



# Ordinary Council Meeting

## Notice of Meeting | 29<sup>th</sup> July 2021

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 29<sup>th</sup> July 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: 23<sup>rd</sup> July 2021

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### Disclaimer

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

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# CONTENTS

## Agenda Item

Page

Agenda Item		Page
ITEM 1	OPENING & ANNOUNCEMENTS.....	3
ITEM 2	ATTENDANCE AND APOLOGIES .....	3
ITEM 3	PUBLIC QUESTION TIME.....	3
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS.....	4
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE.....	4
ITEM 6	DECLARATIONS OF INTEREST.....	4
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING .....	5
7.1	Confirmation of Minutes: Ordinary Council Meeting – 27 <sup>th</sup> May 2021.....	5
7.2	Business Arising.....	5
ITEM 8	RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS) .....	39
8.1	Reconciliation Action Plan Committee Meeting – 16 <sup>th</sup> June 2021 (Attached).....	39
ITEM 9	RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION.....	56
ITEM 10	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING .....	57
ITEM 11	MATTERS FOR CONSIDERATION – FINANCE & AUDIT .....	58
11.1	Accounts for Payment – June 2021.....	58
11.2	Financial Information–Statements of Income and Expenditure for the Period Ending – 30 <sup>th</sup> June 2021	65
11.3	Adoption of the 2021/2022 Statutory Budget.....	93
ITEM 12	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION .....	135
12.1	Strategic Community Plan (SCP) 2021 - 2031.....	135
12.2	Draft Code of Conduct Behaviour Complaints Management Policy .....	158
ITEM 13	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING .....	184
ITEM 14	MATTERS FOR CONSIDERATION – WORKS .....	185
ITEM 15	URGENT COUNCILLORS’ BUSINESS .....	186
ITEM 16	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2) .....	187
ITEM 17	NEXT MEETING DATE.....	187
ITEM 18	CLOSURE.....	187

## SHIRE OF QUAIRADING

### ITEM 1 OPENING & ANNOUNCEMENTS

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The Shire President opened the Meeting at \_\_\_\_\_ pm.

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

An Invitation has been extended to OIC Sgt Annette Herod, Leah Boehme - relieving QDHS Principal and Jedda Trueman - relieving QDHS Deputy Principal to join Council for Afternoon Tea.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

Mr GA Fardon	Chief Executive Officer
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 A Strauss	Executive Officer

#### Observers/Visitor

#### Apologies

#### Leave of Absence Previously Granted

### ITEM 3 PUBLIC QUESTION TIME

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## ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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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.

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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## ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

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

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## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes: Ordinary Council Meeting – 24<sup>th</sup> June 2021

#### RECOMMENDATION

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

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

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

**Voting Requirements – Simple Majority**

### 7.2 Business Arising

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## SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 24<sup>th</sup> June 2021 commencing at 2.00 pm

### ITEM 1 OPENING & ANNOUNCEMENTS

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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".

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

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

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

1 Minute Silence was observed for the Late Mr Greg Hadlow on his Passing.

Mr Hadlow was proudly born & bred in Dangin and was a longstanding LG Officer over multiple Councils.

His last position was CEO for the Shire of Kulin for 17 years (1995-2001 and 2005-2016) until his Retirement in 2016 due to ill health.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr N Gilfellow	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mrs A Strauss	Executive Officer

#### Observers/Visitor

Mr David Collard

#### Apologies

Cr JW Haythornthwaite	
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy

#### Leave of Absence Previously Granted

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

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

### ITEM 3 PUBLIC QUESTION TIME

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

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

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Mr David Collard provided Council with an update on the Nyoongar Pathways Program which was implemented as a Pilot Project at the Quairading District High School three years ago.

Mr Collard advised that the Program has been very well received by all Students with lessons in "Noonygar Science" alongside "Wadjala Science" and that the Staff are to be commended for the manner in which the Program has introduced and delivered. Mr Collard spoke of the many strong Partnerships (Social and Educational) that have been fostered since the Program commenced in Quairading.

Cr Davies thanked Mr Collard for his passion and enthusiasm for the further education and extension of the Students at Quairading District High School.

#### **3.30 pm**

Mr Collard left the meeting.

### ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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Nil.

### ITEM 6 DECLARATIONS OF INTEREST

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Nil, at this time.

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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

**RESOLUTION: 181-20/21****MOVED Cr McGuinness SECONDED Cr Jo Haythornthwaite**

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

**CARRIED 5/0**

### 7.2 Business Arising

Nil.

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

**RESOLUTION: 182-20/21****MOVED Cr McGuinness SECONDED Cr Stacey**

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

**CARRIED 5/0**

### 7.4 Business Arising

CEO Graeme Fardon informed that Meeting that Mrs Leah Horton has been engaged as the Executive Manager of Corporate Services and will start on the 5<sup>th</sup> July 2021 for a two-week handover period with Mr Nathan Gilfellow.

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

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*No matters for consideration.*

## ITEM 9 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 9.1 Accounts for Payment – May 2021

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

### OFFICER RECOMMENDATION

#### RESOLUTION: 183-20/21

#### MOVED Cr Jo Haythornthwaite SECONDED Cr Stacey

That Council note the following:

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

**CARRIED 5/0**

### IN BRIEF

Payments are per attached schedules 9.11/2/3

### MATTER FOR CONSIDERATION

Note the Accounts paid during May 2021.

### BACKGROUND

Accounts paid are required to be submitted each month.

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

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

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

### OFFICER RECOMMENDATION

#### RESOLUTION: 184-20/21

#### MOVED Cr Hippisley SECONDED Cr McGuinness

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

**CARRIED 5/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

### BACKGROUND

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

### STATUTORY ENVIRONMENT

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

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

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

### POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

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

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

#### OFFICER'S RECOMMENDATION

##### **RESOLUTION: 185-20/21**

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

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

**CARRIED 5/0**

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

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

##### **RESOLUTION: 186-20/21**

##### **MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness**

*RECOMMENDATION: AR17-20/21*

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

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

**CARRIED 5/0**

#### **2) Grant Funding Status Report**

##### **RESOLUTION: 187-20/21**

##### **MOVED Cr Stacey SECONDED Cr McGuinness**

*RECOMMENDATION: AR18-20/21*

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

Council notes the Grants Status Reports dated June 2021.

**CARRIED 5/0**

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

**RESOLUTION: 188-20/21**
**MOVED Cr Hippisley SECONDED Cr Jo Haythornthwaite**

*RECOMMENDATION: AR19-20/21*

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

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

**CARRIED 5/0**

### 4) Annual Assessment Report on Community Engagement

**RESOLUTION: 189-20/21**
**MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley**

*RECOMMENDATION: AR20-20/21*

That the Audit & Risk Committee Recommend to Council:

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

**CARRIED 5/0**

#### IN BRIEF

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

#### MATTER FOR CONSIDERATION

Committee Recommendations to Council.

#### BACKGROUND

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

RECOMMENDATION: AR17-20/21

RECOMMENDATION: AR18-20/21

RECOMMENDATION: AR19-20/21

RECOMMENDATION: AR20-20/21

#### STATUTORY ENVIRONMENT

**AR17-20/21**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

5. CEO's duties as to financial management

(1) Efficient systems and procedures are to be established by the CEO of a local government –

(a) for the proper collection of all money owing to the local government; and

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

## **POLICY IMPLICATION**

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

## **FINANCIAL IMPLICATIONS**

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

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

### **AR18-20/21**

Nil

### **AR19-20/21**

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

The Annual Budget treats Current Leave as Accruals.

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

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



**AR20-20/21**

Nil

**STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027****Governance Objective: Strong governance and community engagement**

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

**COMMUNITY CONSULTATION**

N/A

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

Financial – Risk Matrix Rating considered Low. AR19-20/21 - Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low. Financial Management Review is a legislative requirement.

Operation – Risk Matrix Rating considered Low. All Audit and Risk Matters are undertaken as part of Council's operations and within Council's structure and resources. Financial Management Review was undertaken by Independent Audit Consultants

Natural Environment – Risk Matrix Rating considered Low.

## ITEM 10 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 10.1 WALGA – Notice of Annual General Meeting

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

### OFFICER RECOMMENDATION

That Council: -

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

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

#### RESOLUTION: 190-20/21

#### MOVED Stacey SECONDED Cr Jo Haythornthwaite

That Council: -

1. Nominate Cr McGuinness and Cr Jo Haythornthwaite as Voting Delegates; and
2. Cr Davies and the Cr Hippisley as proxy Voting Delegates

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

**CARRIED 5/0**

#### Reason for Variation to Officer's Recommendation

Council determined Elected Members attending the WALGA Annual General Meeting and appointed Voting Delegates and Proxy Delegates.

### IN BRIEF

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

## MATTER FOR CONSIDERATION

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

### BACKGROUND

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

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

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

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

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

Council's Standing WALGA/CCZ Delegates are: -

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

Voting Delegate 2, Deputy Shire President, Cr Jo Haythornthwaite

Proxy 1, Shire President, Cr Wayne Davies

Proxy 2, Chief Executive Officer, Mr Graeme Fardon.

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

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

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

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

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

### STATUTORY ENVIRONMENT

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

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

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

### POLICY IMPLICATIONS

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

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

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

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

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

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

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

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

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

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

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

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

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?

- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

## 10.2 Free of Charge Camping Options

**Meeting Date** 24<sup>th</sup> June 2021

**Responsible Officer** CEO Graeme Fardon

**Reporting Officer** CEO Graeme Fardon

**Attachments** Nil

**Owner/Applicant** N/A

**Disclosure of Interest** CEO - Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 191-20/21

#### MOVED Cr McGuinness SECONDED Cr Hippisley

1. That the Officers Report on "Free Camping" be received
2. That Council declare "Toapin Weir Camping / Picnic Area" as a Free of Charge Camping Area
3. That Council retain the "Permit to Rest Area" for Self Contained RV / Caravans on the Overflow Area within the Greater Sports Ground Precinct.
4. Council acknowledge and support Camping at the Wamenusking Sports Club (Reserve No 11689) with management by the Wamenusking Sports Club.

**CARRIED 5/0**

Note - "Permit to Rest Area" will incur the subsidised Camping Fee of \$ 5.50 (inc GST) per Night.

### IN BRIEF

- Council initially through an Information Session earlier in 2021 discussed the merits of investigating options for "Free of Charge Camping" in the District.
- Council at the April 2021 OCM resolved that an Officers Report be prepared for the June 2021 Council Meeting.
- Report outlines existing Caravan / Camping Facilities and offer some Options for Council's Consideration.

### MATTER FOR CONSIDERATION

Officers Report on Free of Charge Camping Options.

### BACKGROUND

Council at its Ordinary Council Meeting held 29<sup>th</sup> April 2021 resolved as follows: -

#### "Free Camping" options in the District

#### RESOLUTION: 159-20/21

*That the Administration conduct further investigation into "Free Camping" options in the District and report back to Council with recommendations to the June 2021 Ordinary Council Meeting.*

Approximately 15 years ago, Quairading was designated as a "RV Friendly Town" under the RV Friendly Town Scheme administered through the Campervan and Motorhome Club of Australia (CMCA). There is

a requirement to fulfil the essential criteria of providing a short term parking area for self-contained recreational vehicles, however there was no prescription at that time by CMCA that the parking was to be "Free of Charge". The CEO's discussions and agreement with CMCA representatives over the years has been that a low fee can be applied for the self-contained RV's.

### **Current Camping Options**

#### **Quairading Caravan Park**

Situated within Reserve No 15546 which is vested in the Shire.

Short Term Occupancy Permitted – up to 3 Months

Park Capacity: -

20 Powered Caravan / RV Sites

4 Powered Tent Sites

4 Unpowered Tent Sites

Fees apply to all Sites.

Council has been very successful with the redevelopment of the Caravan Park and through active paid and unpaid Promotion the occupancy rate has exceeded the initial business plan for the Park.

#### **Overflow Camping / Showgrounds Area**

Situated to the East of the Bowling Club and accessed on the Right hand side as RV's enter the Greater Sports Ground

This Area is flat, tree lined to the West and South and is well suited to the parking up of Self Contained RV's and Caravans that do not wish to utilise the facilities within the Caravan Park nor connect to Power and Water.

Council does have a row of Power boxes in this Area but these are generally locked and utilised only if a large number of RV's / Van are in Town (i.e. RV Rally)

Camping in this considered Short Term (1-3 days) and attracts a Permit to Rest Fee of \$5.50 (inc GST) per day.

The Campers can access the Ablutions adjoining the Agricultural Hall but as Council is aware these facilities are very dated and not compliant with Standards for modern public ablutions.

There has been feedback from some Campers (on WikiCamps and locally) that there is often confusion on where the Area is and also Campers are seeking out Free Camping rather than Low Cost Fees.

Council may want to consider the both merits and disadvantages of offering the Overflow Area as a Free Camping Area for fully self-sufficient RV's and Caravans for the limit of up to 3 days versus trying to attract Campers into the Caravan Park for the daily Fee of \$30.00 per Van.

There are economic benefits to attracting more travellers to stay in Quairading or to extend their stay.

#### **Toapin Weir**

Council has developed over time a Picnic and Camping Area at Toapin Weir

The Reserve is Occupied under a Licence to Use Agreement with the Water Corporation.

The Area is serviced with a Flushing Single Toilet, Electric Barbecue, Non Potable water from Rainwater Tank and Rubbish bins.

The Picnic and Camping Area is serviced weekly by Council Staff.

Council Staff also undertake weed control and Slashing on a seasonal basis.

This Area is very popular with Visiting Campers.

In the past, Council attempted to seek a "Permit to Rest" Fee but this has been largely on an Honour basis as a number of Campers stay at Toapin Weir Reserve and do not attend the Shire Office.

Interestingly, Council has not formally had a Camping Fee set for the Toapin Weir Site.

It is highlighted that the issue has been discussed by the Tourism Steering Group who have supported the recent strategy by Council's Administration to publicise that Toapin Weir Campsite does not attract a Fee.

This initiative has been well received by Campers that have provided feedback to Council Staff.

### **Wamenusking Sports Club**

Situated on Reserve 11689 which is vested in the Shire for the purpose of "Recreation"

The Reserve is occupied by the Wamenusking Sports Club

Council does have the Wamenusking Volunteer Bush Fire Brigade Shed located on the Reserve

All Facilities at the Clubhouse, including Ablutions are owned and managed by the Sports Club.

On occasions travellers do stay overnight at this Site without Notice or Club Permission.

The Club does conduct events such as Hosting Archery Events or Caravan Clubs on occasions.

To date, this Reserve has not been publicised by Council as a Camp Site and any arrangements for camping are administered by the Sports Club.

There are no Council Fees & Charges set for Camping at the Wamenusking Reserve.

### **Roadside Layby at Dangin**

Campers often are observed pulled up in the Layby within the Dangin Townsite.

It is considered that this is often travellers who have stopped for the night because of the "Free Camping" or do not wish to stay in Town.

Please refer to the provisions of the Caravan and Camping Grounds Regulations below relating to staying up to 24 hours in a "Roadside Rest Area".

## **DISCUSSION**

A review of a number of other Councils has indicated a wide variance on their stance on Free Camping ranging from supporting and providing Free Camping Areas to total Prohibition of Camping outside of registered caravan Parks and Camping Grounds.

Several similar sized Councils have been debating and / or trialling Free of Charge camping in recent years.

### Nearby Free Camping Options

#### **Shire of Bruce Rock**

##### **Kwolyin Campsite**

Kwolyin Campsite is situated on what used to be the old football oval. You wouldn't know it. Pristine bush, with orchids, flowering annual and sandalwoods surround the camp. Rarely can you sit in a picnic shelter and look on at orchids on the sides of the shelter. Or, park your caravan in a dedicated bay in the bush.



The camp boasts toilets, camp kitchen, large & small shelters, dedicated tent camping and caravan bays, campfires with BBQ plate (April until Sept only), bush walks and a pioneer walk trail through the old campsite & more.

There are no camping fees, and bookings are not required.

## **Shire of York**

### **Gwambygine Park (Ascent)**

Located approx. 11km South of York along Great Southern Highway (towards Beverley).

A 24-hour free RV camping location the park has toilets, free gas BBQ's and potable drinking water.

## **Shire of Merredin**

### **Merredin Peak Reserve**

#### **RV Friendly 24 Hour Overnight Site**

Short term camping at the Merredin RV 24-hour site at Merredin Peak is for fully self-contained recreational vehicles (RV) and will be permitted subject to the following conditions:

1. Only fully self-contained vehicles with waste water tanks are permitted. In this instance, the definition of fully self-contained is a caravan or motorhome with the ability to store grey water;
2. Keep noise to a minimum, compressors & generators are not to be used to the annoyance of other campers; and
3. The area used is left in a clean and tidy condition and all rubbish is to be removed.

### Other Options in the Townsite

Individual Councillors and Community Members have identified several areas or locations within the Townsite which may be considered suitable, including: -

- Reserve 36774 situated to the South and West of the "Bowling Club Dam" off Parker Street  
This Reserve totalling 10 hectares is Vested in the Shire for the purpose of "Wildlife Park" and Council has proposed for the development of Passive Walk Trails and Rest Points/Benches within the Reserve.
- The new Caravan Parking Area to the west of Cubbine Road in Heal Street.  
The Main Road and Heal Street has been modified to better accommodate the parking of Vans near to the War Memorial and a short walk to the Shopping Centre Precinct.

There are several residences in this locality.

## **STATUTORY ENVIRONMENT**

### *Caravan and Camping Grounds Act 1995*

15. Local government may operate facility in its district without licence
  - (1) Despite section 6, a local government is not required to hold a licence to operate a facility in its district but sections 13 and 31 and all subsidiary legislation made under this Act apply to a local government which operates a facility in its district as if it were the licence holder in respect of the facility.
  - (2) A local government must ensure that all facilities that it operates in its district are inspected in accordance with section 21 and that any works specification notice given

*Caravan and Camping Grounds Regulations 1997*

10. Where person may camp

A person may camp only –

- (a) at a site in a caravan park or camping ground, as appropriate, licensed under the Act; or
- (b) in accordance with regulation 11.

Penalty: a fine of \$1 000.

*[Regulation 10 amended: Gazette 12 Dec 2014 p. 4733.]*

11. Camping other than at caravan park or camping ground

(1) A person may camp –

- (a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval; or
- (b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area; or
- (c) for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve; or
- (d) on any land which is –
  - (i) held by a State instrumentality in freehold or leasehold; or
  - (ii) dedicated, reserved, or set apart under the *Land Administration Act 1997* or any other written law, and placed under the care, control or management of a State instrumentality,
 in accordance with the permission of that instrumentality; or
- (e) on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the *Land Administration Act 1997*, or a person authorised by the Minister to give permission under this paragraph.

(2) Written approval may be given for a person to camp on land referred to in subregulation (1)(a) for a period specified in the approval which is longer than 3 nights –

- (a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months; or
- (b) by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or
- (c) despite paragraph (b), by the local government of the district where the land is situated –
  - (i) if such approval will not result in the land being camped on for longer than 12 consecutive months; and
  - (ii) if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a permit has effect in relation to the land.

(3) In this regulation –

**emergency** means a situation where to move the caravan or other vehicle to a more suitable area would constitute an immediate and serious hazard due to the condition of the caravan or other vehicle, or a vehicle towing the caravan, or of the driver, or passengers, of any such vehicle;

**permit** means a building permit or a demolition permit as defined in the *Building Act 2011* section 3;

**road side rest area** means an area designated by a traffic sign erected in accordance with a written law, as an area which may be used for 24 hours for –

- (a) resting; or
- (b) stopping; or
- (c) camping,

in a vehicle;

**State instrumentality** has the same meaning as it has for the purposes of the *Land Administration Act 1997*;

**unallocated Crown land** has the same meaning as it has for the purposes of the *Land Administration Act 1997*;

**unmanaged reserve** has the same meaning as it has for the purposes of the *Land Administration Act 1997*.

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

Minimal Income received from "Permit to Rest" Fees.

Possible loss of Caravan Park Income, if Free of Charge Camping is introduced on the Overflow Area in the Greater Sports Ground Precinct.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Economic Objective: Growing economy and employment opportunities

ITEM	OUTCOMES AND STRATEGIES
ED2	Tourism facilities and services
ED2.1	Contribute to readily accessible visitor information and services, including good quality, affordable visitor accommodation

## COMMUNITY CONSULTATION

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

Feedback on Free Camping has been provided by several members of the Tourism Steering Group.

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low.

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Nil.

**10.3 LEMC Minutes – 10<sup>th</sup> June 2021**

**Meeting Date** 24<sup>th</sup> June 2021

**Responsible Officer** CEO Graeme Fardon

**Reporting Officer** CEO Graeme Fardon

**Attachments** (i) LEMC Minutes – 10<sup>th</sup> June 2021

**Owner/Applicant** LEMC Committee

**Disclosure of Interest** CEO - Nil

**OFFICER RECOMMENDATION****RESOLUTION: 192-20/21****MOVED Cr Jo Haythornthwaite SECONDED Cr Hippisley**

That Council receive the Minutes of the Local Emergency Management Committee for its Meeting of 10<sup>th</sup> June 2021.

**CARRIED 5/0****IN BRIEF**

- Local Emergency Management Committee (LEMC) Meeting held on the 10<sup>th</sup> June 2021.
- No Committee Recommendations to this Council Meeting
- The LEMC meets Quarterly

**MATTER FOR CONSIDERATION**

Receival of the Minutes of the LEMC Committee Meeting.

**BACKGROUND**

The Local Emergency Management Committee met on 10<sup>th</sup> June 2021 from which there were no recommendations for Council's consideration.

Local governments are key players in the State's emergency management arrangements and provide expert knowledge about their communities and environments. It is their role to ensure that local emergency management arrangements are prepared and maintained, as well as to manage recovery after an emergency.

Under section 38 of the *Emergency Management Act 2005*, a local government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government's district. However, local governments may unite for the purposes of emergency management and establish one or more LEMC for their combined districts. The LEMC is to be managed and chaired by the local government, with representation from organisations and agencies that play a key role in emergency management within their district.

The functions of a LEMC, in relation to its district or the area for which it is established, are:

- to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMAs) are established for its district;

- to liaise with public authorities and other persons in the development, review and testing of the LEMA; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

## STATUTORY ENVIRONMENT

*Emergency Management Act 2005*

s.38 – Local emergency management committees

s.41 – Emergency management arrangements in local government.

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

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

ITEM	OUTCOMES AND STRATEGIES
S3	Safe community
S3.1	Support emergency services planning, risk mitigation, response and recovery

## COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Legislative requirement for Council to establish and maintain a LEMC. LEMC's are required to meet Quarterly (including any Exercises). As this is a Statutory Committee the Minutes of their Meetings are to be presented to Council and published on the Shire Website.

Operation – Risk Matrix Rating is assessed as Low. LEMC operates within Council's current structure and resources. Effectiveness of the LEMC is subject to active engagement of Council Representatives and all Agencies represented on the LEMC.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

Under Section 41 of the *Emergency Management Act 2005*, a local government is to ensure that emergency management arrangements are in place for that local government district.

## 10.4 Draft Strategic Community Plan (SCP) 2021-2031

<b>Meeting Date</b>	24 <sup>th</sup> June 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EXCPS Richard Bleakley
<b>Attachments</b>	(i) Draft Strategic Community Plan 2021-2031
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 193-20/21

#### MOVED Cr McGuinness SECONDED Cr Hippisley

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.

**CARRIED BY ABSOLUTE MAJORITY 5/0**

### IN BRIEF

- Council adopted the 2017-2027 SCP in October 2017.
- A Minor Review of the SCP was undertaken during 2019 and the Reviewed Plan Adopted by Council in December 2019.
- Council is required to undertake a Major Review of the SCP at least once every 4 Years.
- Key Strategic Planning Document for the period 2021-2031, which sets out the Vision, Aspiration and Objectives of the Community.
- Draft Plan prepared following extensive Community Consultation and Workshops with Councillors & Staff facilitated by the Consultant.
- Recommended that the Draft Plan be publicised inviting Public Submissions for a period of 3 weeks.
- Any Public Submissions received are to be considered by Council as part of the Officer's Report to be prepared for the July 2021 Council Meeting where the Final Strategic Community Plan will be considered for Adoption.
- Adopted SCP to be publicised by Local Public Notice and SCP to be published on the Shire Website.

