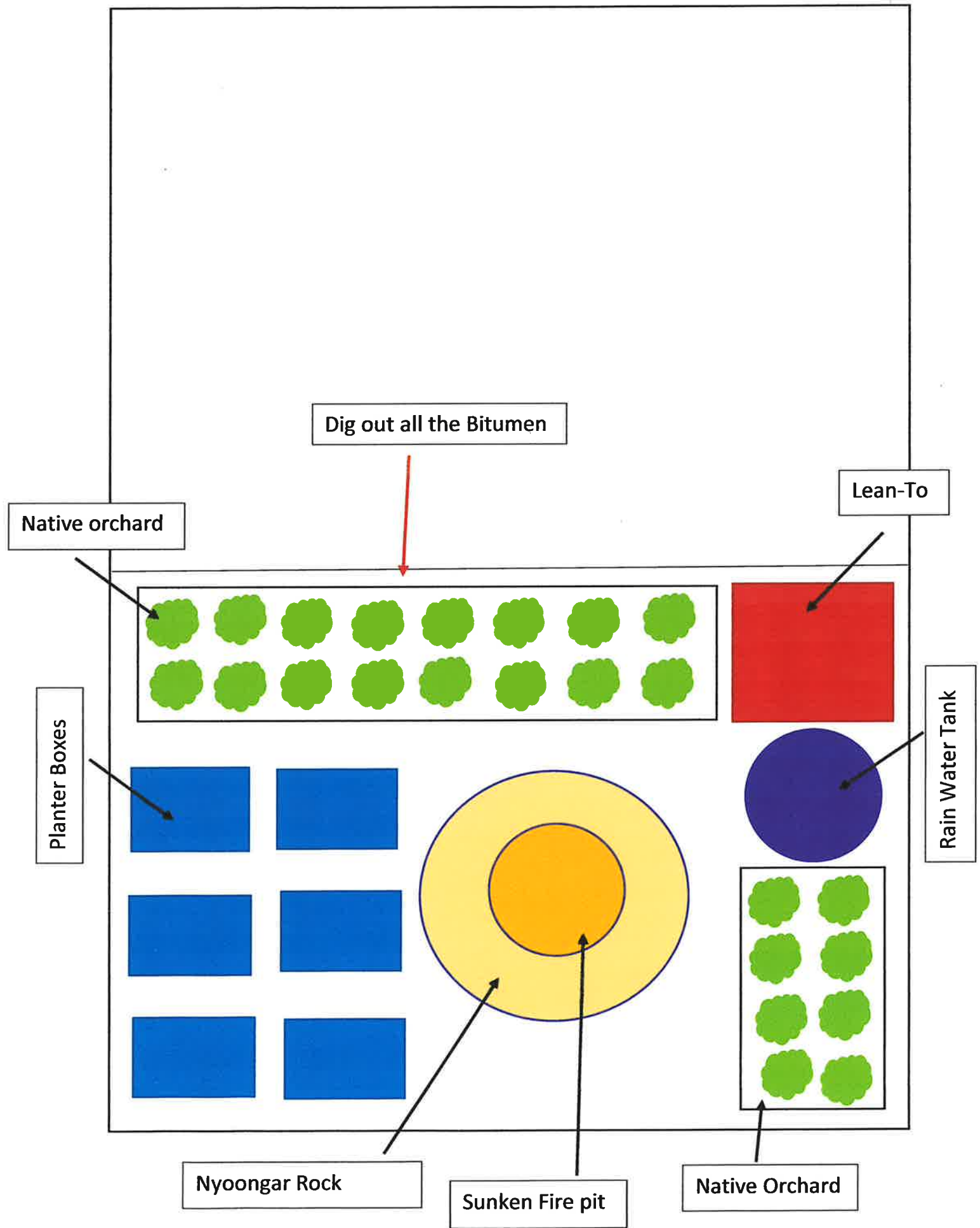
Key:

Tennis Court to be converted to a garden



Existing town water supply connection point





Shire of Quairading - Works Estimate Sheets

Ward _____ Road Name _____ Road No _____ Section from _____ km to _____ km

Description of Work **Quairading High School Bush Tucker Garden Tennis Court** Location of Gravel _____ Source of Funds _____

Machine	Remove Bitumen		Forming		Gravelling		Water Binding		Prime		Seal		Reseal		Slab Laying		Kerb Laying		Total Machine Hours
	Labour	Machine	Labour	Machine	Labour	Machine	Labour	Machine	Labour	Machine	Labour	Machine	Labour	Machine	Labour	Machine	Labour	Machine	
Grader																			0
Bobcat	4	4																	4
Loader																			0
Town Truck	4	4																	4
6 Wheeler/Dog																			0
6 Wheeler/Dog																			0
Multi Tyred Roller																			0
Excavator/mulcher																			0
Excavator																			0
Duelcab Truck																			0
Steel Roller																			0
Tractor Broom																			0
Prime Mover / Low Loader																			0
Ute																			0
Labourers																			0
Total Labour Hours	8		0		0		0		0		0		0		0		0		