### MATTER FOR CONSIDERATION

Adoption of the Draft Strategic Community Plan 2021-2031.

## BACKGROUND

The Original Strategic Community Plan (SCP) was developed and Adopted by Council in 2013.

The second SCP was adopted by Council in October 2017 and a Minor Review Report prepared and adopted by Council in December 2019.

Council budgeted for a major Review to be conducted during the 2021/2022 Year and proceeded to engage Regional Consultants 150Square Pty Ltd to assist Council by facilitating the Community Engagement Phase, Workshops with Councillors and Staff and preparation of the Draft Plan with input and review by Council's Management Team.

The Community Engagement Phase achieved 243 Contacts / Responses being 23% of the Districts Estimated Population of 1019 persons.

The Draft Plan has captured the Themes and Priorities identified from the Community Engagement Phase and includes: -

- Community
- Economic and Tourism Development
- Built Infrastructure
- Natural Environment
- Efficiency and Effectiveness
- Financial Profile.

## STATUTORY ENVIRONMENT

*Local Government Act 1995 Section 5.56*

### 5.56. Planning for the future

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

*Local Government (Administration) Regulations 1996 Part 5 Division 3*

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

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to –
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and



- (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
- \*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

#### 19D. Public notice of adoption of strategic community plan

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

#### **POLICY IMPLICATIONS**

Nil.

#### **FINANCIAL IMPLICATIONS**

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

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

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

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

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

## **COMMUNITY CONSULTATION**

Extensive Community Consultation occurred during the Community Engagement Phase of the Strategic Plan Review. Upon Adoption of the Draft SCP, the Draft will be publicised and Submissions invited from the Community.

Community Submissions must be considered by Council prior to the Final SCP is adopted by Council.

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

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

Health – Risk Matrix Rating is assessed as Low.

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

Operation – Risk Matrix Rating is assessed as Low.

Natural Environment – Risk Matrix Rating is assessed as Low.

### **COMMENT**

Community Feedback will be sought on the Draft SCP and any Community Submissions will be considered before the Final Strategic Community Plan 2021-2031 is Adopted by Council.

ITEM 11      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

ITEM 12      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

ITEM 13      URGENT COUNCILLORS' BUSINESS

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*No matters for consideration.*

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

### **RESOLUTION: 194-20/21**

#### **MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness**

That Council accept the late Confidential CEO Report - .14.1 Civil Works Contract – Variation to Contract (Confidential Item).

**CARRIED 5/0**

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

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

### **RESOLUTION: 195-20/21**

#### **MOVED Cr Jo Haythornthwaite SECONDED Cr McGuinness**

That Council consider the late confidential report listed below in a meeting closed to the public at 3.19pm in accordance with Section 5.23(2) of the Local Government Act 1995:

14.1 Civil Works Contract – Variation to Contract (Confidential Item)

**CARRIED 5/0**

### **14.1 Civil Works Contract – Variation to Contract (Confidential Item)**

#### **OFFICER RECOMMENDATION**

### **RESOLUTION: 196-20/21**

#### **MOVED Cr McGuinness SECONDED Cr Stacey**

1. That Council approve a Variation to the Civil Works Contract with Ringa Civil Pty Ltd to the value of \$64,450 (exc GST) for the Winmar Road Stormwater Drainage works.
2. Council support the inclusion of the Winmar Road Stormwater Drainage Project in the 2021/2022 Capital Works Budget.
3. That Council note that full Funding for the Project is provided under the Roads to Recovery Program in the 2021/2022 Year.

**CARRIED 5/0**

**RESOLUTION: 197-20/21**

**MOVED Cr McGuinness SECONDED Cr Hippisley**

That the meeting be open to members of the public at 3.21 pm.

**CARRIED 5/0**

**14.2 Public Reading of Resolution**

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

**ITEM 15      NEXT MEETING DATE**

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 29<sup>th</sup> July 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

Shire President Cr Wayne Davies thanked the Executive Manager of Corporate Services, Mr Nathan Gilfellow for his contribution to Council and wished him well in his future endeavours.

**ITEM 16      CLOSURE**

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There being no further business, the Chairman closed the Meeting at 3.22 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 24<sup>th</sup> June 2021 were confirmed 29<sup>th</sup> July 2021 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 29/07/21

**ITEM 8      RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)**

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**8.1      Reconciliation Action Plan Committee Meeting – 16<sup>th</sup> June 2021 (Attached)**

**RECOMMENDATION**

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

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

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

**Voting Requirements – Simple Majority**

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## SHIRE OF QUAIRADING

### Reconciliation Action Plan Committee

The Reconciliation Action Plan Committee Minutes of Meeting held on Wednesday 16<sup>th</sup> June 2021 commencing at 10.05 am.

#### ITEM 1 OPENING & ANNOUNCEMENTS

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

Cr Stacey commenced meeting with Acknowledgement of Country: -

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

#### ITEM 2 ATTENDANCE AND APOLOGIES

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##### 2.1 Committee Members

Cr Trevor Stacey	Councillor
Ms Margaret Collard	Nyoongar Representative – Blurton Family
Mrs Muriel Collard	Nyoongar Representative – Collard Family
Mrs Janet Colbung	Nyoongar Representative – Colbung Family
Mrs Winnie McHenry	Nyoongar Representative – Winmar Family
Mrs Cynthia Dann	Nyoongar Representative – Yarran Family - Proxy
Ms Jill Hayes	Quairading CRC / Wadjala Representative

##### 2.2 Council Officers

Mr Richard Bleakley	Executive Manager Community, Projects and Strategy
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##### 2.3 Observers / Invited Guests

A/Sargent Eddie Duffy	Quairading Police
Mrs Pauline Wray	Principal QDHS
Mrs Karleen Walling	Shire Medical Centre
Mr Murray Hansen	Nyoongar Community
Mr Jason Colbung	Nyoongar Community
Ms Danielle Hayden	Nyoongar Community
Mr Charlie Colbung	Nyoongar Community
Mr David Collard	Nyoongar Pathways
Mr Jedda Trueman	Temp Acting Deputy Principal QDHS (Semester 2)



## 2.4 Apologies

Ms Dallas Yarran	Nyoongar Community
Cr Wayne Davies	Shire President
Mr Murray Yarran	Nyoongar Community
Mrs Marilyn Reidy	Nyoongar Community

## ITEM 3 DECLARATIONS OF INTEREST

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

Nil, at this time.

## ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

### 4.1 Confirmation of Minutes – 10<sup>th</sup> March 2021

#### **MOVED Mrs Pauline Wray SECONDED Mrs. Margaret Collard**

That the Minutes of the Reconciliation Action Plan Committee Meeting held on 10<sup>th</sup> March 2021 be confirmed as a true and correct record of that Meeting.

**CARRIED**

### 4.2 Business Arising

- Groves – Ablutions and other facilities
    - Raised the issue of whether there should be basic facilities on the site as is the case in many cultural reserves.
- Response:**
- Council passed a resolution that the installation of ablutions and basic facilities be investigated.

## ITEM 5 ITEMS FOR DISCUSSION

### 5.1 Reconciliation Action Plan 2019-2021

#### **Report provided by Richard Bleakley**

Provided feedback from the RAP Workshop held on 31<sup>st</sup> March 2021

Presentation and distribution of a Draft Innovate Reconciliation Action Plan - 2021-23.

Request for feedback on Draft prior to submission to Reconciliation Australia.

Matters agreed upon:

- Meetings should be held every two months.
- Revisit the RAP Committee Terms of Reference
- Selection of Family members for the RAP Committee.

## 5.2 Strategic Community Plan Review

Update on Strategic Community Plan review

- Community survey completed including Workshop with Noongar Elders on 31<sup>st</sup> March 2021.
- Draft SCP to be presented to Council on 24<sup>th</sup> June 2021
- Next step – Community consultation and feedback on Draft SCP.

## 5.3 Cross Cultural Awareness Training

### Report provided by Richard Bleakley

Cross Cultural Awareness Training was held for Shire Staff on 18<sup>th</sup> and 19<sup>th</sup> May 2021 and was delivered by Lorna and Murray Yarran of Gundaring WA.

Anecdotal feedback:

- Valuable exercise
- Should be an annual training for staff new and old
- Could present a little more on local history
- Would be good to have a cultural visit to Badjaling

Waiting for evaluation report from of Gundaring WA.

## 5.4 NAIDOC 2021 – THEME "Heal Country"

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

### Brief provided by Richard Bleakley:

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

QDHS will be conducting a NAIDOC Week Event in Term 3. It is an open invitation for persons to attend.

For there to be a Nyoongar Display at the Centenary Agricultural Show in October 2021 the Nyoongar Community needs to engage with the Agricultural Society.

## 5.5 Community Park Update

### Report provided by Sarah Caporn:

Final design / layout of Park completed and grant application being drafted for submission to LotteryWest.

Pending outcome of grant application tentative dates for delivery of program is early 2022.

## 5.6 Old School Site Update

### Report provided by Richard Bleakley:

Follow-up from last meeting of the Working Group by Special Projects Officer engagement with the Landscape/Heritage Architect to revise the Concept Plan drawings and plans for a Scope of Works with an approximate budget of \$93,000.

Grant Funding is still to be applied for.

Construction is not anticipated to begin prior to January 2022.

## 5.7 Youth Program/Centre Update

### Report provided by Richard Bleakley

#### (a) Centre Program

- Currently on hold whilst renovations to the Centre being implemented.
- Tentative date for completion is end of July 2021.

#### (b) Staffing

- Shire Workforce Plan has been adopted by the Council.
- Two positions linked to the Youth and Community Engagement Program
  - Youth Engagement and inclusion Officer (0.6 FTE)
  - Youth Services Trainee (1 FTE)
- Positions to be advertised soon.

#### (c) Activities Program 2020/21

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

## 5.8 Renaming of the Quairading Nature Reserve

Brief presentation made by Richard Bleakley.

Recommendation from the RAP Meeting held in March, renaming of Nature Reserve as Nookaminnie Rock Nature Reserve was acknowledged by Council and is to be included in the submission to Landgate.

Timeline for renaming unknown.

Renaming of Nature Reserve is to be captured in the rebranding of the Nature Reserve and Trails.

## 5.9 Naming of the Caravan Park Cabins

Shire is to proceed with the naming of both the Cabins and the Backpacker units as supported in the Recommendation to Council in the March 2021 RAP Meeting.

Charlie Colbung has been engaged to deliver the graphics for the signage.

## ITEM 6 QUAIRADING DISTRICT HIGH SCHOOL

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### Presented by Pauline Wray

- Introduction of Jedda Trueman, Acting Deputy Principal, whilst Pauline on Long Service Leave
- Report writing – Restructure program / recording
- AIEO –
  - Terry Dick - temporary position,
  - Position to be advertised
- Respectful relationships
- Two-way Learning
  - Workshop – linguistic: Aboriginal English / Standard English
  - 10 module program
  - Jamie Garrett / Corey Walsh have completed
- Science on Country Program
  - Felicity Bradshaw – UWA
- Bush Tucker Garden Project
  - Joint program with CRC
  - Grant funded
- Darts and Sec Kids – support for Maths
  - Hayden Family.

## ITEM 7 QUAIRADING POLICE REPORT

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### Presented by A/Sargent Eddie Duffy

- Farewell notes from Sgt Lindsay Collett
- Eddy informed Committee that he will be leaving Quairading in a week and will be taking up a position at Brookton
- Replacement OIC will be Sgt Annette Herod due to arrive on 18<sup>th</sup> July 2021
- Recruitment of Eddie's replacement still to be finalised.
- Cr Stacey on behalf of the Committee thanked both Eddy and Lindsay for their engagement and support to the community
- Eddie stated that he would be back for the Centenary Agricultural Show in October.

## ITEM 8 SHIRE MEDICAL CENTRE

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### Presented by Karleen Welling

- Introduction as new Practise Manager at the Medical Centre
- Presentation on her professional background which included a lengthy period at York
- Issues Karleen raised were:
  - "How to encourage Noongar Community to take advantage of the medical services provided locally rather than travel to Midland or Northam"
  - "What can the Medical Practice do to make it more attractive"
- Karleen and the Centre are welcoming feedback from the Community.

## ITEM 9 NOONGAR PATHWAYS PROGRAMME

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### Presented by David Collard

David provided a brief update on the Program.

Program:

- STEM Program – 2 Way Learning
  - Joint program with Curtin University
- QDHS – Staff training (See Item 6 – School)
- Bush Tucker Program
  - Plants donated by Professor Kingsley
- Lottery West
  - Truth Telling (9 Year Program)
  - Support for school program

Other items:

- Holding of regular Elders Workshops for the Elders from Ballardong Region (up to 40 participants).

## ITEM 10 OTHER MATTERS RAISED BY THE MEETING

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

#### Cynthia Dann:

- RAP Meeting Promotion / Advertising
  - Concern that current means of promoting and distributing information and documentation is deficient.

Response – Richard Bleakley

- Apologise that current system does not have appropriate reach to all Community and Members of the RAP Committee.

- As of this meeting, agenda and documents will be:
  - Circulated two weeks in advance;
  - Hard copies will be mailed to Committee Members who do not have an email address registered with the RAP Committee; and
  - Digital copies will be circulated via emails to Committee Members who have provided an email address.
  - Hard copies will be available at the Meeting.
- RAP Terms of Reference
  - Questioned confidentiality at meetings (re: Stephen Grimmer at RAP Review Workshop Meeting / Strategic Community Plan community consultation)
  - Voting rights.

Response – Richard Bleakley

- SCP (community consultation) – consultation process respected the confidentiality of all individuals – no details relating to individuals were divulged
- Voting rights at the meeting are restricted to representations from Council, a representative from the Community, and selected family representatives.
- Closure of Badjaling / Yoting Road
  - Concerns about the closure of the road and access between Yoting and Badjaling and its cultural significance.

#### **Winnie McHenry:**

- Issues relating to the Old Cemetery.

#### **Janet Colbung:**

- Groves - Access
  - Delivery of the access entry point is still in the hands of PTA and ARC.
  - Raised the matter of a delegation from the Community meeting with relevant party in Perth to highlight this issue and the lengthiness of the timeline to deliver this outcome.

Response – Richard Bleakley

Shire will follow up further both in the political and organisational environments.

#### **Charlie Colbung:**

- Raised the possibilities of Art Work / Mural at Toapin Weir.

#### **Richard B:**

- Suggested that there should be a Noongar representative on the Local Emergency Management Committee (LEMC).

#### **Jill Hayes:**

- Bush Tucker catch up – Community meeting
- CRC – 2 day free workshops / training on Mental Health and First Aid
  - Dates - 6<sup>th</sup> and 7<sup>th</sup> August 2021

**Other:**

- Location of Hockey Stick & Ball (Bill Winmar).

**ITEM 11 NEXT MEETING DATE**

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The next Reconciliation Action Plan Committee Meeting is scheduled to take place on Wednesday 11<sup>th</sup> August 2021, commencing at 10 am in the CRC Meeting Room.

**ITEM 12 CLOSURE**

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

I certify the Minutes of the Reconciliation Action Plan Committee Meeting held on 16<sup>th</sup> June 2021 were confirmed on 11<sup>th</sup> August 2021.

Confirmed.....11/08/2021



# Innovate – Reconciliation Action Plan 2021 to 2023

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*Shire of Quairading*

**Our vision: To create an inclusive community with strong relationships across cultures, based on mutual respect and understanding. Our actions will contribute to the goal of closing the gap between First Peoples of Australia peoples, other Nationalities and other Australians so that all people can be valued and participate in the Quairading community**

Adopted ???

Resolution: ???



## INNOVATE

### Reconciliation Action Plan (RAP) template

#### Template layout:

This RAP template sets out your organisation's commitment to reconciliation under the headings: relationships, respect and opportunities. Each heading is made up of columns to outline the action, responsibility, timeline and deliverable.

In the **action column** provide brief details of the objectives your organisation will focus on achieving. Try to use plain language and avoid jargon or organisation specific acronyms. It's also a good idea to number your actions so they are easy to reference later.

Use the **responsibility column** to distribute commitments within the RAP across the organisation to ensure broad ownership of the RAP. Ensure all relevant areas of your organisation have actions specific to their knowledge area that they will take responsibility for delivering.

The **timeline column** ensures everyone within your organisation has agreed to achieving actions by specific dates, or to regularly measuring and assessing progress. Please use a month/year format (e.g. July 2012). If the action is ongoing, include the date that you will review the action for effectiveness or will have achieved milestones.

The **deliverable column** should be succinct and straightforward, and describe what your organisation will do to meet the objectives in the 'action' column.

#### Minimum elements:

The actions already included in this template, as well as those deliverables listed under 'required', are minimum elements and must be included in your RAP in order for it to be endorsed by Reconciliation Australia. You may also choose to include items from those listed under suggestions or write your own additional actions/deliverables for each heading.

#### Submitting your RAP for review:

Once you have completed your draft RAP in this template, please submit it for review by completing the form on our [RAP Online Hub](#). We will then work with you to review the RAP in readiness for endorsement from Reconciliation Australia. There may be about three or four rounds of feedback from Reconciliation Australia before your draft RAP is ready for endorsement. This process usually takes three to six months. For further information, please visit our [RAP Online Hub](#).

## **Shire of Quairading**

### **Innovate Reconciliation Action Plan (RAP) July 2021– June 2023**

#### **Our vision for reconciliation**

The Shire of Quairading's Vision for Reconciliation is to create an inclusive community with strong relationships across cultures, based on mutual respect and understanding. Our actions will contribute to the goal of closing the gap between First Peoples of Australia peoples, other Nationalities and other Australians so that all people can be valued and participate in the Quairading community.

#### **Our business**

The Shire of Quairading is located in the Wheatbelt region, 168 kilometres east of Perth. The area is made up of mixed farming and the town is largely a service provider to the agriculture industry and the local community. The Shire of Quairading is a regional Western Australian Local Government with an Area of approximately 2000 square kilometres with a population of an estimated 1,050 including an estimated 150 First Peoples of Australia.

The Shire of Quairading's core business is the delivery of a wide range of services to Quairading residents and visitors including law, order and community safety, environmental health, community amenity services such as waste collection and recycling, community venues, recreation, cultural and community development services, youth services, roads and footpaths, engineering and capital works development, libraries, parks and gardens, and Building and Public Health Control. Council has developed a Strategic Community Plan and a Corporate Business Plan to assist Council to maximise the utilisation of these Services and Infrastructure to achieve specific social, economic and environmental goals and outcomes.

#### **Our RAP**

This is the second iteration of the Reconciliation Action Plan (RAP) for the Shire of Quairading and the Quairading Community following the adoption of in 2017. The Reconciliation Action Plan is seen as a dynamic document reviewed regularly to reflect the changing environment.

The purpose of our RAP is to turn good intentions into measurable actions that support and benefit Noongar people in all aspects of life.

The Shire of Quairading's RAP has been developed in consultation with the RAP Committee, is an initiative of the Shire and the Community as a whole including both Noongar and other Australians, and is made up of representatives<sup>1</sup> of the local Noongar Community, Community Representatives, Shire Councillors and Staff. In addition, consultations have been held with the public and specific groups. Input from these consultations has informed the Committee in the evolution of the RAP Document.

We recognise that reconciliation is an ongoing process and want our RAP to be a document that can realistically deliver actions and outcomes. The Shire of Quairading has a genuine intent to work together with residents of our diverse community and make a real difference.

<sup>1</sup> Elders from the different family grouping, representatives from different community services, and other interest parties.

RELATIONSHIPS
<i>The Shire of Quairading values the diversity of the people in our community and understands that through respectful and genuine relationships we can learn from each other. Providing leadership in strengthening relationships with First Peoples of Australia is important to the Shire of Quairading in developing an inclusive, strong and healthy community.</i>
<b>Focus area:</b> Engagement: bringing people together; and cultural awareness training

Action	Deliverable (RAP 1)	Deliverable (RAP 2)	Timeline	Responsibility
<b>1. CONSULTATION</b>				
1.1. RAP Committee				
Terms of Reference for the Committee	Establish Terms of Reference for the Committee	Review of Terms of Reference for the Committee	Jan 2022	IPR/SPO
RAP Committee to meet regularly and to actively monitor RAP development, including implementation of actions and progress tracked.	Conduct Quarterly meetings Circulation of Minutes and Progress Reports	Conduct bi-monthly meetings Circulation of Minutes and Progress Reports	Feb, Apr, Jun, Aug, Oct & Dec 2021-22-23	YIO
Review of 'Stakeholder Consultation Processes	Revised Stakeholder Consultation Process document completed and circulated	Remove	<del>Jan 2020</del>	<del>IPR/SPO</del>
Selection of RAP Committee Members		Selection and confirmation of voting members of Committee - Elders - Community Member	Aug 2021,22,23	IPR/SPO
1.2. Community Contacts				
Update of list of the Noongar community residents and contacts relevant to the Shire of Quairading for imparting information and consultation	List updated	Update of list after every RAP Meeting	Feb, Apr, Jun, Aug, Oct & Dec 2021-22-23	YIO
<b>2. EVENTS</b>				
2.1. Ensure that Events such as NAIDOC Week and others, have a goal of building and strengthening relationships.	Events conducted; Report and Evaluation exercise conducted and reviewed by RAP committee.	Events conducted; Report and Evaluation exercise conducted and reviewed by RAP committee.	Oct 2021, Oct 2022, Oct 2023	YIO
2.2. Encourage inclusion of Aboriginal Performers and providers in major events.	Aboriginal performers and providers are engaged; Report to RAP	Aboriginal performers and providers are engaged; Report to RAP	Twice yearly	YIO
2.3. Provide a Cultural Bus tour annually.	Bus Tour conducted Report Participants: classification	Bus Tour conducted Report Participants: classification	Oct 2021, Oct 2022	YIO
<b>3. DEVELOP AND MAINTAIN MUTUALLY BENEFICIAL RELATIONSHIPS</b>				
3.1. Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations to support positive outcomes	<ul style="list-style-type: none"> <li>Develop and implement an engagement plan to work with our Aboriginal and Torres Strait Islander stakeholders.</li> <li>Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement..</li> </ul>	<ul style="list-style-type: none"> <li>Develop and implement an engagement plan to work with our Aboriginal and Torres Strait Islander stakeholders.</li> <li>Meet with local Aboriginal and Torres Strait Islander organisations to develop guiding principles for future engagement..</li> </ul>		
<b>4. RAISE INTERNAL AND EXTERNAL AWARENESS OF OUR RAP</b>				

Action	Deliverable (RAP 1)	Deliverable (RAP 2)	Timeline	Responsibility
4.1. Raise internal and external awareness of our RAP to promote reconciliation across our business and sector	<ul style="list-style-type: none"> <li>Develop and implement a strategy to communicate our RAP to all internal and external stakeholders.</li> <li>Promote reconciliation through ongoing active engagement with all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Develop and implement a strategy to communicate our RAP to all internal and external stakeholders.</li> <li>Promote reconciliation through ongoing active engagement with all stakeholders.</li> </ul>		

RESPECT
Respect for the local Noongar people and those from other areas who have settled in Quairading is an essential Foundation for building meaningful relationships and ensuring full participation in the community. An understanding of Noongar culture and history is central to respect. Making this visible through events, art, signage, promotion and cultural protocols demonstrates our recognition and appreciation for the diversity of people in our community and the significance of land, culture and history.
<b>Focus area:</b> <i>Visible recognition of First Peoples of Australia cultures, history and peoples and protocols.</i>

Action	Deliverable (RAP 1)	Deliverable (RAP 2)	Timeline	Responsibility
<b>1. ABORIGINAL CULTURAL AWARENESS</b>				
1.1. Appropriate cultural awareness sessions within the community and <b>staff</b> <ul style="list-style-type: none"> <li>Content; Venue; Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>Cultural Awareness Sessions conducted;</li> <li>Report and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Cultural Awareness Sessions conducted; <ul style="list-style-type: none"> <li>Workshop</li> <li>Visit to "Country"</li> </ul> </li> <li>Report and evaluation</li> </ul>	May 2022; May 2023	YIO
<b>2. PROCEDURES, POLICIES and STRATEGIES</b>				
2.1. Include an 'Acknowledgement of Country' in each of Council's Meetings and Citizenship Ceremonies.	<ul style="list-style-type: none"> <li>'Acknowledgement of Country' recorded in Minutes of Meetings and Reports of Ceremonies</li> </ul>	<ul style="list-style-type: none"> <li>'Acknowledgement of Country' recorded in Minutes of Meetings and Reports of Ceremonies.</li> </ul>	Sep 2017	CEO
2.2. Create a list of 'Welcome to Country' providers.	<ul style="list-style-type: none"> <li>Information on providers is available for event organisers and the public.</li> <li>RAP Committee encourages younger community members to be involved.</li> </ul>	<ul style="list-style-type: none"> <li>Information on providers is available for event organisers and the public.</li> <li>RAP Committee encourages younger community members to be involved.</li> </ul>	Aug 2021, Aug 2022, Aug 2023	YIO
2.3. Flag flying				
<ul style="list-style-type: none"> <li>Installation of second Flag Pole at the Police Station</li> </ul>	<ul style="list-style-type: none"> <li>Installation of second Flag Pole</li> </ul>	Remove		
<ul style="list-style-type: none"> <li>Fly the Australian Aboriginal flag daily. Include a Flag Raising Ceremony at appropriate times / events.</li> </ul>	<ul style="list-style-type: none"> <li>The flag is flown daily in front of the Shire Administration Centre.</li> <li>Other Flag Raising ceremonies take place at least during NAIDOC Week.</li> </ul>	<ul style="list-style-type: none"> <li>The flag is flown daily in front of the Shire Administration Centre.</li> <li>Other Flag Raising ceremonies take place at least during NAIDOC Week.</li> </ul>	Ongoing	Shire Staff
2.4. Venue Hire – Council sponsors RAP Events by providing room hire which can be accommodated within the RAP budget within the CDO Annual Budget.	<ul style="list-style-type: none"> <li>Budget allocation;</li> <li>Event utilises facility</li> </ul>	<ul style="list-style-type: none"> <li>Budget allocation;</li> <li>Event utilises facility</li> </ul>	Jul 2021' Jul 2022, Jul 2023	YIO
2.5. Provide the opportunity for Indigenous employees to participate in appropriate NAIDOC events, to engage with their culture and community	<ul style="list-style-type: none"> <li>Inclusion of Clause in Employment contract</li> </ul>	<ul style="list-style-type: none"> <li>Inclusion of Clause in Employment contract (Confirmation)</li> </ul>	Jul 2021	Shire HR Officer
<b>3. ABORIGINAL HISTORY IN QUAIRADING</b>				

Action	Deliverable (RAP 1)	Deliverable (RAP 2)	Timeline	Responsibility
3.1. Collect and document stories of local Noongar areas and their history.	<ul style="list-style-type: none"> <li>Stories are documented in both as hard and digital copies</li> </ul>	<ul style="list-style-type: none"> <li>Stories are documented in both as hard and digital copies</li> </ul>	Jun 2022	YIO
3.2. Publish Noongar history stories in the Banksia Bulletin, as an ongoing monthly series.	<ul style="list-style-type: none"> <li>Pages are prepared and publish on a monthly basis in the Banksia Bulletin.</li> </ul>	<ul style="list-style-type: none"> <li>Pages are prepared and publish on a monthly basis in the Banksia Bulletin.</li> </ul>	Sep 2021	YIO.
3.3. Website and Facebook exposure	<ul style="list-style-type: none"> <li>Page for Noongar stories on Shire Website and Shire Facebook page</li> </ul>	<ul style="list-style-type: none"> <li>Page for Noongar stories on Shire Website and Shire Facebook page</li> </ul>	Sep 2021	YIO
3.4. Create and publish a Noongar history brochure.	<ul style="list-style-type: none"> <li>Noongar history brochure published and available in hard copy and online.</li> </ul>	<ul style="list-style-type: none"> <li>Noongar history brochure published and available in hard copy and online.</li> </ul>	Jun 2022	YIO
3.5. Source potential funding for permanent Noongar-focused displays, as well as bilingual signage around the town and district.	<ul style="list-style-type: none"> <li>Funding opportunities are investigated</li> <li>Displays in the Old Railway Station Visitors Centre and the CRC,</li> <li>Signage around the town and district.</li> </ul>	<ul style="list-style-type: none"> <li>Funding opportunities are investigated</li> <li>Displays in the Old Railway Station Visitors Centre and the CRC,</li> <li>Signage around the town and district.</li> </ul>	Jun 2022	YIO
3.6. Cultural / Dual naming of sites	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Cultural naming of sites of cultural significance</li> </ul>	Jun 2022	CEO

## OPPORTUNITIES

By creating employment, economic, educational and other opportunities for First Peoples of Australia people in our region, the Shire of Quairading will assist where possible to improve services, and achieve full participation of all its residents and visitors.

**Focus area:** *Inclusion, employment, health and healing and cultural opportunities*

Action	Deliverable (RAP 1)	Deliverable (RAP 2)	Timeline	Responsibility
<b>1. EMPLOYMENT</b>				
1.1. Review and adapt current recruitment procedures to ensure they are culturally appropriate.	<ul style="list-style-type: none"> <li>Procedures reviewed and documented</li> <li>Procedures implemented.</li> </ul>	<ul style="list-style-type: none"> <li>Procedures reviewed and documented</li> <li>Procedures implemented.</li> </ul>	Jun 2022	CEO
1.2. Improve the employment outcomes for Aboriginal people, and employ more Aboriginal staff, through both identified positions, traineeships, and other roles.	<ul style="list-style-type: none"> <li>Positions identified;</li> <li>Staff recruited;</li> <li>Traineeships offered</li> </ul>	Shire Workforce Plan <ul style="list-style-type: none"> <li>Positions identified;</li> <li>Staff recruited;</li> <li>Traineeships offered</li> </ul>	Aug 2021	IPR/SPO
1.3. Research and explore the potential for a mentoring program for Aboriginal employees	<ul style="list-style-type: none"> <li>A report on Mentoring Program options to be presented to Council for consideration</li> </ul>	<ul style="list-style-type: none"> <li>Mentoring Program and position institutionalised</li> </ul>	Aug 2021	IPR/SPO
<b>2. NOONGAR PATHWAYS PROGRAM</b>				
2.1. Initiation of pilot program at Quairading District Senior High School (2 Year Program)	<ul style="list-style-type: none"> <li>Program initiated;</li> <li><i>Report on Pilot Program;</i></li> <li><i>Plan for Phase 2 of Program</i></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	??	Project Manager
<b>3. CULTURAL TOURISM</b>				
3.1. Cultural trails <ul style="list-style-type: none"> <li>Identification of Trails</li> <li>Mapping</li> <li>Documentation and printing</li> </ul>	<ul style="list-style-type: none"> <li>Trail defined;</li> <li>Brochure printed and distributed</li> </ul>	<ul style="list-style-type: none"> <li>Defined;</li> <li>Brochure printed and distributed</li> </ul>	Mar 2022	Project Manager

Action	Deliverable (RAP 1)	Deliverable (RAP 2)	Timeline	Responsibility
3.2. Cultural experiences <ul style="list-style-type: none"> <li>• Contents defined;</li> <li>• Documentation;</li> <li>• Persons identified to deliver program;</li> <li>• Marketing</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>	Jun 2022	Project Manager
3.3. Cultural Visitors Centre. <ul style="list-style-type: none"> <li>• Development of concept and management plan</li> <li>• Identification of location</li> <li>• Resourcing</li> <li>• Delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Cultural Visitors Centre operating as a Community and Tourist attraction</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Jun 2022	Project Manager

**TRACKING PROGRESS AND REPORTING**

Action	Deliverable (RAP 1)	Deliverable (RAP 2)	Timeline	Responsibility
1. Report RAP achievements, challenges and learnings to Reconciliation Australia	<ul style="list-style-type: none"> <li>Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.</li> </ul>	<ul style="list-style-type: none"> <li>Complete and submit the RAP Impact Measurement Questionnaire to Reconciliation Australia annually.</li> </ul>	Sep 2021, Sep 2022, Sep 2023	IPR/SPO
2. Shire of Quairading Councillors, Staff and RAP Committee to monitor progress	<ul style="list-style-type: none"> <li>Minutes of RAP Committee meetings are presented to Council meeting</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of RAP Committee meetings are presented to Council meeting</li> </ul>	Feb, Apr, Jun, Aug, Oct & Dec 2021-22-23	IPR/SPO
3. Shire of Quairading RAP made available to the public	<ul style="list-style-type: none"> <li>Reconciliation Action Plan and Committee Activities be available on website and available on request in other formats</li> </ul>	<ul style="list-style-type: none"> <li>Reconciliation Action Plan and Committee Activities be available on website and available on request in other formats</li> </ul>	Feb, Apr, Jun, Aug, Oct & Dec 2021-22-23	Shire
4. Review, refresh and update RAP	<ul style="list-style-type: none"> <li>Liaise with Reconciliation Australia to review, refresh and update RAP based on learnings, challenges and achievements.</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with Reconciliation Australia to review, refresh and update RAP based on learnings, challenges and achievements.</li> </ul>	Aug 2021	IPR/SPO
	<ul style="list-style-type: none"> <li>Send draft RAP to Reconciliation Australia for formal feedback and endorsement.</li> </ul>	<ul style="list-style-type: none"> <li>Send draft RAP to Reconciliation Australia for formal feedback and endorsement.</li> </ul>	Oct 2021	IPR/SPO

**Contact details**

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Position: Chief Executive Officer

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ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL  
CONSIDERATION

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*No matters for consideration.*



ITEM 10      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

## ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 11.1 Accounts for Payment – June 2021

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

### OFFICER RECOMMENDATION

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

That Council note the following:

1. That Schedule of Accounts for 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.

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

Payments are per attached schedules 9.1 1/2/3

### 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.

## List of Accounts - June 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT9388	03/06/2021	TELSTRA	PHONE USAGE AND CHARGES TO 28/04/2021	35.10	
EFT9389	03/06/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	12.71	
EFT9390	03/06/2021	QUAIRADING AGRI SERVICES	VARIOUS PURCHASES - COUNCIL BUILDINGS	1,587.30	
EFT9391	03/06/2021	QUAIRADING CLUB INC.	REFRESHMENTS FOR COUNCIL	84.00	
EFT9392	03/06/2021	QUAIRADING COMMUNITY RESOURCE CENTRE	CRC SERVICES MAY 2021	1,190.59	
EFT9393	03/06/2021	SURGICAL HOUSE	OTOSCOPE AND CONSUMABLES	675.16	
EFT9394	03/06/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	IT REPLACEMENT AND SUPPORT	12,452.50	
EFT9395	03/06/2021	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	PETROL FOR COMMUNITY CAR - MAY 2021	176.00	FULLY
EFT9396	03/06/2021	WATER CORPORATION	WATER USAGE CHARGES 16/03/2021 TO 18/05/2021	762.58	
EFT9397	03/06/2021	FOUR SQUARE CHURCH	BOND REFUND - COMMUNITY BUILDING	200.00	FULLY
EFT9398	03/06/2021	BENT NAIL BUILDING & MAINTENANCE	YOUTH CENTRE RENOVATIONS	33,385.00	PARTIAL
EFT9399	03/06/2021	PORTER CONSULTING ENGINEERS	CIVIL ENGINEERING CONSULTANCY SERVICES FOR LIGHT INDUSTRIAL SUBDIVISION	2,200.00	
EFT9400	03/06/2021	PETER ROBERT YORK	MAINTENANCE WORKS TO VARIOUS SHIRE PROPERTIES	235.00	
EFT9401	03/06/2021	DIGGING DOCKER	REMOVE GRAVEL BACKFILL AND PAVE - FOOTPATH MAINTENANCE	3,000.00	
EFT9402	03/06/2021	QUICK CORPORATE	MAY 2021 STATIONARY ORDER	994.49	
EFT9403	03/06/2021	R MUNNS ENGINEERING CONSULTING SERVICES	CIVIL ENGINEERING SERVICES - ROADS PROGRAM	2,227.41	PARTIAL
EFT9404	03/06/2021	HISCONF	VARIOUS SUPPLIES FOR CARAVAN PARK/ CABINS/NEW ACCOMMODATION	1,766.83	PARTIAL
EFT9405	03/06/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL - VARIOUS	15,918.93	PARTIAL
EFT9406	03/06/2021	MODULAR WA	SUPPLY AND INSTALL A CARETAKER RECEPTION, LAUNDRY AND RESIDENCE BUILDING WITHIN QUAIRADING CARAVAN PARK	87,469.00	PARTIAL
EFT9407	03/06/2021	CWB ELECTRICAL & A/C	TO REPAIR FLOOD LIGHT AT NETBALL COURT INCL. EWP HIRE	3,990.70	
EFT9408	03/06/2021	IRIS CONSULTING GROUP PTY LTD	RECORDS MANAGEMENT CONSULTING , KEYWORD CLASSIFICATION ECOURSE AND SENTENCING, DISPOSAL AND ARCHIVING ECOURSE	2,120.00	
EFT9409	03/06/2021	OFFICEWORKS	DESK FOR MEDICAL CENTRE	248.95	
EFT9410	03/06/2021	DOWNER EDI WORKS PTY LTD	RESEAL 3,500M2 SLK 3.86 TO 4.36 - GOLDFIELDS ROAD	27,957.60	PARTIAL
EFT9411	03/06/2021	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	WET HIRE 8 WHEELED WATER CART	17,448.75	PARTIAL
EFT9412	03/06/2021	TOWN TEAM MOVEMENT	DOWERIN REGIONAL CONFERENCE REGISTRATION	352.00	
EFT9413	03/06/2021	BOC LIMITED	GAS CONTAINER RENTAL CHARGES 28.04 TO 28.05.2021	50.72	
EFT9414	03/06/2021	PLUMBERJ'S MOBILE PLUMBING	CLEAR TREE ROOTS FROM BLOCKED TOILET PIPE AND RENEW REAR LEAKING HOSE TAP AND REPAIR CISTERN U1/19 GILLET ST	583.00	
EFT9415	10/06/2021	QUAIRADING SMASH REPAIRS	FIT GLASS TO DOOR Q237	385.00	
EFT9416	10/06/2021	QUAIRADING FARMERS CO-OP	MAY 2021 VARIOUS EXPENSES	925.60	
EFT9417	10/06/2021	TELSTRA	PHONE USAGE AND CHARGES TO 19 MAY 2021	1,363.82	
EFT9418	10/06/2021	AUSTRALIAN TAXATION OFFICE	FBT RETURN - FRINGE BENEFITS TAX FOR THE PERIOD 01/04/20 TO 31/03/21	8,060.66	
EFT9419	10/06/2021	QUAIRADING AGRI SERVICES	VARIOUS SUPPLIES	2,916.15	
EFT9420	10/06/2021	AWARD SECURITY	QUAIRADING MEDICAL CENTRE 1/07/2021 FOR 13 WEEKS	414.70	
EFT9421	10/06/2021	QUAIRADING MEDICAL PRACTICE	QUAIRADING MEDICAL PRACTICE PRE-EMPLOYMENT MEDICAL	139.70	
EFT9422	10/06/2021	CLINICARE PHARMACY QUAIRADING	12X SHIRE STAFF FLU VACCINATIONS	320.00	
EFT9423	10/06/2021	GC AND CM SMART	PURCHASE OF 1,500 CUBIC METRES OF GRAVEL	2,739.00	PARTIAL
EFT9424	10/06/2021	MARNHAM'S MECHANICAL SERVICES	CAT GRADER ADJUST CIRCLE Q237	629.75	
EFT9425	10/06/2021	COMMERCIAL LOCKSMITHS	EXTENDING MASTER KEY SYSTEM THROUGH ACCOMMODATION UNITS AT CARAVAN PARK	4,460.64	PARTIAL
EFT9426	10/06/2021	WESTRAC PTY LTD	SUPPLY AND DELIVERY OF 1 NEW CATERPILLAR 140 L3 MOTOR GRADER	396,000.00	
EFT9427	10/06/2021	NORTHAM CARPET COURT	REPLACE CARPETS IN FOOTBALL CHANGE ROOMS	10,990.00	
EFT9428	10/06/2021	DIGGING DOCKER	GRADE DRAIN TO IMPROVE WATER FLOW - AKV	400.00	
EFT9429	10/06/2021	MURRAY YARRAN	CULTURAL AWARENESS TRAINING FOR SHIRE STAFF	4,400.00	

EFT9430	10/06/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2020/21 ESL QUARTER 4 IN ACCORDANCE WITH THE DEPT. FIRE AND EMERGENCY SERVICES OF WA ACT 1998 PART 6A - ESL - SECTION 36ZJ	6,882.98	
EFT9431	10/06/2021	ENVIRONMENTAL HEALTH AUSTRALIA	I'M ALERT FOOD SAFETY SUBSCRIPTION 01/07/2021 TO 30/06/2022	330.00	
EFT9432	10/06/2021	MOORE AUSTRALIA AUDIT (WA)	2021 FINANCIAL MANAGEMENT REVIEW	11,987.36	
EFT9433	10/06/2021	TODD JOHNSTON SIGNWRITING	REPLACEMENT REAR SIGN AND UPDATING HOURS ON FRONT DOOR - MEDICAL CENTRE	177.95	
EFT9434	10/06/2021	SOUTHERN CROSS AUSTERO PTY LTD	AROUND THE TOWNS MAY 2021 RADIO ADVERTISING	88.00	
EFT9435	10/06/2021	NORTH METROPOLITAN TAFE	DIPLOMA OF PROJECT MANAGEMENT	838.80	
EFT9436	10/06/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL - VARIOUS	6,767.75	PARTIAL
EFT9437	10/06/2021	PERTH CARDIOVASCULAR INSTITUTE	EMERGENCY REPLACEMENT OF BROKEN ECG MACHINE PARTS	55.00	
EFT9438	10/06/2021	CWB ELECTRICAL & A/C	ELECTRICAL WORKS AT VARIOUS SHIRE PROPERTIES	1,850.95	
EFT9439	10/06/2021	SHERRIN RENTALS PTY LTD	DRY HIRE 15 TONNE PADFOOT ROLLER	3,168.00	PARTIAL
EFT9440	10/06/2021	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING CONSULTING SERVICES MAY 2021	1,353.16	
EFT9441	10/06/2021	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR LIBRARY SERVICES - MAY 2021	2,515.24	
EFT9442	10/06/2021	BRIAN KIMBER	VARIOUS SKELETON WEED EXPENSES - MAR TO APR 2021	1,058.79	
EFT9443	10/06/2021	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	WET HIRE 6 WHEELED WATER CART	7,139.00	PARTIAL
EFT9444	10/06/2021	RESONLINE PTY LTD	ROOM MANAGER MONTHLY SERVICES MAY 2021	220.00	
EFT9446	16/06/2021	4HEALTHCARE PTY LTD	SUPPLY AND DELIVER 1X WAT821550 EXAM COUCH	2,304.50	
EFT9447	16/06/2021	QUAIRADING TYRE & BATTERY SUPPLIES	REMOVE, REPAIR AND REFIT TYRE Q754	164.95	
EFT9448	16/06/2021	AVON WASTE	AVON WASTE SERVICES MAY 2021	10,939.68	
EFT9449	16/06/2021	TELSTRA	PHONE USAGE AND CHARGES TO 01/06/2021	336.42	
EFT9450	16/06/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS	21.51	
EFT9451	16/06/2021	LANDGATE	CONSOLIDATED MINING TENEMENT ROLL	288.70	
EFT9452	16/06/2021	WESFARMERS KLEENHEAT GAS PTY LTD	45KG VAP CYL - FACILITY FEE / CYLINDER SERVICE CHARGES - 14 REID ST	85.80	
EFT9453	16/06/2021	QUAIRADING COMMUNITY RESOURCE CENTRE	AUSCHEM ACCREDITATION 2 DAY COURSE AND CATERING & MANUALS	395.30	
EFT9454	16/06/2021	REINFORCED CONCRETE PIPES	CULVERTS AND HEADWALLS	13,777.50	
EFT9455	16/06/2021	SUNNY SIGN COMPANY PTY LTD	SIGNS, POSTS AND FITTINGS OLD BEVERLEY EAST ROAD.	1,303.30	
EFT9456	16/06/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	ADMIN: IT MAINTENANCE & SUPPORT: MAY 2021	467.50	
EFT9457	16/06/2021	SHIRE OF CUNDERDIN	VELPIC SOFTWARE CHARGES SHARED COSTS - ANNUAL SUBSCRIPTION 31/05/21 TO 30/05/22	423.34	
EFT9458	16/06/2021	SYNERGY	POWER USAGE AND CHARGES 25/04/ TO 24/05/2021	2,416.67	
EFT9459	16/06/2021	WESTERN STABILISERS PTY LTD	STABILISING OLD BEVERLEY EAST ROAD	34,201.79	PARTIAL
EFT9460	16/06/2021	QUICK CORPORATE	5X KENSINGTON DOCKING STATION	1,160.50	
EFT9461	16/06/2021	WONGAN CONCRETE SERVICES	INSTALL NEW CONCRETE FOOTPATH FROM HARRIS STREET TO WOOD STREET	31,605.31	
EFT9462	16/06/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES MAY AND JUNE 2021	935.00	
EFT9463	16/06/2021	WCP CIVIL PTY LTD	CIVILWORKS - 3 PROJECTS	77,360.55	PARTIAL
EFT9464	16/06/2021	MARKETFORCE	WHEATBELT GUIDE FEATURE   THE WEEKEND WEST SATURDAY 13TH MARCH   ADVERT SIZE 124X134	1,380.50	
EFT9465	16/06/2021	HISCONF	LINEN & BEDDING FOR BACKPACKER UNITS	818.83	PARTIAL
EFT9466	16/06/2021	NORTH QUAIRADING CONTRACTORS PTY LTD	WET HIRE SEMI SIDE TIPPER GRAVEL CARTING OLD BEVERLEY EAST ROAD	7,665.63	PARTIAL
EFT9467	16/06/2021	PROFORM CIVIL	FEE FOR DESIGN OF LINE MARKING IN PARK / CRC CARPARK	1,584.00	
EFT9468	16/06/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	REPAIR MENS HAND DRYER AND REPLACE EXTERNAL LIGHT	132.00	
EFT9469	16/06/2021	CLARK EQUIPMENT SALES PTY LTD	TRAVEL COSTS TO CARRY OUT WARRANTY WORK Q430	890.98	
EFT9470	16/06/2021	MCG ARCHITECTS PTY LTD	SPORTS AND RECREATION MULTIPURPOSE PRECINCT CONCEPT	9,075.00	
EFT9471	16/06/2021	DOWNER EDI WORKS PTY LTD	SUPPLY AND DELIVER 14MM AND 7MM METAL AGGREGATE OLD BEVERLEY EAST ROAD	25,483.21	PARTIAL
EFT9472	16/06/2021	MARSH ADVISORY	RISK PROFILE REVIEW	3,300.00	FULLY
EFT9473	16/06/2021	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	WET HIRE 8 WHEELED WATER CART	2,261.88	PARTIAL
EFT9474	16/06/2021	NORMAN YARRAN	REFUND 1X DOG MICROCHIP	40.00	FULLY
EFT9475	16/06/2021	SPECIALISED TREE SERVICE	TREE REMOVAL AND PRUNING AT CARAVAN PARK	2,327.50	PARTIAL
EFT9476	23/06/2021	TELSTRA	PHONE USAGE AND CHARGES TO 28/06/2021	34.95	