Materials	Size	Quantity	Rate/Cost	Costs (\$)
RCP's				\$0.00
Headwalls Single				\$0.00
Headwalls Double				\$0.00
Cement				\$0.00
Guide Posts				\$0.00
Signs				\$0.00
Hire W/ Cart		4	\$140.00	\$560.00
Padfoot Hire				\$0.00
Semi Side tipper				\$0.00
Semi Side tipper				\$0.00
Sealing				\$0.00
Bomag		1	\$3,320.00	\$3,320.00
Culvert Contractors				\$0.00
Traffic Controll				\$0.00
Design				\$0.00
Survey/Pegging				\$0.00
Gravel Costs				\$0.00
Gravel Royalties				\$0.00
Water Costs KI				\$0.00
Service locator				\$0.00
Total Costs				\$3,880.00

Number of Days Work

Comments: _____

Machine	Hours	Plant Depreciation Rates	Plant Operation Rates	Plant Depreciation Costs (\$)	Plant Operation Costs (\$)
Q237 Grader	0			0.00	0.00
Q240 Grader	0				
Q368 Cat Loader	0			0.00	0.00
Q960 Multi Roller	0			0.00	0.00
Q3919 Steel Roller	0			0.00	0.00
Q4818 Excavator	0			0.00	0.00
Q430 Bobcat	4	15.31	10.70	61.24	42.80
Q3854 Case Backhoe	0			0.00	0.00
Q3870 Hino Town Truck	4	11.81	10.87	47.24	43.48
Q272 6 Wheel Truck	0			0.00	0.00
Q5122 6 Wheel Truck	0			0.00	0.00
Q450 Cat Prime Mover	0			0.00	0.00
Q582 Duel Cab Truck	0			0.00	0.00
Q4159 Cherry Picker	0			0.00	0.00
Q5191 Tennant Sweeper	0			0.00	0.00
Q3446 Ass Town Gardner Ute	0			0.00	0.00
Q465 Utility	0				0.00
Q651 Spray Utility	0				0.00
Q633 Excavator Utility	0				0.00
Q754 Tractor/Broom					0.00
	0			0.00	0.00
Total Plant hours	8			108.48	86.28

Ward 0
 Road Name 0
 Road Number 0
 Section 0.00 to 0.00

Labour	Wages	240.40	
	Overheads	124.26	
Materials		3880.00	
Plant Operating Costs		86.28	
TOTAL COSTS		4330.94	NO DEPRECIATION
Plant Depreciation Costs		108.48	
TOTAL COSTS		4439.42	WITH DEPRECIATION

Labour Hours	Labour Rate	Overhead Percentage	Labor Cost (\$)	Overheads Cost (\$)	Total Labour Cost (\$)
8	30.05	52%	240.40	124.26	364.66

QUOTE - RSQ180
Scope - 1



To: Shire of Quairading
Attention: Allan Rourke
Email: works@quairading.wa.gov.au
No. of Pages 1 (including this page).
Subject: Remove existing seal and break up existing tennis court pavement.

Date: 16/08/2021
From: Siva Thillainath
Email: roadseal_wa@outlook.com

Dear Allan,

Thanks for the opportunity to price the work as requested.

- pulverise top 20mm of seal so that it can be removed
- break up existing gravel basecourse.

I would expect that this work will take at least a day to complete. Depending on when it is done and existing ground moisture, you may need to add some water. I have made no allowance for this.

Scope and Prices Project Scope Document No. 1
Hire of Positrack Mixer
 \$2,400 Lump Sum
Mobilisation / demobilisation of machine.
 \$820 Lump Sum Mobilisation for Mixing

Additional Charges **Machine Damage** Normal wear and tear has been included within the costs shown above. In the event of the stabiliser incurring damage due to the striking of buried objects or rock, a charge of \$ 10 per pick over an above normal usage of 20 per 1500 cubic metres of mixed/pulverised material will apply. Damage to pick holders will incur a charge of \$ 35 per holder. STPL Site Representative will be the sole judge of machine damage.

Terms **The rates above are quoted free of any goods and services tax "GST".**
A GST of 10% will be added to the final pre-GST invoice total.
 This quotation is valid for 90 days from date shown above.
 The terms of payment are strictly 30 days from the date of invoice.

Should you have any queries, please don't hesitate to call me on 0429 364 236.

S J Thillainath

SIVA THILLAINATH
MANAGER

Address P O Box 1331
 BIBRA LAKE DC WA 6965
 Phone 0429 364 236

ITEM 15 URGENT COUNCILLORS' BUSINESS

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

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

- (a) "a matter affecting an employee or employees".
- (b) "the personal affairs of any person".

MOVED _____ SECONDED _____

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

- 16.1 Chief Executive Officer's Annual Performance Review (Confidential Item)
- 16.2 Chief Executive Officer – Offer of Employment (Confidential Item)

____/____

VOTING REQUIREMENTS – Simple Majority

16.1 Chief Executive Officer's Annual Performance Review (Confidential Item)

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

16.2 Chief Executive Officer – Offer of Employment (Confidential Item)

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

MOVED _____ SECONDED _____

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

____/____

16.3 Public Reading of Resolution

Should there be any members of the public in attendance at the re-opened Meeting, the Shire President is to read aloud the decisions made by Council while the Meeting was closed to the public.

ITEM 17 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 30th September 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 18 CLOSURE

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