EFT9477	23/06/2021	BURGESS RAWSON	WATER RATES AND USAGE	993.48	
EFT9478	23/06/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	ADMIN: IT MAINTENANCE & SUPPORT: JUNE 2021	382.50	
EFT9479	23/06/2021	WATER CORPORATION	WATER USAGE AND CHARGES 09/04/2021 TO 10/06/2021	10,765.68	
EFT9480	23/06/2021	SYNERGY	POWER USAGE AND CHARGES 12/05/21 TO 08/06/21	535.84	
EFT9481	23/06/2021	PETER ROBERT YORK	MAINTENANCE WORKS - VARIOUS SHIRE PROPERTIES	150.00	
EFT9482	23/06/2021	DIGGING DOCKER	SITE PREPARATION OF SAND PAD FOR CARETAKER BUILDING MODULES IN QUAIRADING CARAVAN PARK	1,500.00	PARTIAL
EFT9483	23/06/2021	QUICK CORPORATE	VARIOUS SUPPLIES	1,004.89	
EFT9484	23/06/2021	GREAT SOUTHERN FUEL SUPPLIES	DIESEL 5,000LTS	6,579.49	
EFT9485	23/06/2021	C & D CUTRI	REPAIR RAILING TO BRIDGE 4149	1,430.00	
EFT9486	23/06/2021	MOORE AUSTRALIA AUDIT (WA)	MOORE AUSTRALIA 2021-22 BUDGET TEMPLATE	792.00	
EFT9487	23/06/2021	LOCAL COMMUNITY INSURANCE SERVICES	PUBLIC AND PRODUCTS LIABILITY 30/06/2021 TO 30/06/2022	892.38	
EFT9488	23/06/2021	NORTH METROPOLITAN TAFE	ENROLMENT COST FOR DIPLOMA OF PROJECT MANAGEMENT	838.80	
EFT9489	23/06/2021	ADVANCED TRAFFIC MANAGEMENT	TRAFFIC CONTROL - VARIOUS	4,292.48	PARTIAL
EFT9490	23/06/2021	BRITTANY HADLOW	TRAINING EXPENSES	108.00	
EFT9491	23/06/2021	MODULAR WA	SUPPLY AND INSTALL A CARETAKER RECEPTION, LAUNDRY AND RESIDENCE BUILDING WITHIN QUAIRADING CARAVAN PARK	87,469.00	PARTIAL
EFT9492	23/06/2021	CWB ELECTRICAL & A/C	INSTALL LIGHT SENSOR OVERRIDE SWITCH IN GPO OFFICE	110.00	
EFT9493	23/06/2021	OFFICEWORKS	VARIOUS SUPPLIES	185.37	
EFT9494	23/06/2021	FARMARAMA PTY LTD	PROTECTIVE CLOTHING	557.38	
EFT9495	23/06/2021	MCG ARCHITECTS PTY LTD	SPORTS AND RECREATION MULTIPURPOSE PRECINCT CONCEPT	15,247.10	
EFT9496	23/06/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY FEES PERIOD ENDING 31/05/2021	236.50	
EFT9497	23/06/2021	TAMMEX	MEDICAL CONSUMABLES	141.00	
EFT9498	23/06/2021	IW PROJECTS	WASTE MANAGEMENT STRATEGY SCOPING MEETING AND SITE VISIT.	2,090.00	
EFT9499	23/06/2021	BILL BENNETT	BOND REFUND BENNETT - CABIN	200.00	FULLY
EFT9500	23/06/2021	CRAIG YARRAN	REFUND FOR CANCELLED BOOKING - YARRAN	50.00	FULLY
EFT9501	23/06/2021	CARMEN LOHRENTZ	REFUND FOR CANCELLED BOOKING - LOHRENTZ	90.00	FULLY
EFT9502	23/06/2021	CANNON HYGIENE AUSTRALIA	SANITARY UNIT SERVICE 01/06/2021 TO 08/03/2022	494.37	
EFT9503	25/06/2021	JOHN WILLIAM HAYTHORNTHWAITE	COUNCIL SITTING FEES APR TO JUN 2021	794.00	
EFT9504	25/06/2021	PETER DAVID SMITH	COUNCIL SITTING FEES APR TO JUN 2021	794.00	
EFT9505	25/06/2021	JONATHAN RICHARD HIPPISEY	COUNCIL SITTING FEES APR TO JUN 2021	932.00	
EFT9506	25/06/2021	BRETT MCGUINNESS	COUNCIL SITTING FEES APR TO JUN 2021	1,160.00	
EFT9507	25/06/2021	TREVOR STACEY	COUNCIL SITTING FEES APR TO JUN 2021	1,008.00	
EFT9508	25/06/2021	WAYNE M DAVIES	COUNCIL SITTING FEES APR TO JUN 2021	2,425.00	
EFT9509	25/06/2021	JO HAYTHORNTHWAITE	COUNCIL SITTING FEES APR TO JUN 2021	1,084.00	
EFT9510	25/06/2021	AJ & BR COWCILL	COUNCIL SITTING FEES APR TO JUN 2021	794.00	
EFT9511	28/06/2021	SERVICES AUSTRALIA CHILD SUPPORT	CHILD SUPPORT TRANSFERRING JUNE 2021	1,222.58	
23841	02/06/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	527.10	FULLY
23842	08/06/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	379.30	FULLY
23843	15/06/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	361.90	FULLY
23844	23/06/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	299.00	FULLY
23845	30/06/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	231.20	FULLY
				<b>1078033.46</b>	

<b>TRANSPORT TAKINGS FOR THE MONTH ENDING</b>		
<b>JUNE 2021</b>		<b>Attachment 9.1.2</b>
<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
28/05/2021	TRANSPORT TAKINGS	945.90
31/05/2021	TRANSPORT TAKINGS	3,470.30
1/06/2021	TRANSPORT TAKINGS	80.85
2/06/2021	TRANSPORT TAKINGS	29.90
3/06/2021	TRANSPORT TAKINGS	3,630.50
4/06/2021	TRANSPORT TAKINGS	134.15
8/06/2021	TRANSPORT TAKINGS	655.50
9/06/2021	TRANSPORT TAKINGS	1,727.10
10/06/2021	TRANSPORT TAKINGS	185.65
11/06/2021	TRANSPORT TAKINGS	484.45
14/06/2021	TRANSPORT TAKINGS	4,202.10
15/06/2021	TRANSPORT TAKINGS	6,138.25
16/06/2021	TRANSPORT TAKINGS	3,076.25
17/06/2021	TRANSPORT TAKINGS	1,922.35
18/06/2021	TRANSPORT TAKINGS	764.35
21/06/2021	TRANSPORT TAKINGS	3,743.05
22/06/2021	TRANSPORT TAKINGS	1,152.60
23/06/2021	TRANSPORT TAKINGS	549.30
24/06/2021	TRANSPORT TAKINGS	5,181.05
25/06/2021	TRANSPORT TAKINGS	1,086.30
28/06/2021	TRANSPORT TAKINGS	616.20
<b>ACTUAL TAKINGS FROM BANK IN JUNE</b>		<b>39,776.10</b>
<b>JUNE TAKINGS INTO JULY</b>		
29/06/2021	TRANSPORT TAKINGS	2,740.60
30/06/2021	TRANSPORT TAKINGS	2,561.35
<b>AMOUNTS YET TO BE DRAWN</b>		<b>5,301.95</b>
		<b>45,078.05</b>

**Important notice regarding Autopay Direct Debit Arrangement- Direct Debit**

\* If you have set up a direct debit arrangement for making automatic repayments to your BusinessChoice credit card account, and there have been two failed direct debit transactions (that is, we cannot withdraw the nominated amount from your nominated account) in consecutive months due to insufficient funds in the nominated account, we may, at our sole discretion:

1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$15 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

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

Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.


**Please remember** any payments made into the Billing account that places the Billing Account into credit or results in a zero balance at the payment due date, your direct debit will still continue to take place. This also applies if you make an additional payment into the Billing Account that is only a partial payment and still leaves a debit balance on the Billing Account, your direct debit arrangement for the month will remain unchanged and continue to take place.

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
31 MAY	<b>Purchases</b> Vistaprint B.V. Venlo NLD INC FX FEE AUD \$2.64 BUSINESS SERVICES NOT ELSEWH	62-1392 90.87	1000 Business card.
	<b>Sub Total:</b>	90.87	
28 JUN	<b>Interest, Fees &amp; Government Charges</b> CARD FEE	62-5120 75.00	Bank charges.
	<b>Sub Total:</b>	75.00	
28 JUN	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	165.87 -	
	<b>Sub Total:</b>	165.87 -	
	<b>Grand Total:</b>	0.00	

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

Cardholder Signature  Date 12/7/2021

Transactions examined and approved.

Manager/Supervisor Signature  Date 22/07/2021

S001063 / M000262 / 180 / CN1VPCF1



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

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

### OFFICER RECOMMENDATION

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

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

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

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- Monthly Financial Statements for the period ending 30<sup>th</sup> 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 31<sup>st</sup> May 2005 and effective from the 1<sup>st</sup> July 2005, have repealed the existing regulations (34 and 35) relating to monthly and quarterly / triannual financial reports.

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

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

**SHIRE OF QUAIRADING**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 June 2021**

*Local Government Act 1995*  
**Local Government (Financial Management) Regulations 1996**

**TABLE OF CONTENTS**

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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2021**

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Quairading for the 2020/21 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	<b>% Completed</b>	<b>Amended Annual Budget</b>	<b>Amended YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance (Under)/Over</b>
<b>Capital Expenditure</b>					
<b>Land &amp; Buildings</b>					
Caretaker Cottage	74.85%	273,310	273,310	204,583	(68,727)
Town Hall Building Upgrades	98.64%	132,020	132,020	130,222	(1,798)
Industrial Lots Phase 1	21.25%	200,000	200,000	42,509	(157,491)
<b>Plant &amp; Equipment</b>					
Grader	100.00%	360,000	360,000	360,000	-
<b>Infrastructure - Roads</b>					
Heal Street Parking	86.54%	170,000	170,000	147,112	(22,888)
AKV Road Upgrade	109.54%	139,500	139,500	152,812	13,312
Goldfields Road Reconstruction	99.65%	444,870	444,870	443,298	(1,572)
Old Beverley East Road	106.44%	373,742	373,742	397,819	24,077
Quairading-Cunderdin WSNF	84.44%	1,325,852	1,325,852	1,119,582	(206,270)
Badjaling Nth Road Resheeting	66.47%	204,120	204,120	135,683	(68,437)
Pannell Road Resheeting	70.93%	131,150	131,150	93,020	(38,130)
<b>Other Infrastructure</b>					
Oval Floodlights	91.32%	123,150	123,150	112,466	(10,684)
Community Park	3.17%	620,000	620,000	19,665	(600,335)
<b>Operational</b>					
Medical Practice Expense	90.50%	206,737	206,737	187,093	(19,644)
Roads Maintenance	78.97%	615,908	615,906	486,360	(129,547)

*% Compares current ytd actuals to annual budget*

<b>Financial Position</b>	<b>* Note</b>	<b>Prior Year 30 June 2020</b>	<b>Current Year 30 June 2021</b>
Adjusted Net Current Assets		\$ -	\$ 579,593
Cash and Equivalent - Unrestricted		\$ -	\$ 1,439,203
Cash and Equivalent - Restricted		\$ -	\$ 3,575,367
Receivables - Rates		\$ -	\$ 210,993
Receivables - Other		\$ -	\$ 41,131
Payables		\$ -	\$ 1,040,671

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

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2021

## INFORMATION

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 22nd July 2021  
Prepared by: Executive Manager of Corporate Services  
Reviewed by: Chief Executive Officer

### BASIS OF PREPARATION

#### REPORT PURPOSE

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34. Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

#### BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

### SIGNIFICANT ACCOUNTING POLICIES

#### GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

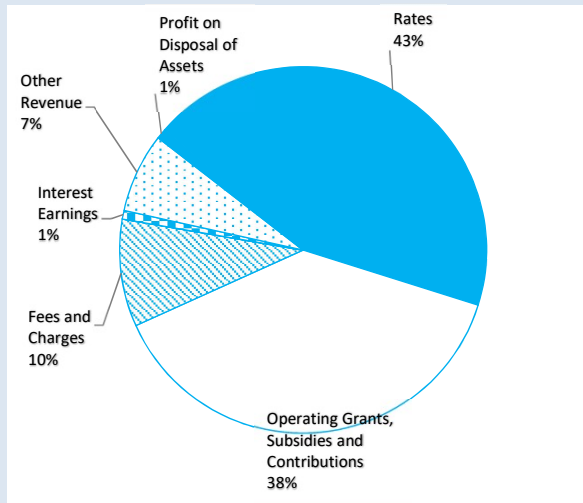
#### ROUNDING OFF FIGURES

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

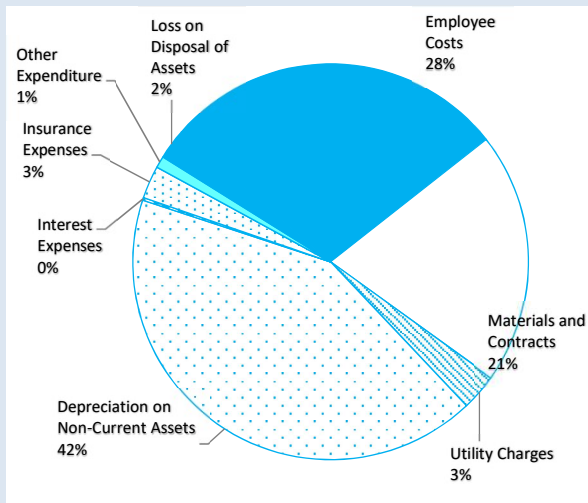
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2021**

**SUMMARY GRAPHS**

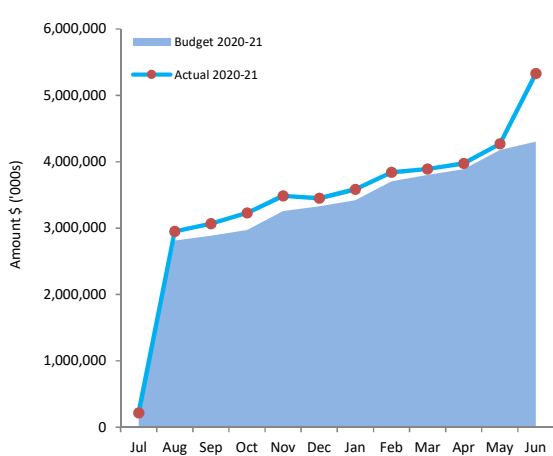
**OPERATING REVENUE**



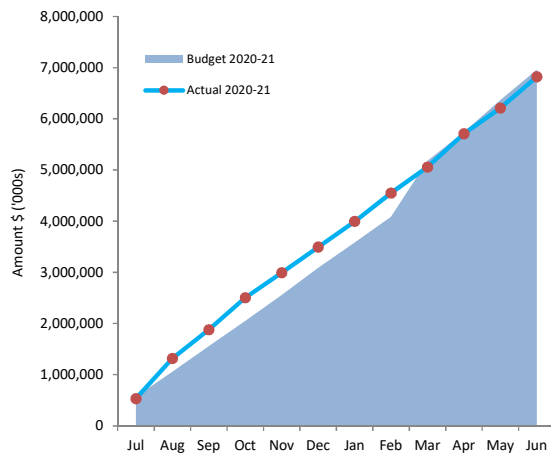
**OPERATING EXPENSES**



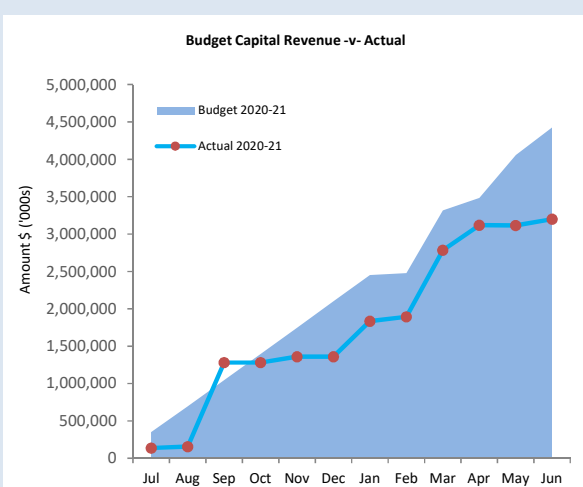
**Budget Operating Revenues -v- Actual**



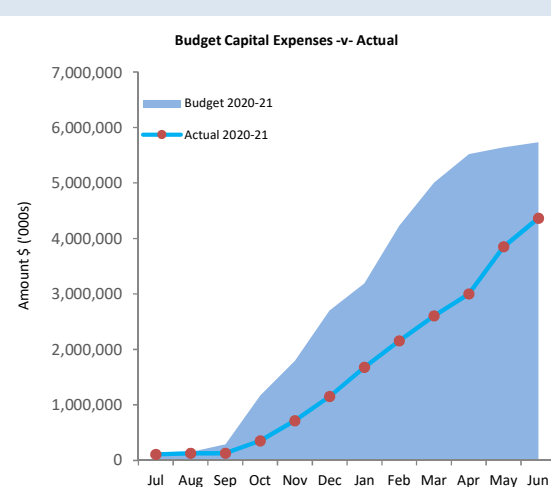
**Budget Operating Expenses -v-YTD Actual**



**CAPITAL REVENUE**



**CAPITAL EXPENSES**



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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 JUNE 2021**

**STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources.	The Governance function accumulates the costs of Members expenses and other costs of Council that relate to the tasks of assisting councillors and the Ratepayers on matters which do not concern specific Council services, being election costs; allowances and expenses of members; policy and training and audit fees.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services that are not fully funded by specific fees and charges.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	To provide services to help ensure a safer and environmentally conscious community.	Supervision of local laws, fire control which covers the maintenance of bushfire equipment and insurance; animal control and a shared community emergency services manager.
<b>HEALTH</b>	To provide an operational framework for environmental and community health.	Health inspections, food quality control, pest control and operation of the medical centre.
<b>EDUCATION AND WELFARE</b>	To provide services to disadvantaged persons, the elderly, children and youth.	Operation and maintenance of Arthur Kelly Village and minor in-kind association with the Frail Aged Lodge. Youth programme and Quairading Youth Centre. Maintenance of Little Rainmakers Childcare Centre.
<b>HOUSING</b>	To provide and maintain housing.	Maintenance of housing rented to staff and non staff.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Rubbish and recycling services and administration of Town Planning Scheme and Heritage services. Community bus service, maintenance of cemeteries, public conveniences and environmental services.
<b>RECREATION AND CULTURE</b>	To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.	Maintenance of Halls, Swimming Pool, community buildings and various reserves and library.
<b>TRANSPORT</b>	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, drainage works, footpaths, parking facilities and cleaning of streets. Natural disaster road and bridge repairs. On-line licensing centre for Department of Transport. Maintenance of the Airstrip.
<b>ECONOMIC SERVICES</b>	To help promote the Shire Quairading and its economic wellbeing.	Community development, operation of caravan park and short stay accommodation, tourism and townscape, control of noxious weeds/plants. Pests and building control, community gym and building control.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control the Shire of Quairading overheads.	Administration, Private works overheads, plant operating costs, allocation of salaries and wages. Operation of private works.



**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,749,307	1,749,307	1,749,307	0	0%	
<b>Revenue from operating activities</b>							
Governance		3,300	3,300	8,135	4,835	147%	
General Purpose Funding - Rates	5	2,311,004	2,311,004	2,315,668	4,664	0%	
General Purpose Funding - Other		910,346	910,346	1,864,932	954,586	105%	▲
Law, Order and Public Safety		218,797	218,797	208,718	(10,079)	(5%)	
Health		15,879	15,879	17,379	1,500	9%	
Education and Welfare		61,708	61,708	65,415	3,707	6%	
Housing		106,108	106,108	102,455	(3,653)	(3%)	
Community Amenities		174,554	174,554	175,174	620	0%	
Recreation and Culture		26,346	26,346	28,950	2,604	10%	
Transport		202,471	202,471	198,660	(3,811)	(2%)	
Economic Services		209,170	209,170	250,622	41,452	20%	▲
Other Property and Services		61,272	61,272	92,342	31,070	51%	▲
		<b>4,300,955</b>	<b>4,300,955</b>	<b>5,328,450</b>	<b>1,027,495</b>	<b>24%</b>	<b>▲</b>
<b>Expenditure from operating activities</b>							
Governance		(712,537)	(712,537)	(631,011)	81,526	11%	▲
General Purpose Funding		(82,738)	(82,738)	(86,088)	(3,350)	(4%)	
Law, Order and Public Safety		(372,689)	(372,689)	(311,044)	61,645	17%	▲
Health		(315,980)	(315,980)	(280,129)	35,851	11%	▲
Education and Welfare		(222,620)	(222,620)	(193,080)	29,540	13%	▲
Housing		(162,773)	(162,773)	(131,324)	31,449	19%	▲
Community Amenities		(512,815)	(512,815)	(446,451)	66,364	13%	▲
Recreation and Culture		(955,540)	(955,540)	(959,206)	(3,666)	(0%)	
Transport		(2,880,818)	(2,880,818)	(2,722,192)	158,626	6%	
Economic Services		(683,177)	(683,177)	(751,068)	(67,891)	(10%)	
Other Property and Services		(60,117)	(60,117)	(313,360)	(253,243)	(421%)	▼
		<b>(6,961,804)</b>	<b>(6,961,804)</b>	<b>(6,824,953)</b>	<b>136,851</b>	<b>2%</b>	
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		2,822,450	2,822,450	<b>2,872,148</b>	49,698	2%	
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(19,889)	<b>122,448</b>	142,337	(716%)	
Adjust Provisions and Accruals		(65,901)	(65,901)	<b>(39,458)</b>	26,443	(40%)	
<b>Amount attributable to operating activities</b>		<b>75,811</b>	<b>75,811</b>	<b>1,458,635</b>	<b>1,382,824</b>	<b>(1824%)</b>	
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions							
Contributions		3,923,765	3,923,765	<b>2,727,526</b>	(1,196,239)	(30%)	▼
Proceeds from Disposal of Assets	6	501,864	501,864	<b>470,259</b>	(31,605)	(6%)	
Capital Acquisitions	7	(5,736,120)	(5,736,120)	<b>(4,366,150)</b>	1,369,970	24%	▲
<b>Amount attributable to investing activities</b>		<b>(1,310,491)</b>	<b>(1,310,491)</b>	<b>(1,168,365)</b>	<b>142,126</b>	<b>11%</b>	<b>▲</b>
<b>Financing Activities</b>							
Proceeds from New Debentures							
Principal lease payments		(5,069)	(5,069)	<b>(5,040)</b>			
Self-Supporting Loan Principal		37,393	37,393	<b>36,297</b>	(1,096)	(3%)	
Transfer from Reserves	9	689,177	689,177	<b>613,177</b>	(76,000)	(11%)	▼
Repayment of Debentures	8	(98,717)	(98,717)	<b>(98,153)</b>	564	1%	
Transfer to Reserves	9	(1,105,000)	(1,105,000)	<b>(1,096,810)</b>	8,190	1%	
<b>Amount attributable to financing activities</b>		<b>(482,216)</b>	<b>(482,216)</b>	<b>(550,529)</b>	<b>(68,342)</b>	<b>(14%)</b>	
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>32,411</b>	<b>32,411</b>	<b>1,489,048</b>	1,456,608	(4494%)	

**KEY INFORMATION**

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

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

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 JUNE 2021

### REVENUE

#### RATES

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2021**

**BY NATURE OR TYPE**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Opening Funding Surplus (Deficit)</b>	1(b)	\$ 1,749,307	\$ 1,749,307	\$ 1,749,307	\$ 0	% 0%	
<b>Revenue from operating activities</b>							
Rates	5	2,311,004	2,311,004	2,315,668	4,664	0%	
Operating Grants, Subsidies and Contributions		1,112,258	1,112,258	2,046,723	934,465	84%	▲
Fees and Charges		456,089	456,089	504,339	48,249	11%	▲
Interest Earnings		49,400	49,400	40,637	(8,763)	(18%)	
Other Revenue		327,273	327,273	373,244	45,971	14%	▲
Profit on Disposal of Assets	6	44,931	44,931	47,840	2,909	6%	
		<b>4,300,955</b>	<b>4,300,955</b>	<b>5,328,451</b>	1,027,495	24%	▲
<b>Expenditure from operating activities</b>							
Employee Costs		(2,234,742)	(2,234,742)	(1,910,997)	323,745	14%	▲
Materials and Contracts		(1,376,923)	(1,376,923)	(1,402,294)	(25,371)	(2%)	
Utility Charges		(229,080)	(229,080)	(206,163)	22,917	10%	▲
Depreciation on Non-Current Assets		(2,822,450)	(2,822,450)	(2,872,148)	(49,698)	(2%)	
Interest Expenses		(20,191)	(20,191)	(14,859)	5,332	26%	
Insurance Expenses		(178,523)	(178,523)	(183,398)	(4,875)	(3%)	
Other Expenditure		(74,853)	(74,853)	(64,806)	10,047	13%	▲
Loss on Disposal of Assets	6	(25,042)	(25,042)	(170,288)	(145,246)	(580%)	
		<b>(6,961,804)</b>	<b>(6,961,804)</b>	<b>(6,824,953)</b>	136,851	(2%)	
<b>Operating activities excluded from budget</b>							
Add back Depreciation		2,822,450	2,822,450	<b>2,872,148</b>	49,698	2%	
Adjust (Profit)/Loss on Asset Disposal	6	(19,889)	(19,889)	<b>122,448</b>	142,337	(716%)	
Adjust Provisions and Accruals		(65,901)	(65,901)	<b>(39,458)</b>	26,443	(40%)	
<b>Amount attributable to operating activities</b>		<b>75,811</b>	<b>75,811</b>	<b>1,458,635</b>	1,382,824	1824%	
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions		3,923,765	3,923,765	<b>2,727,526</b>	(1,196,239)	(30%)	▼
Proceeds from Disposal of Assets	6	501,864	501,864	<b>470,259</b>	(31,605)	(6%)	
Capital acquisitions	7	(5,736,120)	(5,736,120)	<b>(4,366,150)</b>	1,369,970	24%	▲
<b>Amount attributable to investing activities</b>		<b>(1,310,491)</b>	<b>(1,310,491)</b>	<b>(1,168,365)</b>	142,126	(11%)	
<b>Financing Activities</b>							
Principal lease payments		(5,069)	(5,069)	<b>(5,040)</b>			
Self-Supporting Loan Principal		37,393	37,393	<b>36,297</b>	(1,096)	(3%)	
Transfer from Reserves	9	689,177	689,177	<b>613,177</b>	(76,000)	(11%)	▼
Repayment of Debentures	8	(98,717)	(98,717)	<b>(98,153)</b>	564	1%	
Transfer to Reserves	9	(1,105,000)	(1,105,000)	<b>(1,096,810)</b>	8,190	1%	
<b>Amount attributable to financing activities</b>		<b>(482,216)</b>	<b>(482,216)</b>	<b>(550,529)</b>	(68,342)	14%	
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>32,411</b>	<b>32,411</b>	<b>1,489,048</b>	1,456,609	4494%	

**KEY INFORMATION**

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

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

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

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

**SIGNIFICANT ACCOUNTING POLICIES**

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**EMPLOYEE BENEFITS**

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

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

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

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

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

**PROVISIONS**

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

**INVENTORIES**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

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

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

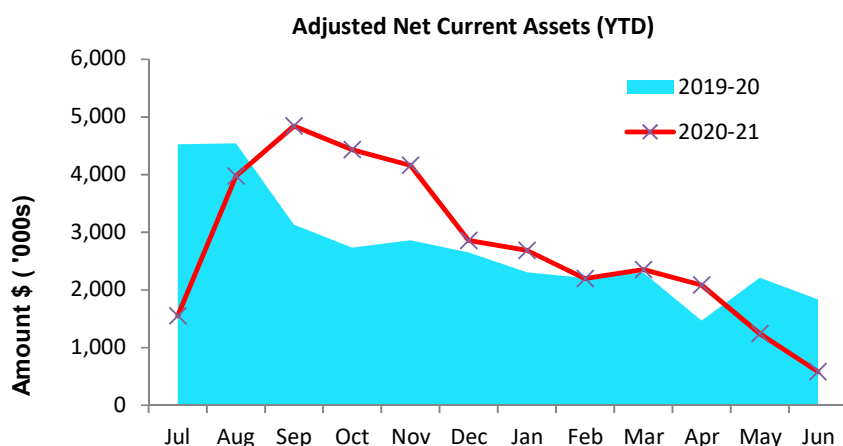
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2020	Year to Date Actual 30 Jun 2021
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	3	1,437,180	1,439,203
Cash Restricted	3	3,646,796	3,575,367
Receivables - Rates	4	233,550	210,993
Receivables - Other	4	20,244	41,131
Expected Credit Loss Allowance	4	(12,262)	(12,262)
Financial Assets		37,130	0
Prepaid Expenses		18,663	5,104
Interest / ATO Receivable		29,928	63,938
Inventories		4,275	42,082
		5,415,504	5,365,556
<b>Less: Current Liabilities</b>			
Payables		(412,022)	(1,040,671)
Provisions - employee		(336,197)	(336,198)
Long term borrowings		(98,154)	0
		(846,373)	(1,376,869)
<b>Unadjusted Net Current Assets</b>		<b>4,569,131</b>	<b>3,988,687</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>			
Less: Cash reserves	3	(3,091,734)	(3,575,367)
Less: Loans receivable		(37,130)	0
Add: Lease Liabilities		5,155	
Add: Provisions - employee		205,731	166,273
Add: Long term borrowings		98,154	0
<b>Adjusted Net Current Assets</b>		<b>1,749,307</b>	<b>579,593</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**

**Surplus(Deficit)**

**\$1.58 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$1.75 M**

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

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
General Purpose Funding - Other	954,586	105%	▲	Timing	Timing of Grants.
Economic Services	41,452	20%	▲	Timing	Timing of Skeleton Weed Reimbursement and Caravan Park income higher than year to date budget. Standpipes income higher than Budgeted.
Other Property and Services	31,070	51%	▲	Permanent	Parental Leave reimbursement.
<b>Expenditure from operating activities</b>					
Governance	81,526	11%	▲	Timing	Administration Allocated, Integrated Planning, Council Other Expenses Timing and allowances.
Law, Order and Public Safety	61,645	17%	▲	Timing	Timing of CESM operating expenses.
Health	35,851	11%	▲	Timing	Timing of Medical Practices expenses.
Education and Welfare	29,540	13%	▲	Timing	Timing of Independent Living Concept and AKV maintenance. Youth program vacancies.
Housing	31,449	19%	▲	Timing	Timing of Housing Allocated and timing of works on other Housing.
Community Amenities	66,364	13%	▲	Timing	Timing of Town Planning and Badjaling Drain Engineering Advice.
Other Property and Services	(253,243)	(421%)	▼	Timing	Payout of Leave, Parental Leave payments, Plants Costs, PWO Allocation lower than budgeted.
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(1,196,239)	(30%)	▼	Timing	Timing of Grants.
Capital Acquisitions	1,369,970	24%	▲	Timing	Timing of Capital Works.

**KEY INFORMATION**

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

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

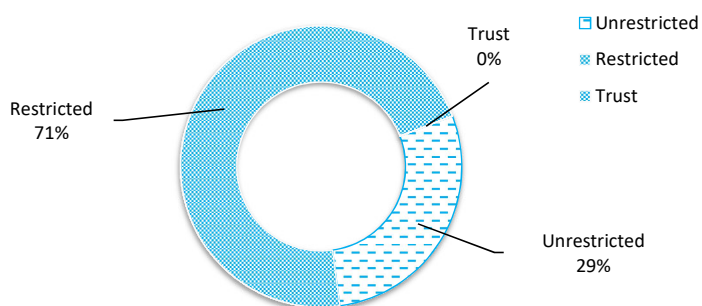
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	650			650			
<b>At Call Deposits</b>							
Municipal Fund	85,075			85,075	Westpac		
Medical Centre	558			558	Westpac		
Child Care Centre	20,354			20,354	Westpac		
Municipal On Call	720,000			720,000	Westpac	0.01%	
Reserve Fund On Call		54,540		54,540	Westpac	0.01%	
Trust Fund			0	0	Westpac		
<b>Term Deposits</b>							
Municipal Investment - Term Deposit	308,019			308,019	Westpac	0.22%	05-Sep-21
Municipal Investment - Term Deposit	304,547			304,547	Westpac	0.23%	03-Sep-21
Reserve Investment - Term Deposit		901,886		901,886	Westpac	0.23%	03-Sep-21
Reserve Investment - Term Deposit		1,036,168		1,036,168	Westpac	0.22%	12-Oct-21
Reserve Investment - Term Deposit		620,953		620,953	Westpac	0.24%	22-Aug-21
Reserve Investment - Term Deposit		961,819		961,819	Westpac	0.22%	23-Sep-21
<b>Total</b>	<b>1,439,203</b>	<b>3,575,367</b>	<b>0</b>	<b>5,014,570</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



**Total Cash**

**\$5.01 M**

**Unrestricted**

**\$1.44 M**

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

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2020	30 Jun 21
	\$	\$
Opening Arrears Previous Year	237,459	231,667
Levied this year	2,489,560	2,488,499
Less Collections to date	(2,495,352)	(2,509,173)
Equals Current Outstanding	<b>231,667</b>	<b>210,993</b>
<b>Net Rates Collectable</b>	<b>231,667</b>	<b>210,993</b>
% Collected	100.23%	100.83%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	89,731	2,134	25	917	92,807
Percentage	97%	2%	0%	1%	
<b>Balance per Trial Balance</b>					
Sundry debtors					35,243
Loss Allowance					(12,262)
GST receivable					63,938
Pensioner Rebates					5,888
<b>Total Receivables General Outstanding</b>					<b>92,807</b>

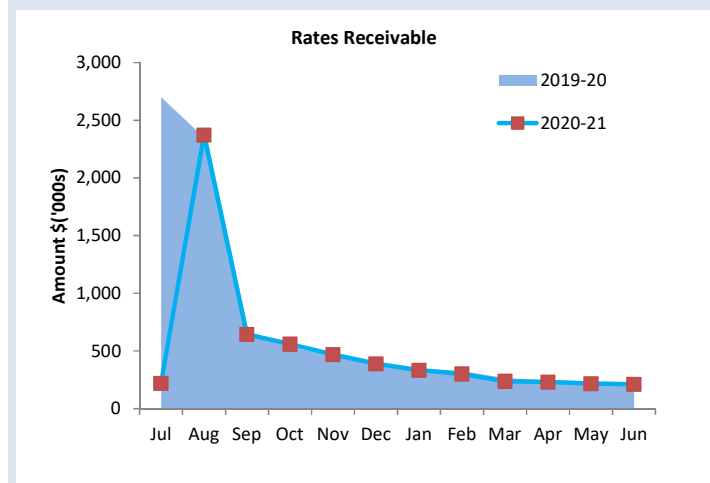
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

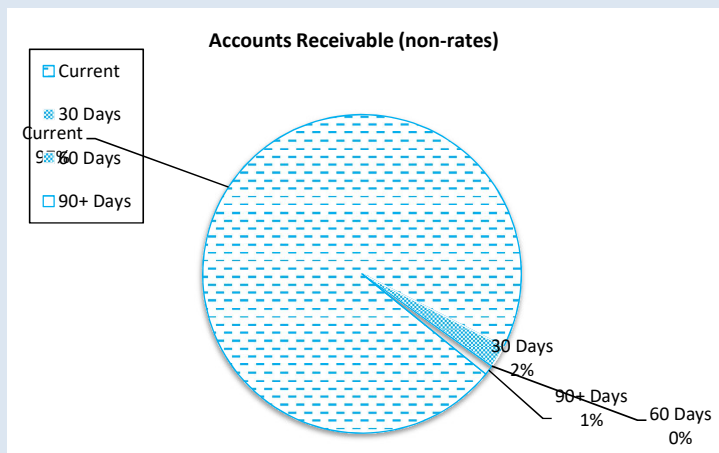
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

**SIGNIFICANT ACCOUNTING POLICIES**

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



Collected	Rates Due
<b>101%</b>	<b>\$210,993</b>



<b>Debtors Due</b>
<b>\$92,807</b>
<b>Over 30 Days</b>
<b>3%</b>
<b>Over 90 Days</b>
<b>1%</b>



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

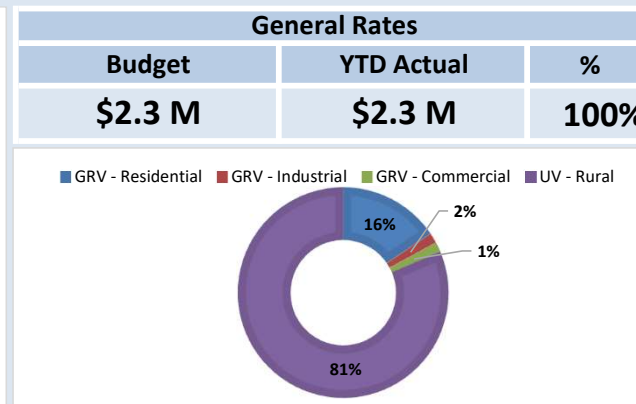
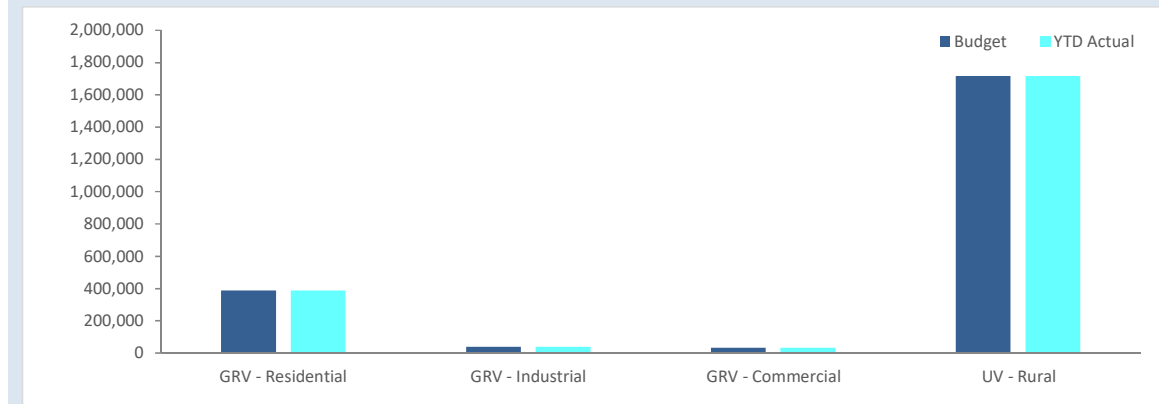
**OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE**

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

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

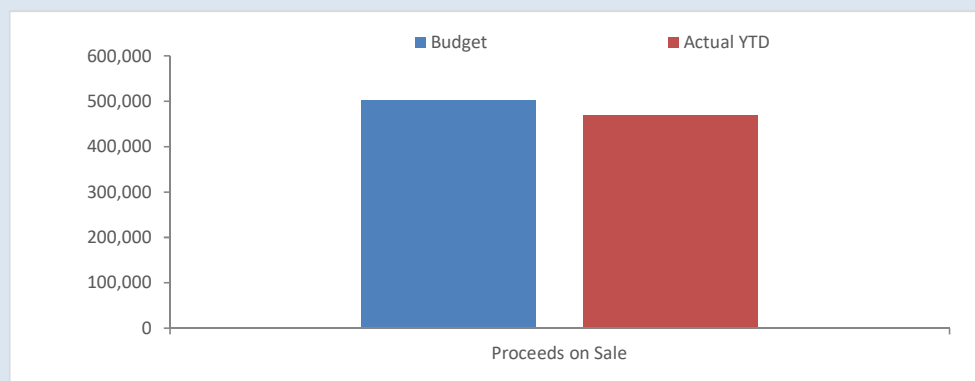


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2021**

**OPERATING ACTIVITIES  
NOTE 6  
DISPOSAL OF ASSETS**

Asset Description	Amended Budget				YTD Actual			
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
	\$	\$	\$	\$	\$	\$	\$	\$
2018 Holden Acadia LTZ	35,664	32,000		(3,664)	34,894	36,364	1,469	
2018 Holden Colorado P/Up 4x4	32,328	28,500		(3,828)	31,767	27,531		(4,236)
Caterpillar 12M	117,191	150,000	42,809		107,532	150,000	42,468	
Case 580SK Backhoe	22,550	5,000		(17,550)				
Cherry Picker	2,878	5,000	2,122					
Land held for resale	35,000	35,000						
Community Car		16,364			12,461	16,364	3,903	
Factory Units	230,000	230,000	0		406,052	240,000		(166,052)
	<b>475,611</b>	<b>501,864</b>	<b>44,931</b>	<b>(25,042)</b>	<b>592,706</b>	<b>470,259</b>	<b>47,840</b>	<b>(170,288)</b>

**KEY INFORMATION**



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

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

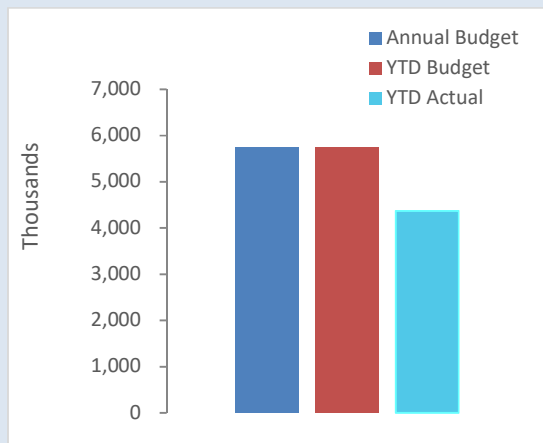
**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	200,000	42,509	(157,491)
Buildings	754,319	754,319	610,050	(144,269)
Plant & Equipment	567,780	567,780	531,934	(35,846)
Furniture & Equipment	38,610	38,610	24,414	(14,196)
Infrastructure - Roads	3,049,301	3,049,301	2,705,732	(343,569)
Infrastructure - Footpaths	90,000	90,000	33,471	0
Infrastructure - Other	1,036,110	1,036,109	418,041	(618,069)
<b>Capital Expenditure Totals</b>	<b>5,736,120</b>	<b>5,736,119</b>	<b>4,366,150</b>	<b>(1,313,440)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,923,765	3,923,765	2,727,526	(1,196,239)
Other (Disposals & C/Fwd)	501,864	501,864	470,259	(31,605)
Cash Backed Reserves				
Plant Reserve	327,900	326,900	326,900	0
Building Reserve	120,750	100,000	45,750	(54,250)
Town Planning & Development	200,000	200,000	200,000	0
Contribution - operations	661,841	683,590	595,715	(87,875)
<b>Capital Funding Total</b>	<b>5,736,120</b>	<b>5,736,119</b>	<b>4,366,150</b>	<b>(1,369,969)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$5.74 M</b>	<b>\$4.37 M</b>	<b>76%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$3.92 M</b>	<b>\$2.73 M</b>	<b>70%</b>

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

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

% of Completion	Amended					Variance (Under)/Over
	Account Number	Annual Budget	YTD Budget	YTD Actual		
	<b>Capital Expenditure</b>					
	<b>Land</b>					
21%	Industrial Lots Phase 1	2601	200,000	200,000	42,509	(157,491)
21%	<b>Total</b>		200,000	200,000	42,509	(157,491)
	<b>Buildings</b>					
93%	Caravan Park Units	9596	106,300	106,300	99,109	(7,191)
75%	Caretaker Cottage	9597	273,310	273,310	204,583	(68,727)
58%	Youth Centre Upgrades	9576	133,780	133,780	77,392	(56,389)
99%	Town Hall Building Upgrades	9531	132,020	132,020	130,222	(1,798)
95%	Arthur Kelly Roofing	9537	78,520	78,520	74,628	(3,892)
74%	Caravan Park Cabins Safety Works	9546	24,270	24,270	17,998	(6,272)
100%	Caravan Park Cabins Cabins Rentention Payment	9546	6,119	6,119	6,119	0
81%	<b>Total</b>		754,319	754,319	610,050	(144,269)
	<b>Plant &amp; Equipment</b>					
99%	CEO Vehicle	9000	45,300	45,300	44,891	(409)
98%	EMWS Vehicle	9702	45,000	45,000	44,258	(742)
100%	Grader	9007	360,000	360,000	360,000	-
0%	Second Hand Loader	9703	35,000	35,000	-	(35,000)
100%	Cherry Picker	9755	46,400	46,400	46,400	-
100%	Slasher	9756	12,000	12,000	11,995	(5)
101%	Hospital Auxillary Vehicle	9738	24,080	24,080	24,390	310
94%	<b>Total</b>		567,780	567,780	531,934	(35,846)
	<b>Furniture &amp; Equipment</b>					
85%	Fire Brigade IT and other Equipment	9760	27,310	27,310	23,209	(4,101)
11%	New Computers	9306	11,300	11,300	1,205	(10,095)
0%	<b>Total</b>		38,610	38,610	24,414	(14,196)
	<b>Infrastructure - Roads</b>					
87%	Heal Street Parking	C196	170,000	170,000	147,112	(22,888)
0%	The Groves Access	C190	18,006	18,006	-	(18,006)
110%	AKV Road Upgrade	C195	139,500	139,500	152,812	13,312
77%	Balkuling North Road Resealing	C194	81,711	81,711	63,185	(18,526)
100%	Goldfields Road Reconstruction	C167	444,870	444,870	443,298	(1,572)
101%	Goldfields Road Reseal	1C167	78,750	78,750	79,150	400
165%	Mount Stirling Road Reseal	C197	27,900	27,900	46,003	18,103
106%	Old Beverley East Road	C006	373,742	373,742	397,819	24,077
0%	Quairading-Cunderdin WSNF Stg 2 Design	WSFN3	25,000	25,000	-	(25,000)
84%	Quairading-Cunderdin WSNF	WSFN2	1,325,852	1,325,852	1,119,582	(206,270)
98%	Stacey Bus Road Resheeting	C191	28,700	28,700	28,067	(633)
66%	Badjaling Nth Road Resheeting	C192	204,120	204,120	135,683	(68,437)
71%	Pannell Road Resheeting	C193	131,150	131,150	93,020	(38,130)
89%	<b>Total</b>		3,049,301	3,049,301	2,705,732	(343,569)
	<b>Infrastructure - Footpaths</b>					
37%	McLennan Street	F002	90,000	90,000	33,471	(56,529)
37%	<b>Total</b>		90,000	90,000	33,471	-
	<b>Infrastructure - Other</b>					
104%	Hockey Oval Lighting	9839	84,020	81,500	87,085	5,585
74%	Swimming Pool Solar System	9840	42,520	45,040	31,521	(13,519)
91%	Oval Floodlights	9837	123,150	123,150	112,466	(10,684)
3%	Community Park	9838	620,000	620,000	19,665	(600,335)
86%	Shire Hall - Lighting Upgrade	9531	20,000	20,000	17,255	(2,745)
99%	Boundary Signage	9598	5,900	5,900	5,847	(53)
0%	Generator - Parker House	9590	10,000	10,000	-	(10,000)
104%	Shade Sail Pool	9553	18,000	18,000	18,757	757
50%	Sub Meters	9554	5,000	5,000	2,500	(2,500)
72%	Hall Car Park Design	9829	10,000	10,000	7,180	(2,820)
94%	Pool Blankets	9841	12,500	12,500	11,788	(712)
122%	Airstrip	9820	85,020	85,019	103,978	18,958
40%	<b>Total</b>		1,036,110	1,036,109	418,041	(618,069)
76%	<b>Total</b>		5,736,120	5,736,119	4,366,150	(1,313,440)

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

**FINANCING ACTIVITIES  
NOTE 8  
BORROWINGS**

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

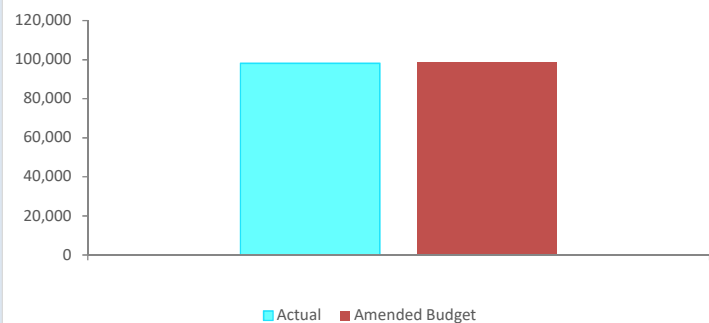
**SIGNIFICANT ACCOUNTING POLICIES**

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

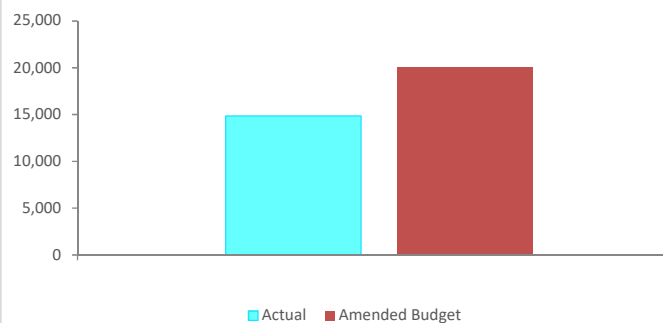
**KEY INFORMATION**

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

**Borrowings - Principal Repaid**



**Borrowings - Interest Paid**



**Principal Repaid**

**\$98,153**

**Interest Expense**

**\$14,859**

**Loans Outstanding**

**\$.48 M**

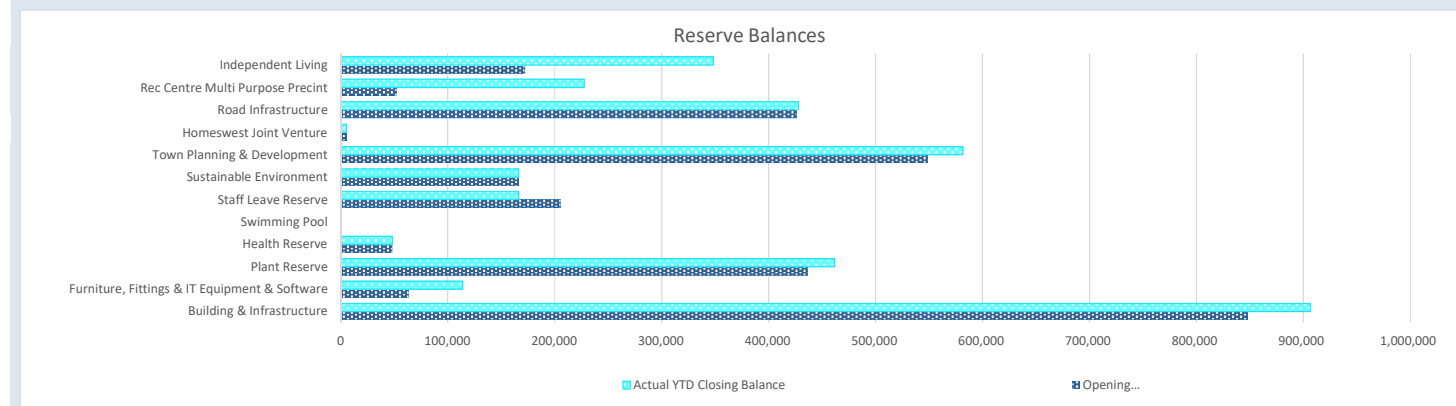
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2021

OPERATING ACTIVITIES  
NOTE 9  
RESERVES

## Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building & Infrastructure	847,541	6,894	4,579	100,000	100,000	(120,750)	(45,750)	833,685	906,370
Furniture, Fittings & IT Equipment & Software	63,451	516	360	50,000	50,000			113,967	113,811
Plant Reserve	436,314	3,501	2,266	350,000	350,000	(327,900)	(326,900)	461,915	461,680
Health Reserve	47,871	389	249					48,260	48,120
Swimming Pool	262	2	1					264	263
Staff Leave Reserve	205,731	1,672	1,069			(40,527)	(40,527)	166,876	166,273
Sustainable Environment	165,520	1,345	860					166,865	166,380
Town Planning & Development	548,624	4,406	2,850	230,000	230,000	(200,000)	(200,000)	583,030	581,474
Homeswest Joint Venture	5,238	43	27					5,281	5,265
Road Infrastructure	425,771	3,448	2,212					429,219	427,983
Rec Centre Multi Purpose Precinct	51,986	423	542	175,000	175,000			227,409	227,528
Building Renewal	121,416	977	631					122,393	122,047
Independent Living	172,006	1,384	1,165	175,000	175,000			348,390	348,171
	<b>3,091,731</b>	<b>25,000</b>	<b>16,810</b>	<b>1,080,000</b>	<b>1,080,000</b>	<b>(689,177)</b>	<b>(613,177)</b>	<b>3,507,554</b>	<b>3,575,364</b>

## KEY INFORMATION



## Interest Earned

**\$16,810**

## Reserves Bal

**\$3.58 M**

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

**NOTE 10  
GRANTS AND CONTRIBUTIONS**

**Grants and Contributions**

	Amended		YTD Actual	Variance (Under)/Over
	Annual Budget	YTD Budget		
<b>Operating grants, subsidies and contributions</b>				
Federal Assistance Grants	854,746	854,746	1,817,061	962,315
MRWA Direct Road Grant	137,540	137,540	137,540	0
NRM Grant	17,020	15,602	0	(15,602)
Adverse Event Plan (Community Drought)	15,000	13,750	0	(13,750)
Fire Prevention Grants	47,480	47,480	49,199	1,719
Staff Contributions to Vehicle	17,472	16,016	15,451	(565)
Medical Practice Grants and Contributions	15,000	13,750	15,356	1,606
Youth Centre Grants	8,000	7,333	8,348	1,015
Australia Day Grant	0	0	1,100	1,100
Childcare Centre Grants	0	0	2,614	2,614
<b>Operating grants, subsidies and contributions Total</b>	<b>1,112,258</b>	<b>1,106,217</b>	<b>2,046,670</b>	<b>940,453</b>
<b>Non-operating grants, subsidies and contributions</b>				
Roads to Recovery/ MRWA Regional Road Group	700,336	700,336	724,011	23,675
WA Freight Network	1,241,949	1,241,949	1,042,993	-198,956
Community Roads and Infrastructure	393,970	393,970	196,674	-197,296
Community Drought Funding	981,500	981,500	700,000	-281,500
DFES Capital Grant	27,310	27,310	27,310	0
Community Park Grants and Contributions	525,000	525,000	0	-525,000
Shire Lighting Upgrade Contribution	7,500	7,500	7,500	0
Regional Airports Development Scheme	38,484	38,484	29,038	-9,446
Hospital Auxillary Vehicle	7,716	7,716	0	-7,716
<b>Non-operating grants, subsidies and contributions Total</b>	<b>3,923,765</b>	<b>3,923,765</b>	<b>2,727,526</b>	<b>-1,196,239</b>
<b>Grand Total</b>	<b>5,036,023</b>	<b>5,029,982</b>	<b>4,774,196</b>	<b>(255,786)</b>

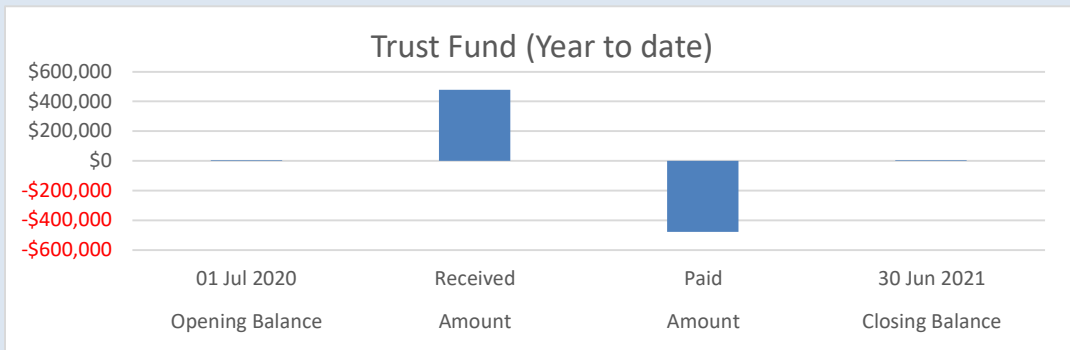
**KEY INFORMATION**

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

**NOTE 11  
TRUST FUND**

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

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 30 Jun 2021
Department of Transport	\$3,899	\$477,918	-\$476,515	\$5,302
	<b>\$3,899</b>	<b>\$477,918</b>	<b>-\$476,515</b>	<b>\$5,302</b>





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

**NOTE 12  
BUDGET AMENDMENTS**

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

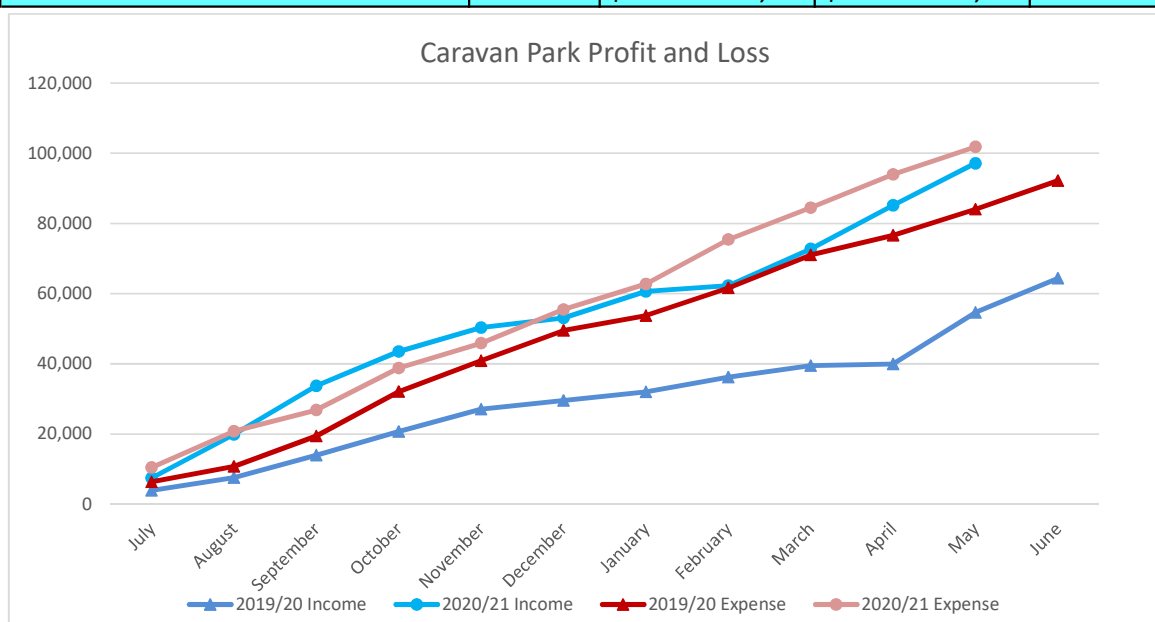
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
<b>Budget Adoption</b>			Opening Surplus				128,145
	Caravan Park Cabins Retention	19-20/21	Capital Expenses			6,119	122,026
	Purchase of Hospital Auxillary Vehicle	64-20/21	Capital Expenses			24,080	97,946
	Reimbursement and Trade in for Hospital Auxillary Vehicle	64-20/21	Capital Income		24,080		122,026
	Altus Bank Reconciliation	80-20/21	Operating Expenses			9,500	112,526
	Computers	80-20/21	Capital Expenses			11,300	101,226
	Offsite Backups/ Internet Service and Firewall	80-20/21	Operating Expenses			7,500	93,726
	Review of Sports and Recreation Masterplan	80-20/21	Operating Expenses			25,000	68,726
	Waiving of Sporting Club Fees and Charges	130-20/21	Operating Income			2,000	66,726
	Caravan Park Cabins	130-20/22	Operating Income		5,000		71,726
	Factory Unit	130-20/23	Operating Income			3,000	68,726
	Private Works	130-20/24	Operating Income		7,500		76,226
	Miscellaneous Materials	130-20/25	Operating Income		7,500		83,726
	Grant Commission (FAGs)	130-20/26	Operating Income		12,732		96,458
	Medical Practice Income - Nurse incentive grant	130-20/27	Operating Income		5,000		101,458
	Parks & Reserves Wages	130-20/28	Operating Expenses		5,000		106,458
	Caravan Park Wages	130-20/29	Operating Expenses		10,000		116,458
	Adverse Event Plan	130-20/30	Operating Expenses		10,000		126,458
	Conferences	130-20/31	Operating Expenses		3,000		129,458
	Revaluation of Assets	130-20/32	Operating Expenses		30,000		159,458
	Integrated Planning	130-20/33	Operating Expenses		7,500		166,958
	Town Planning	130-20/34	Operating Expenses		10,000		176,958
	Parks & Reserves Contracts	130-20/35	Operating Expenses			11,000	165,958
	Oval and Grounds Contracts	130-20/36	Operating Expenses			4,000	161,958
	Bridge Maintenance	130-20/37	Operating Expenses			6,000	155,958
	Telephone	130-20/38	Operating Expenses			9,000	146,958
	Road Depreciation	130-20/39	Operating Expenses			840,000	(693,042)
	New Grader	130-20/40	Capital Income			10,000	(703,042)
	Factory Units	130-20/41	Capital Income		230,000		(473,042)
	Town Hall Building Upgrades	130-20/42	Capital Expenses		45,750		(427,292)
	Caretaker Cottage	130-20/43	Capital Expenses			45,750	(473,042)
	Youth Centre	130-20/44	Capital Expenses			55,000	(528,042)
	Caravan Park Safety Works	130-20/45	Capital Expenses			6,000	(534,042)

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

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

**NOTE 13  
CARAVAN PARK**

<b>Caravan Park Profit and Loss</b>	<b>YTD Bookings/ Stays</b>	<b>YTD Actual</b>	<b>Current Budget</b>	<b>VAR %</b>
<b>INCOME</b>				
Caravan Park Charges	677	\$38,132	\$36,000	106%
Cottage Charges	22	\$3,941	\$3,000	131%
Cabins Charges	247	\$55,617	\$47,000	118%
<b>TOTAL INCOME</b>	<b>946</b>	<b>\$97,690</b>	<b>\$86,000</b>	<b>114%</b>
<b>EXPENDITURE</b>				
<b>Caravan Park</b>				
Wages inc O/H		\$50,013	\$53,668	93%
Materials & Insurance		\$14,438	\$7,691	188%
Utilities		\$10,151	\$13,000	78%
<b>Caravan Park Total</b>		<b>\$74,602</b>	<b>\$74,359</b>	<b>100%</b>
<b>Cottage</b>				
Wages inc O/H		\$3,831	\$2,964	129%
Materials & Insurance		\$1,726	\$2,507	69%
Utilities		\$886	\$1,500	59%
<b>Cottage Total</b>		<b>\$6,443</b>	<b>\$6,971</b>	<b>92%</b>
<b>Cabins</b>				
Wages inc O/H		\$21,297	\$45,314	47%
Materials & Insurance		\$5,163	\$9,000	57%
Utilities		\$5,125	\$7,032	73%
<b>Cabins Total</b>		<b>\$31,585</b>	<b>\$61,346</b>	<b>51%</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 112,630</b>	<b>\$ 142,676</b>	<b>79%</b>
<b>Income</b>		<b>\$ 97,690</b>	<b>\$ 86,000</b>	<b>114%</b>
<b>Expenses</b>		<b>\$ 112,630</b>	<b>\$ 142,676</b>	<b>79%</b>
		<b>-\$ 14,940</b>	<b>-\$ 56,676</b>	<b>26%</b>



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

**NOTE 14  
RATIO'S**

	2021	This Time	2020	2019	2018	2017	Target Range
	YTD	Last Year					
Current Ratio	1.48	4.63	4.71	6.00	0.93	1.29	≥1.00
Debt Service Cover Ratio	11.71	16.31	15.02	19.61	16.98	41.90	≥ 15.0
Operating Surplus Ratio	(0.45)	0.03	(0.36)	0.01	(0.24)	(0.43)	≥0.15
Own Source Revenue Coverage Ratio	0.49	0.62	0.50	0.77	0.69	0.46	≥0.90

The above ratios are calculated as follows:

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

### 11.3 Adoption of the 2021/2022 Statutory Budget

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

#### OFFICER RECOMMENDATION

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

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 24<sup>th</sup> September 2021.

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

- Friday 24<sup>th</sup> September 2021
- Wednesday 24<sup>th</sup> November 2021
- Monday 24<sup>th</sup> January 2022
- Thursday 24<sup>th</sup> 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.

—/—

**VOTING REQUIREMENTS** - Absolute Majority

## **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 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. Council's Fees & Charges have been reviewed

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 30<sup>th</sup> 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 30<sup>th</sup> June 2021 and may change once the Annual Financial Statements have been audited.

**SHIRE OF QUAIRADING**  
**BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2022**  
*Local Government Act 1995*

**TABLE OF CONTENTS**

Statement of Comprehensive Income by Nature or Type	2
Basis of Preparation	3
Statement of Comprehensive Income by Program	4
Statement of Cash Flows	6
Rate Setting Statement	7
Index of Notes to the Budget	8

**SHIRE'S VISION**

**Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting.**



SHIRE OF QUAIRADING  
STATEMENT OF COMPREHENSIVE INCOME  
BY NATURE OR TYPE  
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2021/22 Budget	2020/21 Actual	2020/21 Budget
		\$	\$	\$
<b>Revenue</b>				
Rates	1(a)	2,370,755	2,315,668	2,311,004
Operating grants, subsidies and contributions	10(a)	1,093,711	2,055,540	1,094,526
Fees and charges	9	461,896	492,611	441,089
Interest earnings	13(a)	35,900	40,637	49,400
Other revenue	13(b)	340,875	373,498	327,273
		4,303,137	5,277,954	4,223,292
<b>Expenses</b>				
Employee costs		(2,374,894)	(1,970,837)	(2,249,742)
Materials and contracts		(1,460,567)	(1,397,820)	(1,365,423)
Utility charges		(227,690)	(194,389)	(229,080)
Depreciation on non-current assets	5	(2,630,828)	(2,872,148)	(1,982,450)
Interest expenses	13(d)	(12,856)	(15,273)	(20,191)
Insurance expenses		(191,024)	(183,398)	(178,523)
Other expenditure		(119,797)	(64,709)	(74,853)
		(7,017,656)	(6,698,574)	(6,100,262)
<b>Subtotal</b>		(2,714,519)	(1,420,620)	(1,876,970)
Non-operating grants, subsidies and contributions	10(b)	2,822,245	2,702,855	3,916,049
Profit on asset disposals	4(b)	0	47,840	44,931
Loss on asset disposals	4(b)	(70,000)	(170,288)	(25,042)
		2,752,245	2,580,407	3,935,938
<b>Net result</b>		<b>37,726</b>	<b>1,159,787</b>	<b>2,058,968</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>37,726</b>	<b>1,159,787</b>	<b>2,058,968</b>

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

## BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

## THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire of Quairading controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to the budget.

## 2020/21 ACTUAL BALANCES

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

## CHANGE IN ACCOUNTING POLICIES

On the 1 July 2021 no new accounting policies are to be adopted and no new policies are expected to impact the annual budget.

## KEY TERMS AND DEFINITIONS - NATURE OR TYPE

### REVENUES RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

### SERVICE CHARGES

Service charges imposed under Division 6 of Part 6 of the *Local Government Act 1995*. Regulation 54 of the *Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services.

Excludes rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

### PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

## REVENUES (CONTINUED)

### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

### FEES AND CHARGES

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

## EXPENSES

### EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences safety expenses, medical examinations, fringe benefit tax, etc.

### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation expense raised on all classes of assets.

### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

### OTHER EXPENDITURE

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**SHIRE OF QUAIRADING**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	2021/22 Budget	2020/21 Actual	2020/21 Budget
<b>Revenue</b>	1,9,10(a),13(a),13(b)	\$	\$	\$
Governance		3,469	6,336	3,300
General purpose funding		3,287,905	4,180,600	3,208,618
Law, order, public safety		195,531	208,718	218,797
Health		10,879	17,379	10,879
Education and welfare		49,559	60,762	61,708
Housing		116,695	102,455	106,108
Community amenities		158,291	175,174	174,554
Recreation and culture		23,021	29,008	28,346
Transport		165,653	156,192	157,540
Economic services		239,696	250,457	207,170
Other property and services		52,438	90,873	46,272
		4,303,137	5,277,954	4,223,292
<b>Expenses excluding finance costs</b>	4(a),5,13(c)(e)(f)			
Governance		(745,845)	(630,755)	(753,037)
General purpose funding		(67,880)	(86,088)	(82,738)
Law, order, public safety		(353,314)	(310,214)	(382,549)
Health		(301,386)	(279,274)	(315,980)
Education and welfare		(225,350)	(189,406)	(222,620)
Housing		(186,230)	(129,513)	(162,773)
Community amenities		(499,888)	(435,741)	(522,815)
Recreation and culture		(953,050)	(951,967)	(917,959)
Transport		(2,779,184)	(2,794,209)	(2,001,976)
Economic services		(859,945)	(737,995)	(690,999)
Other property and services		(32,728)	(138,139)	(26,625)
		(7,004,800)	(6,683,301)	(6,080,071)
<b>Finance costs</b>	7,6(a),13(d)			
Law, order, public safety		(847)	(414)	(140)
Recreation and culture		(126)	(1,671)	(2,581)
Transport		(10,028)	(11,307)	(15,292)
Economic services		(1,855)	(1,881)	(2,178)
		(12,856)	(15,273)	(20,191)
<b>Subtotal</b>		(2,714,519)	(1,420,620)	(1,876,970)
Non-operating grants, subsidies and contributions	10(b)	2,822,245	2,702,855	3,916,049
Profit on disposal of assets	4(b)	0	47,840	44,931
(Loss) on disposal of assets	4(b)	(70,000)	(170,288)	(25,042)
		2,752,245	2,580,407	3,935,938
<b>Net result</b>		<b>37,726</b>	<b>1,159,787</b>	<b>2,058,968</b>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>37,726</b>	<b>1,159,787</b>	<b>2,058,968</b>

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

## KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision, and for each of its broad activities/programs.

### OBJECTIVE

#### GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

#### GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services that are not fully funded by specific fees and charges.

#### LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

#### HEALTH

To provide an operational framework for environmental and community health.

#### EDUCATION AND WELFARE

To provide services to disadvantaged persons, the elderly, children and youth.

#### HOUSING

To provide and maintain housing.

#### COMMUNITY AMENITIES

To provide services required by the community.

#### RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which will help the social welling of the community.

#### TRANSPORT

To provide safe, effective and efficient transport services to the community.

#### ECONOMIC SERVICES

To help promote the Shire of Quairading and it's economic wellbeing.

#### OTHER PROPERTY AND SERVICES

To monitor and control the Shire of Quairading's overheads.

### ACTIVITIES

The Governance function accumulates the costs of Members expenses and other costs of Council that relate to the tasks of assisting Councillors and the Ratepayers on matters which do not concern specific Council services, being election expenses; meeting costs; allowances and expenses of members; policy and training and audit fees.

Rates, general purpose government grants and interest revenue.

Supervision of local laws, fire control which covers the maintenance of bushfire equipment and insurance; animal control and a shared community emergency services manager.

Health inspections, food quality control, pest control and operation of the medical centre.

Operation and maintenance of Arthur Kelly Village and minor in-kind association with the Fail Aged Lodge. Youth programme and Quairading Youth centre. Maintenance of Little Rainmakers Childcare Centre.

Maintenance of housing rented to staff and non staff.

Rubbish and recycling services and administration of Town Planning Scheme and Heritage services. Community bus service, maintenance of cemeteries, public conveniences and environmental services.

Maintenance of Halls, Swimming pool, community buildings and various reserves and library.

Construction and maintenance of roads, drainage works, footpaths, parking facilities and cleaning of streets. Natural disaster road and bridge repairs. Online licensing centre for Department of Transport. Maintenance of Airstrip.

Community development, operation of caravan park and short stay accommodation, tourism and townscape, control of noxious weeds and plants. Pests, Community gym and Building Control.

Private works overheads, plant operating costs, Administration allocation of salaries and wages. Operation of electrical services and private works.

	NOTE	2021/22 Budget	2020/21 Actual	2020/21 Budget
		\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		2,370,755	2,338,225	2,311,004
Operating grants, subsidies and contributions		1,093,711	2,226,160	1,080,825
Fees and charges		461,896	492,611	441,089
Interest received		35,900	40,637	49,400
Goods and services tax received		235,341	(29,625)	0
Other revenue		340,875	373,498	327,273
		4,538,478	5,441,506	4,209,591
<b>Payments</b>				
Employee costs		(2,374,894)	(1,978,047)	(2,249,742)
Materials and contracts		(1,460,567)	(1,007,276)	(1,365,423)
Utility charges		(227,690)	(194,389)	(229,080)
Interest expenses		(12,856)	(18,200)	(20,191)
Insurance paid		(191,024)	(183,398)	(178,523)
Goods and services tax paid		(235,341)	0	0
Other expenditure		(119,797)	(64,709)	(74,853)
		(4,622,169)	(3,446,019)	(4,117,812)
<b>Net cash provided by (used in) operating activities</b>	3	(83,691)	1,995,487	91,779
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	4(a)	(1,388,578)	(1,213,332)	(1,495,510)
Payments for construction of infrastructure	4(a)	(3,248,691)	(3,091,575)	(4,203,911)
Non-operating grants, subsidies and contributions	10(b)	2,822,245	2,702,855	3,916,049
Proceeds from sale of land held for resale	4(b)	30,000	0	35,000
Proceeds from sale of plant and equipment	4(b)	125,000	470,258	230,500
Proceeds on financial assets at amortised cost - self supporting loans		0	37,130	37,393
<b>Net cash provided by (used in) investing activities</b>		(1,660,024)	(1,094,664)	(1,480,479)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(64,386)	(98,153)	(98,717)
Principal elements of lease payments	7	(33,321)	(15,995)	(5,069)
<b>Net cash provided by (used in) financing activities</b>		(97,707)	(114,148)	(103,786)
<b>Net increase (decrease) in cash held</b>		(1,841,422)	786,675	(1,492,486)
Cash at beginning of year		5,870,651	5,083,976	5,107,508
<b>Cash and cash equivalents at the end of the year</b>	3	<b>4,029,229</b>	<b>5,870,651</b>	<b>3,615,022</b>

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

**SHIRE OF QUAIRADING**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	2021/22 Budget	2020/21 Actual	2020/21 Budget
		\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
<b>Net current assets at start of financial year - surplus/(deficit)</b>	2	1,468,917	1,749,307	1,836,054
		1,468,917	1,749,307	1,836,054
<b>Revenue from operating activities (excluding rates)</b>				
Specified area and ex gratia rates	1(c)	12,400	12,156	12,156
Operating grants, subsidies and contributions	10(a)	1,093,711	2,055,540	1,094,526
Fees and charges	9	461,896	492,611	441,089
Interest earnings	13(a)	35,900	40,637	49,400
Other revenue	13(b)	340,875	373,498	327,273
Profit on asset disposals	4(b)	0	47,840	44,931
		1,944,782	3,022,282	1,969,375
<b>Expenditure from operating activities</b>				
Employee costs		(2,374,894)	(1,970,837)	(2,249,742)
Materials and contracts		(1,460,567)	(1,397,820)	(1,365,423)
Utility charges		(227,690)	(194,389)	(229,080)
Depreciation on non-current assets	5	(2,630,828)	(2,872,148)	(1,982,450)
Interest expenses	13(d)	(12,856)	(15,273)	(20,191)
Insurance expenses		(191,024)	(183,398)	(178,523)
Other expenditure		(119,797)	(64,709)	(74,853)
Loss on asset disposals	4(b)	(70,000)	(170,288)	(25,042)
		(7,087,656)	(6,868,862)	(6,125,304)
Non-cash amounts excluded from operating activities	2(b)	2,701,896	2,955,123	1,896,660
<b>Amount attributable to operating activities</b>		(972,061)	857,850	(423,215)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	10(b)	2,822,245	2,702,855	3,916,049
Payments for property, plant and equipment	4(a)	(1,388,578)	(1,213,332)	(1,495,510)
Payments for construction of infrastructure	4(a)	(3,248,691)	(3,091,575)	(4,203,911)
Proceeds from disposal of assets	4(b)	155,000	470,258	265,500
Proceeds from financial assets at amortised cost - self supporting loans		0	37,130	37,393
<b>Amount attributable to investing activities</b>		(1,660,024)	(1,094,664)	(1,480,479)
<b>Amount attributable to investing activities</b>		(1,660,024)	(1,094,664)	(1,480,479)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	6(a)	(64,386)	(98,153)	(98,717)
Principal elements of finance lease payments	6	(33,321)	(15,995)	(5,069)
Transfers to cash backed reserves (restricted assets)	8(a)	(604,000)	(1,096,810)	(875,000)
Transfers from cash backed reserves (restricted assets)	8(a)	1,005,439	613,177	711,777
<b>Amount attributable to financing activities</b>		<b>303,732</b>	<b>(597,781)</b>	<b>(267,009)</b>
<b>Budgeted deficiency before general rates</b>		(2,328,353)	(834,595)	(2,170,703)
<b>Estimated amount to be raised from general rates</b>	1(a)	2,358,355	2,303,512	2,298,848
<b>Net current assets at end of financial year - surplus/(deficit)</b>	2	<b>30,002</b>	<b>1,468,917</b>	<b>128,145</b>

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



## INDEX OF NOTES TO THE BUDGET

Rates	9
Net Current Assets	13
Reconciliation of cash	17
Asset Acquisitions	18
Asset Disposals	19
Asset Depreciation	20
Borrowings	21
Leases	23
Reserves	24
Fees and Charges	25
Grant Revenue	25
Revenue Recognition	26
Elected Members Remuneration	28
Other Information	29
Major Land Transactions	30
Significant Accounting Policies - Other Information	31

SHIRE OF QUAIRADING  
NOTES TO AND FORMING PART OF THE BUDGET  
FOR THE YEAR ENDED 30 JUNE 2022

1. RATES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2021/22 Budgeted rate revenue	2021/22 Budgeted interim rates	2021/22 Budgeted back rates	2021/22 Budgeted total revenue	2020/21 Actual total revenue	2020/21 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$
<b>Differential general rate or general rate</b>									
<b>Gross rental valuations</b>									
GRV - Residential	0.13841	315	2,563,032	354,760	0		354,760	347,793	347,793
GRV - Industrial	0.13841	21	275,965	38,197	0		38,197	35,523	35,523
GRV - Commercial	0.13841	11	248,376	34,379	0		34,379	33,704	33,704
<b>Unimproved valuations</b>									
UV - Rural	0.01107	362	167,636,983	1,855,909	0		1,855,909	1,823,528	1,818,828
<b>Sub-Totals</b>		709	170,724,356	2,283,245	0	0	2,283,245	2,240,548	2,235,848
<b>Minimum</b>									
<b>Minimum payment</b>									
\$									
<b>Gross rental valuations</b>									
GRV - Residential	665	61	66,044	40,565			40,565	39,650	39,650
GRV - Industrial	665	6	11,115	3,990			3,990	3,250	3,250
GRV - Commercial	665	0	0	0			0	0	0
<b>Unimproved valuations</b>									
UV - Rural	665	47	1,361,269	31,255			31,255	20,800	20,800
<b>Sub-Totals</b>		114	1,438,428	75,810	0	0	75,810	63,700	63,700
		823	172,162,784	2,359,055	0	0	2,359,055	2,304,248	2,299,548
Concessions (Refer note 1(c))							(700)	(736)	(700)
<b>Total amount raised from general rates</b>							2,358,355	2,303,512	2,298,848
Ex gratia rates							12,400	12,156	12,156
<b>Total rates</b>							2,370,755	2,315,668	2,311,004

All land (other than exempt land) in the Shire of Quairading is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire of Quairading.

The general rates detailed for the 2021/22 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

SHIRE OF QUAIRADING  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2022

**1. RATES (CONTINUED)**

**(b) Interest Charges and Instalments - Rates and Service Charges**

The following instalment options are available to ratepayers for the payment of rates and service charges.

<b>Instalment options</b>	<b>Date due</b>	<b>Instalment plan admin charge</b>	<b>Instalment plan interest rate</b>	<b>Unpaid rates interest rates</b>
		\$	%	%
<b>Option one</b>				
Single full payment	24/09/2021			7.0%
First instalment				
Second instalment				
<b>Option three</b>				
First instalment	24/09/2021			7.0%
Second instalment	24/11/2021	5	3.0%	7.0%
Third instalment	24/01/2022	5	3.0%	7.0%
Fourth instalment	24/03/2022	5	3.0%	7.0%

	<b>2021/22 Budget revenue</b>	<b>2020/21 Actual revenue</b>	<b>2020/21 Budget revenue</b>
	\$	\$	\$
Instalment plan admin charge revenue	1,700	1,455	1,700
Instalment plan interest earned	3,000	2,550	3,000
Unpaid rates and service charge interest earned	15,400	16,510	15,400
	20,100	20,515	20,100

**SHIRE OF QUAIRADING**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2022**  
**1. RATES (CONTINUED)**

The Shire did not raise specified area rates for the year ended 30th June 2022.

The Shire did not raise service charges for the year ended 30th June 2022.

SHIRE OF QUAIRADING  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2022  
 1. RATES (CONTINUED)

(c) Waivers or concessions

Rate or fee and charge to which the waiver or concession is granted	Type	Discount %	Discount (\$)	2021/22 Budget	2020/21 Actual	2020/21 Budget	Circumstances in which the waiver or concession is granted	Objects and reasons of the waiver or concession
General Rates	"Waiver"			\$ (700)	\$ (736)	\$ (700)	Write off of debt up to \$5	To minimize administration costs of debt collection
				(700)	(736)	(700)		

(a) Composition of estimated net current assets

Current assets

Cash and cash equivalents- unrestricted	3	598,849	2,038,832	362,418
Cash and cash equivalents - restricted	3	3,430,380	3,831,819	3,252,604
Receivables		273,107	273,107	265,724
Other Assets		8,330	8,330	
Inventories		5,082	42,082	4,275

Less: current liabilities

Trade and other payables		(686,510)	(686,510)	(330,611)
Contract liabilities		(256,454)	(256,454)	2,473
Lease liabilities	7	(32,952)	(33,321)	5,042
Long term borrowings	6	(63,151)	(64,386)	6,986
Employee provisions		(336,197)	(336,197)	(315,964)

Net current assets

Less: Total adjustments to net current assets

Net current assets used in the Rate Setting Statement	2.(c)	(2,910,482)	(3,348,385)	(3,124,802)
---	-------	-------------	-------------	-------------

Note	2021/22 Budget 30 June 2022	2020/21 Actual 30 June 2021	2020/21 Budget 30 June 2021
	\$	\$	\$
	4,315,748	6,194,170	3,885,021
	(686,510)	(686,510)	(330,611)
	(256,454)	(256,454)	2,473
	(32,952)	(33,321)	5,042
	(63,151)	(64,386)	6,986
	(336,197)	(336,197)	(315,964)
	(1,375,264)	(1,376,868)	(632,074)
	2,940,484	4,817,302	3,252,947
	(2,910,482)	(3,348,385)	(3,124,802)
	30,002	1,468,917	128,145

2. NET CURRENT ASSETS (CONTINUED)

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

Items excluded from calculation of budgeted deficiency

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

(b) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with *Financial Management Regulation 32*.

Adjustments to operating activities

Less: Profit on asset disposals	4(b)	0	(47,840)	(44,931)
Add: Loss on disposal of assets	4(b)	70,000	170,288	25,042
Add: Movement in non-current lease liabilities		0	58,441	
Add: Depreciation on assets	5	2,630,828	2,872,148	1,982,450
Movement of non-current inventory		0	(37,000)	
Movement in current contract liabilities associated with restricted cash		0	(21,456)	(27,046)
Movement in current employee provisions associated with restricted cash		1,068	(39,458)	(38,855)

Non cash amounts excluded from operating activities

Note	2021/22 Budget 30 June 2022	2020/21 Actual 30 June 2021	2020/21 Budget 30 June 2021
	\$	\$	\$
	0	(47,840)	(44,931)
	70,000	170,288	25,042
	0	58,441	
	2,630,828	2,872,148	1,982,450
	0	(37,000)	
	0	(21,456)	(27,046)
	1,068	(39,458)	(38,855)
	2,701,896	2,955,123	1,896,660

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

**Adjustments to net current assets**

Less: Cash - restricted reserves  
 Less: Current assets not expected to be received at end of year  
     - Land held for resale  
 Add: Current liabilities not expected to be cleared at end of year  
     - Current portion of borrowings  
     - Current portion of lease liabilities  
     - Current portion of contract liability held in reserve  
     - Current portion of employee benefit provisions held in reserve

**Total adjustments to net current assets**

Note	2021/22 Budget 30 June 2022	2020/21 Actual 30 June 2021	2020/21 Budget 30 June 2021
	\$	\$	\$
8	(3,173,926)	(3,575,365)	(3,252,604)
	0	(37,000)	
	63,151	64,386	(6,986)
	32,952	33,321	(5,042)
			(27,046)
	167,341	166,273	166,876
	(2,910,482)	(3,348,385)	(3,124,802)

## SIGNIFICANT ACCOUNTING POLICIES

### CURRENT AND NON-CURRENT CLASSIFICATION

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

### TRADE AND OTHER PAYABLES

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

### PREPAID RATES

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

### INVENTORIES

#### General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

#### Superannuation

The Shire of Quairading contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Quairading contributes are defined contribution plans.

### LAND HELD FOR RESALE

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

### TRADE AND OTHER RECEIVABLES

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

### PROVISIONS

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

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

### EMPLOYEE BENEFITS

#### Short-term employee benefits

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

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



**SIGNIFICANT ACCOUNTING POLICIES**

**CONTRACT ASSETS**

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

**CONTRACT LIABILITIES**

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

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

Note	2021/22 Budget	2020/21 Actual	2020/21 Budget
	\$	\$	\$
Cash at bank and on hand	406,416	2,247,838	362,418
Term deposits	3,622,813	3,622,813	3,252,604
<b>Total cash and cash equivalents</b>	<b>4,029,229</b>	<b>5,870,651</b>	<b>3,615,022</b>
Held as			
- Unrestricted cash and cash equivalents	598,849	2,038,832	362,418
- Restricted cash and cash equivalents	3,430,380	3,831,819	3,252,604
	4,029,229	5,870,651	3,615,022
<b>Restrictions</b>			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents	3,430,380	3,831,819	3,252,604
	3,430,380	3,831,819	3,252,604
The restricted assets are a result of the following specific purposes to which the assets may be used:			
Reserves - cash/financial asset backed	8 3,173,926	3,575,365	3,252,604
Contract liabilities	256,454	256,454	
	3,430,380	3,831,819	3,252,604
<b>Reconciliation of net cash provided by operating activities to net result</b>			
<b>Net result</b>	37,726	1,159,787	2,058,968
Depreciation	5 2,630,828	2,872,148	1,982,450
(Profit)/loss on sale of asset	4(b) 70,000	122,448	(19,889)
(Increase)/decrease in receivables	0	(1,647)	13,345
(Increase)/decrease in other assets	0	10,333	
(Increase)/decrease in inventories	0	(807)	
Increase/(decrease) in payables	0	370,881	
Increase/(decrease) in contract liabilities	0	165,199	(27,046)
Non-operating grants, subsidies and contributions	(2,822,245)	(2,702,855)	(3,916,049)
<b>Net cash from operating activities</b>	<b>(83,691)</b>	<b>1,995,487</b>	<b>91,779</b>

#### SIGNIFICANT ACCOUNTING POLICES

##### CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 - Net Current Assets.

##### FINANCIAL ASSETS AT AMORTISED COST

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

**SHIRE OF QUAIRADING**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2022**  
**4. FIXED ASSETS**

**(a) Acquisition of Assets**

The following assets are budgeted to be acquired during the year.

Asset class	Reporting program											2021/22 Budget total	2020/21 Actual total	2020/21 Budget total			
	Governance	General purpose funding	Law, order, public safety	Health	Education and welfare	Housing	Community amenities	Recreation and culture	Transport	Economic services	Other property and services						
<i>Property, Plant and Equipment</i>																	
Land - freehold land											775,500	775,500				200,000	
Buildings - non-specialised					65,978			121,100				187,078					
Buildings - specialised												0	225,722		687,200		
Furniture and equipment	11,000						20,000				7,000	38,000	24,414		27,310		
Plant and equipment								25,000	230,000	133,000		388,000	519,939		581,000		
Work In Progress												0	443,257				
	11,000	0	0	0	65,978	0	20,000	146,100	230,000	133,000	782,500	1,388,578	1,213,332		1,495,510		
<i>Infrastructure</i>																	
Infrastructure - Roads									2,111,886			2,111,886	2,659,728		3,071,701		
Infrastructure - Footpaths												0	33,471		90,000		
Infrastructure - Other community & recreation facilities							328,000	792,300	6,505	10,000		1,136,805	398,376		1,042,210		
	0	0	0	0	0	0	328,000	792,300	2,118,391	10,000	0	3,248,691	3,091,575		4,203,911		
<b>Total acquisitions</b>	11,000	0	0	0	65,978	0	348,000	938,400	2,348,391	143,000	782,500	4,637,269	4,304,907		5,699,421		

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document as follows:

**SIGNIFICANT ACCOUNTING POLICIES**

**RECOGNITION OF ASSETS**

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

SHIRE OF QUAIRADING  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2022  
 4. FIXED ASSETS

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	2021/22 Budget Net Book Value	2021/22 Budget Sale Proceeds	2021/22 Budget Profit	2021/22 Budget Loss	2020/21 Actual Net Book Value	2020/21 Actual Sale Proceeds	2020/21 Actual Profit	2020/21 Actual Loss	2020/21 Budget Net Book Value	2020/21 Budget Sale Proceeds	2020/21 Budget Profit	2020/21 Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>By Program</b>												
Education and welfare		0	0	0	12,461	16,364	3,903	0		0	0	0
Transport	80,000	40,000	0	(40,000)	107,532	150,000	42,468	0	142,619	170,000	44,931	(17,550)
Other property and services	145,000	115,000	0	(30,000)	472,713	303,894	1,469	(170,288)	102,992	95,500	0	(7,492)
		155,000	0	(70,000)	592,706	470,258	47,840	(170,288)	245,611	265,500	44,931	(25,042)
<b>By Class</b>												
<u>Property, Plant and Equipment</u>												
Land - freehold land		0			406,052	240,000		(166,052)		0		
Plant and equipment	188,000	125,000		(63,000)	186,654	230,258	47,840	(4,236)	210,611	230,500	44,931	(25,042)
<u>Land Held for Resale</u>												
Land held for resale	37,000	30,000		(7,000)		0			35,000	35,000		
	225,000	155,000	0	(70,000)	592,706	470,258	47,840	(170,288)	245,611	265,500	44,931	(25,042)

A detailed breakdown of disposals on an individual asset basis can be found in the supplementary information attached to this budget document as follows:

- Staff housing programme
- Plant replacement programme

**SIGNIFICANT ACCOUNTING POLICIES**

**GAINS AND LOSSES ON DISPOSAL**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

**By Program**

Law, order, public safety  
 Health  
 Education and welfare  
 Housing  
 Community amenities  
 Recreation and culture  
 Transport  
 Economic services  
 Other property and services

**By Class**

Buildings - non-specialised  
 Buildings - specialised  
 Furniture and equipment  
 Plant and equipment  
 Infrastructure - Roads  
 Infrastructure - Footpaths  
 Infrastructure - Bridges  
 Infrastructure - Other community & recreation facilities

	2021/22 Budget	2020/21 Actual	2020/21 Budget
	\$	\$	\$
	99,940	105,972	99,940
	6,460	6,461	6,460
	24,960	24,430	24,960
	46,960	48,980	46,960
	47,310	47,134	47,310
	294,250	316,692	294,250
	1,780,998	1,980,201	1,132,620
	143,355	148,356	143,355
	186,595	193,923	186,595
	2,630,828	2,872,148	1,982,450
	46,400	46,403	46,400
	245,160	249,299	245,160
	16,430	16,348	16,430
	321,390	349,351	321,390
	1,556,658	1,713,263	908,280
	5,870	25,536	5,870
	132,780	146,498	132,780
	306,140	325,450	306,140
	2,630,828	2,872,148	1,982,450

**SIGNIFICANT ACCOUNTING POLICIES**

**DEPRECIATION**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

Asset Class	Useful life
Buildings	5 to 83 years
Furniture and equipment	5 to 40 years
Plant and equipment	4 to 40 years
Unsealed Roads	20 Years
- Aggregate Surfaces	15 - 25 Years
- Asphalt Surfaces	15 - 25 Years
- Pavement Surfaces	40 Years
Drainage Systems	40 Years
Clearing & Formation	Not Depreciated
Culverts/Floodways	100 Years
Concrete Footpaths	30 Years
Footpaths Other	100 - 120 Years
Kerbing	75 Years
Bridges	75 Years
Other Infrastructure	10 to 41 years
Right of Use Assets	Based on the remaining lease

**AMORTISATION**

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

**SHIRE OF QUAIRADING**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2022**  
**6. INFORMATION ON BORROWINGS**

**(a) Borrowing repayments**

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest Rate	Budget	2021/22	2021/22	Budget	2021/22	Actual	2020/21	2020/21	Actual	2020/21	Budget	2020/21	2020/21	Budget	2020/21
				Principal 1 July 2021	Budget New Loans	Budget Principal Repayments	Principal outstanding 30 June 2022	Budget Interest Repayments	Principal 1 July 2020	Actual New Loans	Actual Principal Repayments	Principal outstanding 30 June 2021	Actual Interest Repayments	Principal 1 July 2020	Budget New Loans	Budget Principal Repayments	Principal outstanding 30 June 2021	Budget Interest Repayments
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>																		
<b>Transport</b>																		
Depot Building	118	WATC	3.0%	341,871		(48,332)	293,539	(10,028)	388,767		(46,896)	341,871	(11,307)	388,767	0	(46,896)	341,871	(15,292)
<b>Economic services</b>																		
Park Cottages	119	WATC	1.5%	128,886		(14,338)	114,548	(1,855)	143,014		(14,128)	128,886	(1,881)	143,014	0	(14,128)	128,886	(2,178)
				470,757	0	(62,670)	408,087	(11,883)	531,781	0	(61,024)	470,757	(13,188)	531,781	0	(61,024)	470,757	(17,470)
<b>Self Supporting Loans</b>																		
<b>Recreation and culture</b>																		
Bowling Club	115	WATC	0.0639	8,696	0	0	8,696	0	44,177	0	(35,481)	8,696	(1,323)	44,177	0	(36,046)	8,131	(2,324)
Golf Club	117	WATC	0.0408	3,251	0	(1,716)	1,535	(126)	4,899	0	(1,648)	3,251	(348)	4,899	0	(1,647)	3,252	(257)
				11,947	0	(1,716)	10,231	(126)	49,076	0	(37,129)	11,947	(1,671)	49,076	0	(37,693)	11,383	(2,581)
				482,704	0	(64,386)	418,318	(12,009)	580,857	0	(98,153)	482,704	(14,859)	580,857	0	(98,717)	482,140	(20,051)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.  
The self supporting loan(s) repayment will be fully reimbursed.

(b) **New borrowings - 2021/22**

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2022

(c) **Unspent borrowings**

The Shire had no unspent borrowing funds as at 30th June 2021 nor is it expected to have unspent borrowing funds as at 30th June 2022.

(d) **Credit Facilities**

	2021/22 Budget	2020/21 Actual	2020/21 Budget
	\$	\$	\$
<b>Undrawn borrowing facilities credit standby arrangements</b>			
Bank overdraft limit			
Bank overdraft at balance date			
Credit card limit			5,000
Credit card balance at balance date			0
<b>Total amount of credit unused</b>	0	0	5,000
<b>Loan facilities</b>			
Loan facilities in use at balance date	418,318	482,704	482,140

**SIGNIFICANT ACCOUNTING POLICIES**

**BORROWING COSTS**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**SHIRE OF QUAIRADING**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2022**  
**7. LEASE LIABILITIES**

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	Budget Lease	2021/22 Budget Lease	Budget Lease	2021/22 Budget Lease	Actual Principal	2020/21 Actual	2020/21 Actual	2020/21 Actual	2020/21 Actual	Budget Principal	2020/21 Budget	2020/21 Budget	Budget Lease	2020/21 Budget	
					Principal 1 July 2021	New Leases	Principal Repayments	Principal outstanding 30 June 2022		Lease Interest Repayments	Principal 1 July 2020	New Leases	Principal repayments		Lease Principal outstanding 30 June 2021	Lease Interest repayments	New Leases	Principal repayments	Principal outstanding 30 June 2021
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Law, order, public safety</b>																			
CESM Vehicle Lease					75,878		(29,779)	46,099	(695)	5,155	85,835	(15,112)	75,878	(379)	5,069	0	(5,069)	0	(141)
<b>Other property and services</b>																			
Administration Photocopier					12,309		(3,542)	8,767	(152)		13,192	(883)	12,309	(35)				0	
					88,187	0	(33,321)	54,866	(847)	5,155	99,027	(15,995)	88,187	(414)	5,069	0	(5,069)	0	(141)

**SIGNIFICANT ACCOUNTING POLICIES****LEASES**

At the inception of a contract, the Shire assesses whether the contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and a lease liability, at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

**LEASE LIABILITIES**

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.



**SHIRE OF QUAIRADING**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2022**  
**8. CASH BACKED RESERVES**

**(a) Cash Backed Reserves - Movement**

	2021/22 Budget Opening Balance	2021/22 Budget Transfer to	2021/22 Budget Transfer (from)	2021/22 Budget Closing Balance	2020/21 Actual Opening Balance	2020/21 Actual Transfer to	2020/21 Actual Transfer (from)	2020/21 Actual Closing Balance	2020/21 Budget Opening Balance	2020/21 Budget Transfer to	2020/21 Budget Transfer (from)	2020/21 Budget Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Staff Leave Reserve	166,273	642		166,915	205,731	1,069	(40,527)	166,273	205,731	1,672	(40,527)	166,876
(b) Building Reserve	906,370	3,209	(149,139)	760,440	847,541	104,579	(45,750)	906,370	847,541	106,894	(350,500)	603,935
(c) Furniture, Fittings & Equipment Reserve	113,811	439		114,250	63,451	50,360		113,811	63,451	50,516		113,967
(d) Plant Reserve	461,680	341,893	(263,000)	540,573	436,314	352,266	(326,900)	461,680	433,964	353,501		787,465
(e) Health Reserve	48,120	186		48,306	47,871	249		48,120	47,871	389		48,260
(f) Swimming Pool Reserve	263	1		264	262	1		263	262	2		264
(g) Sustainable Environment Reserve	166,380	642	(10,000)	157,022	165,520	860		166,380	165,520	1,345		166,865
(h) Town Planning & Development Reserve	581,474	2,629	(583,300)	803	548,624	232,850	(200,000)	581,474	548,624	4,406	(200,000)	353,030
(i) HomesWest Joint Venture Housing Reserve	5,265	20		5,285	5,238	27		5,265	5,238	43		5,281
(j) Road Infrastructure Reserve	427,983	1,652		429,635	425,771	2,212		427,983	425,771	3,448	(120,750)	308,469
(k) Rec Centre Multi Purpose Precinct Reserve	227,528	150,875		378,403	51,986	175,542		227,528	51,986	175,423		227,409
(l) Building Renewal Reserve	122,047	471		122,518	121,416	631		122,047	121,416	977		122,393
(m) Independent Living Reserve	348,171	101,341		449,512	172,006	176,165		348,171	172,006	176,384		348,390
	3,575,365	604,000	(1,005,439)	3,173,926	3,091,732	1,096,810	(613,177)	3,575,365	3,089,381	875,000	(711,777)	3,252,604

**(b) Cash Backed Reserves - Purposes**

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
(a) Staff Leave Reserve	Ongoing	To be used to fund future Employee Leave requirements.
(b) Building Reserve	Ongoing	To be used to Develop and Upgrade Council Infrastructure and Building Assets.
(c) Furniture, Fittings & Equipment Reserve	Ongoing	To be used in funding the various furniture, fittings and equipment installed in Council buildings and for the purchase of IT Hardware and Software.
(d) Plant Reserve	Ongoing	To be used to assist in funding the purchase of major plant items.
(e) Health Reserve	Ongoing	To be used to assist in funding the improvement of Medical Services and Facilities.
(f) Swimming Pool Reserve	Ongoing	To be used to assist in funding future major capital/upgrade works at the Quairading Memorial Swimming Pool.
(g) Sustainable Environment Reserve	Ongoing	To be used to assist in funding projects and initiatives which foster a sustainable environment. Such areas include waste management, recycling, water usage, gravel supplies, energy conservation and environmentally sustainable projects.
(h) Town Planning & Development Reserve	Ongoing	To be used to assist in funding of planning and implementation of the development of Council land and the purchase of land for future development.
(i) HomesWest Joint Venture Housing Reserve	Ongoing	To be used to assist with compliance with Council's Joint Venture Agreement held with the State Housing Commission and to provide funds for the maintenance, management and improvement of the Joint Venture Units.
(j) Road Infrastructure Reserve	Ongoing	To be used towards road infrastructure projects including replacement of culverts and bridges.
(k) Rec Centre Multi Purpose Precinct Reserve	Ongoing	To be used in providing assistance in the future redevelopment and capital upgrade works at the Multi Purpose Precinct.
(l) Building Renewal Reserve	Ongoing	To be used to fund the maintenance and renewal of Councils Building assets.
(m) Independent Living Reserve	Ongoing	To be used to fund the development of Independent Living Units.

SHIRE OF QUAIRADING  
 NOTES TO AND FORMING PART OF THE BUDGET  
 FOR THE YEAR ENDED 30 JUNE 2022

## 9. FEES & CHARGES REVENUE

	2021/22 Budget	2020/21 Actual	2020/21 Budget
	\$	\$	\$
General purpose funding	1,700	2,583	1,700
Law, order, public safety	4,200	3,433	4,200
Health	379	1,723	379
Education and welfare	25,253	28,144	34,053
Housing	108,195	91,433	99,708
Community amenities	151,091	170,622	150,334
Recreation and culture	19,895	18,634	24,765
Economic services	142,084	155,620	125,850
Other property and services	9,100	20,419	100
	<b>461,896</b>	<b>492,611</b>	<b>441,089</b>

## 10. GRANT REVENUE

	2021/22 Budget	2020/21 Actual	2020/21 Budget
	\$	\$	\$
<b>By Program:</b>			
<b>(a) Operating grants, subsidies and contributions</b>			
Governance		1,572	
General purpose funding	875,050	1,817,061	842,014
Law, order, public safety	43,870	49,199	62,480
Health	10,000	15,356	10,000
Education and welfare	2,500	12,674	8,000
Community amenities	0	4,350	17,020
Recreation and culture	2,000	7,199	
Transport	145,653	137,540	137,540
Other property and services	14,638	10,589	17,472
	<b>1,093,711</b>	<b>2,055,540</b>	<b>1,094,526</b>
<b>(b) Non-operating grants, subsidies and contributions</b>			
Law, order, public safety	0	27,310	27,310
Education and welfare	60,000	0	146,000
Community amenities	288,492	0	0
Recreation and culture	662,300	22,500	777,000
Transport	1,742,153	2,654,045	2,645,739
Economic services	69,300	(1,000)	320,000
	<b>2,822,245</b>	<b>2,702,855</b>	<b>3,916,049</b>
Total grants, subsidies and contributions	<b>3,915,956</b>	<b>4,758,395</b>	<b>5,010,575</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service charges	Charge for specific service	Over time	Payment dates adopted by Council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants with no contractual commitments	General appropriations and contributions with no specific contractual commitments	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service
Waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Airport landing charges	Permission to use facilities and runway	Single point in time	Monthly in arrears	None	Adopted by council annually	Applied fully on timing of landing/take-off	Not applicable	On landing/departure event

**SIGNIFICANT ACCOUNTING POLICIES**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Revenue recognition
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire
Memberships	Gym and pool membership	Over time	Payment in full in advance	Refund for unused portion on application	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

**12. ELECTED MEMBERS REMUNERATION**

	<b>2021/22 Budget</b>	<b>2020/21 Actual</b>	<b>2020/21 Budget</b>
	\$	\$	\$
<b>Cr Wayne Davies</b>			
President's allowance	513	513	513
Meeting attendance fees	6,305	6,100	6,305
	<b>6,818</b>	<b>6,613</b>	<b>6,818</b>
<b>Cr Jo Haythornthwaite</b>			
Meeting attendance fees	3,885	3,680	3,885
	<b>3,885</b>	<b>3,680</b>	<b>3,885</b>
<b>Cr Trevor Stacey</b>			
Meeting attendance fees	3,885	3,604	3,885
	<b>3,885</b>	<b>3,604</b>	<b>3,885</b>
<b>Cr Peter Smith</b>			
Meeting attendance fees	3,885	3,328	3,885
	<b>3,885</b>	<b>3,328</b>	<b>3,885</b>
<b>Cr Becky Cowcill</b>			
Meeting attendance fees	3,885	3,162	3,885
	<b>3,885</b>	<b>3,162</b>	<b>3,885</b>
<b>Cr Brett McGuinness</b>			
Meeting attendance fees	3,885	3,328	3,885
	<b>3,885</b>	<b>3,328</b>	<b>3,885</b>
<b>Cr John Haythornthwaite</b>			
Meeting attendance fees	3,885	3,238	3,885
	<b>3,885</b>	<b>3,238</b>	<b>3,885</b>
<b>Cr Jonathan Hippisley</b>			
Meeting attendance fees	3,885	3,376	3,885
	<b>3,885</b>	<b>3,376</b>	<b>3,885</b>
<b>Total Elected Member Remuneration</b>	<b>34,013</b>	<b>30,329</b>	<b>34,013</b>
President's allowance	513	513	513
Meeting attendance fees	33,500	29,816	33,500
	<b>34,013</b>	<b>30,329</b>	<b>34,013</b>



**SHIRE OF QUAIRADING**  
**NOTES TO AND FORMING PART OF THE BUDGET**  
**FOR THE YEAR ENDED 30 JUNE 2022**  
**14. MAJOR LAND TRANSACTIONS**

It is not anticipated the Shire will have any Major Land Transactions 2021/22.

## 15. SIGNIFICANT ACCOUNTING POLICIES - OTHER INFORMATION

### GOODS AND SERVICES TAX (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

### CRITICAL ACCOUNTING ESTIMATES

The preparation of a budget in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

### ROUNDING OFF FIGURES

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

### COMPARATIVE FIGURES

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

### BUDGET COMPARATIVE FIGURES

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



**Shire Of Quairading  
Capital Budget for Year Ended 30 June 2022**

Capital Works Program	EX GL	IN GL	Expenditure	Funding					
				Municipal	Grant/ Contributions	Reserves	Borrowings	Carry forward/ Surplus	Sale Proceeds
<b>Land &amp; Buildings</b>									
Industrial Lots	2601		775,500			617,931		157,569	
Caravan Park Reception			81,800	29,000	50,000			2,800	
Single Occupancy Units			39,300		19,300			20,000	
Youth Centre			62,100		60,000			2,100	
Arthur Kelly Retention			3,878	3,878					
<b>Total</b>			<b>962,578</b>	<b>32,878</b>	<b>129,300</b>	<b>617,931</b>	<b>-</b>	<b>182,469</b>	<b>-</b>
<b>Plant &amp; Equipment</b>									
CEO's Vehicle			50,000			18,000			32,000
Manager WS Vehicle			45,000			15,000			30,000
EMCS Vehicle			38,000			15,000			23,000
UD Auto Truck			180,000			140,000			40,000
Community Bus			-						
Second Hand Loader			50,000			50,000			
Peruzzo Panther Hi-Lift Oval Mower			25,000			25,000			
<b>Total</b>			<b>388,000</b>	<b>-</b>	<b>-</b>	<b>263,000</b>	<b>-</b>	<b>-</b>	<b>125,000</b>
<b>Furniture &amp; Equipment</b>									
IT - New Computers			18,000	18,000					
Town Hall Table & Chairs			20,000	20,000					
Christmas Decorations									
<b>Total</b>			<b>38,000</b>	<b>38,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Roads</b>									
<b>Upgrade</b>									
WSFN Stage 4			276,186	18,499	257,687				
Doodenanning - Mawson (R2R)			436,612	80,082	356,530				
Doodenanning - Mawson Reseal			176,774		176,774				
WSFN Stage 3			25,000	1,667	23,333				
Quairading - Corrigin Road RRG			606,079	231,079	375,000				
East Beverley Carry Forward			70,257		70,257				
Groves Road Access		C190	38,406					38,406	
Winmar (Junction) Rd Drainage (R2R)			64,450		64,450				
<b>Resheeting</b>									
Mt Stirling Road			136,857		136,857				
Livingstone Road			101,847		101,847				
<b>Total</b>			<b>1,932,468</b>	<b>331,327</b>	<b>1,562,735</b>	<b>-</b>	<b>-</b>	<b>38,406</b>	<b>-</b>
<b>Footpaths</b>									
Mclennan St (Wood St - Heal St)			73,920		73,920				
Mclennan St (Harris St - Stacey St)			105,498		105,498				
<b>Total</b>			<b>179,418</b>	<b>-</b>	<b>179,418</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Infrastructure</b>									
Hall Carpark			328,000		288,492	39,508			
Old School Site (Design Only in 2021/22)									
Community Park			720,000		645,000	75,000			
Pool Heating			50,000	50,000					
Electric Car Charging Station			10,000			10,000			
Salmon Gum Trails			17,300		17,300				
Hockey Lights Retention			5,000	5,000					
Heal St Retention			3,720		3,720				
Airstrip Apron Retention			2,785		2,785				
<b>Total</b>			<b>1,136,805</b>	<b>61,505</b>	<b>950,792</b>	<b>124,508</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>			<b>4,637,269</b>	<b>463,710</b>	<b>2,822,245</b>	<b>1,005,439</b>	<b>-</b>	<b>220,875</b>	<b>125,000</b>

SHIRE OF QUAIRADING SCHEDULE OF FEES AND CHARGES 2021 / 2022	Base Cost 2021 / 2022	Page 130 of 187 GST 2021 / 2022	Total 2021 / 2022 (GST Inc)
<b>ADMINISTRATION</b>			
Rating Enquiry (i.e. Group Rated)	\$170.91	\$17.09	\$188.00
Supply of Council Electoral Roll	\$34.55	\$3.45	\$38.00
Invoice Administration Charge	\$50.00	\$5.00	\$55.00
District Fire Map	\$13.64	\$1.36	\$15.00
Shire of Quairading Shirts		<b>At Cost</b>	
<b>District History Books</b>			
(The Golden Grain & the Silver Fleece)	\$9.09	\$0.91	\$10.00
(The Big Q - Hard Cover)	\$45.45	\$4.55	\$50.00
(The Big Q - Soft Cover)	\$34.55	\$3.45	\$38.00
The Servicemen and Women of Quairading & District	\$59.09	\$5.91	\$65.00
<b>PHOTOCOPYING</b>			
A4 Page Per Copy	\$0.91	\$0.09	\$1.00
A3 Page Per Copy	\$1.36	\$0.14	\$1.50
Coloured paper surcharge per page	\$0.91	\$0.09	\$1.00
<b>FREEDOM OF INFORMATION</b>			
<b>Application Fees</b>			
Non personal information			
Archive research of Council records- per half hour or part thereof			
Personal information about the applicant			
Application Fee (Non personal information)	\$30.00		\$30.00
Charge for time dealing with the application (per hour or pro rata)	\$30.00		\$30.00
Access time supervised by staff (per hour or pro rata)	\$30.00		\$30.00
Photocopying staff time (per hour or pro rata)	\$30.00		\$30.00
Per photocopy	\$0.20		\$0.20
Transcribing from tape, film or computer (per hour or pro rata)	\$30.00		\$30.00
Duplicating a tape, film or computer information		<b>At Cost</b>	
Delivery, packaging and postage		<b>At Cost</b>	
<b>ANIMAL CONTROL</b>			
<b>Bond - Cat Trap</b>			
Impounding Fee	\$20.00		\$20.00
Nutrition Fee (Per Day)	\$88.64	\$8.86	\$97.50
Destruction & Disposal	\$12.73	\$1.27	\$14.00
Dog Kennel's 1st Year	\$94.55	\$9.45	\$104.00
Dog Kennel's Annual Renewal	\$295.45	\$29.55	\$325.00
Dog Kennel's Annual Renewal	\$177.27	\$17.73	\$195.00
Cat Trap Hire (2 weeks hire)	\$7.27	\$0.73	\$8.00
Ranger Service Labour Hire / Working Hours or Weekend O/Time Rates	\$70.00	\$7.00	\$77.00
<b>Dog Registration Fees - As Per Dog Act 1976 &amp; Regulations</b>			
Sterilised Dog Registration - 1 Year Period	\$20.00		\$20.00
Sterilised Dog Registration - 3 Year Period	\$42.50		\$42.50
Sterilised Dog Registration - Lifetime	\$100.00		\$100.00
Sterilised Dog Registration <i>after 31 May</i> in a year, for that registration year (end 31 Oct)	\$10.00		\$10.00
Unsterilised Dog Registration - 1 Year Period	\$50.00		\$50.00
Unsterilised Dog Registration - 3 Year Period	\$120.00		\$120.00
Unsterilised Dog Registration - Lifetime	\$250.00		\$250.00
Unsterilised Dog Registration <i>after 31 May</i> in a year, for that registration year (end 31 Oct)	\$25.00		\$25.00
Working Dog Registration - 25% of fee otherwise payable ( <i>Farm Dog used for droving or tending stock</i> )		25% of each type above	
<b>Cat Registration Fees - As Per Cat Act 2011 &amp; Regulations</b>			
Cat Registration - 1 Year Period	\$20.00		\$20.00
Cat Registration - 3 Year Period	\$42.50		\$42.50
Cat Registration - Lifetime	\$100.00		\$100.00
Cat Registration <i>after 31 May</i> in a year, for that registration year (end 31 Oct)	\$10.00		\$10.00
<b>HOUSING RENTAL - Weekly Charge</b>			
28 Reid Street	\$305.00		\$305.00
31 Dall Street	\$305.00		\$305.00
8 Dall Street	\$305.00		\$305.00
64 Coraling Street	\$255.00		\$255.00
19 Powell Crescent	\$255.00		\$255.00
74 McLennan Street	\$280.00		\$280.00
8 Murphy Street	\$230.00		\$230.00
14 Reid Street	\$305.00		\$305.00
Lot 190 McLennan Street	\$205.00		\$205.00
50A Suburban Road	\$230.00		\$230.00
50B Suburban Road	\$230.00		\$230.00
7 Edwards Way - (or as by Agreement)	\$759.77		\$759.77
Staff Rental	\$113.00		\$113.00
Lot 90 McLennan Staff Rental	\$100.00		\$100.00
<b>Single Persons Units</b>			
Residence/Single Persons - Staff Rental	\$98.00		\$98.00
Residence/Single Persons	\$130.00		\$130.00
Key Call Out Fee	\$20.00	\$2.00	\$22.00

SHIRE OF QUAIRADING SCHEDULE OF FEES AND CHARGES 2021 / 2022	Base Cost 2021 / 2022	Page 131 of 187 GST 2021 / 2022	Total 2021 / 2022 (GST Inc)
<b>Arthur Kelly Retirement Village Unit Rental</b>			
Rental Unit No 1	\$83.00		\$83.00
Rental Unit No 2	\$81.50		\$81.50
Rental Unit No 3	\$83.00		\$83.00
Rental Unit No 4	\$83.00		\$83.00
Rental Unit No 5	\$81.50		\$81.50
Rental Unit No 6	\$81.50		\$81.50
Rental Unit No 7	\$79.00		\$79.00
Rental Unit No 8	\$83.00		\$83.00
Key Call Out Fee	\$20.00	\$2.00	\$22.00
<b>OTHER HEALTH</b>			
Rent On Vet Clinic - (Ex Dental) Per Day Visit	\$45.45	\$4.55	\$50.00
<b>HEALTH - PREVENTATIVE SERVICES</b>			
Itinerant Food Vendors Licence (Per Annum)	\$190.00		\$190.00
Application for Itinerant Food Vendors Licence per Event	\$30.00		\$30.00
Food Act 2008 Notification & Registration s 110(3)	\$228.00		\$228.00
Food Act 2008 Notification s 107(3 (c))	\$75.00		\$75.00
Offensive Trades (as per OTF Regs).			
Septic Tank Application/Processing Fee/Inspection	\$236.00		\$236.00
<b>(All fees as per Health Regulations)</b>			
<b>STANDPIPE WATER - SERVICE CHARGES</b>			
Community Standpipe - per 1000 Litres (Per Kilolitre) or part thereof:	\$6.00		\$6.00
Commercial Standpipe - per 1000 Litres (Per Kilolitre) or part thereof:	\$12.00		\$12.00
<b>TOWN PLANNING FEES</b>			
<b>Fees and Charges as per Planning and Development Regulations 2009 Schedule 2</b>			
<b>Bond - Footpath and kerbing Damage</b>	<b>\$500.00</b>		<b>\$500.00</b>
<b>BUILDING AND DEMOLITION FEES</b>			
<b>All Additional Fees &amp; Charges Refer to Building Regulations 2012 Schedule. 2</b>			
<b>CEMETERY FEES</b>			
<b>Reservations of Plot Reservation / Niche Wall</b>			
Plot Reservation	\$57.27	\$5.73	\$63.00
Family Shrubs / Tree / 4 Wedges - Buying Plot only	\$672.73	\$67.27	\$740.00
Memorial Garden (Ashes) Reservation Single	\$37.27	\$3.73	\$41.00
Niche Wall Reservation - Single	\$37.27	\$3.73	\$41.00
Niche Wall Reservation - Double	\$74.55	\$7.45	\$82.00
<b>Interment and Associated Charges</b>			
Interment up to 2.1 Metres & Marquee (Weekdays)	\$1,090.91	\$109.09	\$1,200.00
Interment up to 2.1 Metres & Marquee (Weekends, Public Holidays & RDO)	\$1,636.36	\$163.64	\$1,800.00
Interment Single or Double Niche Wall	\$136.36	\$13.64	\$150.00
Memorial Garden Interment	\$200.00	\$20.00	\$220.00
Interment of Ashes / Family Shrub @ cost	\$68.18	\$6.82	\$75.00
<b>Re-Opening of Grave</b>			
Reopening for each Interment & Marquee (Weekdays)	\$1,090.91	\$109.09	\$1,200.00
<b>Exhumation</b>			
Re-Interment in new grave after exhumation	\$1,090.91	\$109.09	\$1,200.00
Re-opening grave for exhumation	\$1,090.91	\$109.09	\$1,200.00
<b>Plaques and Monumental Works</b>			
Plaques / Granite Wedges - At Cost		<b>At Cost</b>	
Cost to Affix Plaque - Council Staff	\$90.91	\$9.09	\$100.00
Permit to erect Headstone, Monument or Kerbing	\$38.18	\$3.82	\$42.00
<b>COMMUNITY BUS</b>			
<b>Bond Payable in Advance</b>	<b>\$150.00</b>		<b>\$150.00</b>
Fee per Kilometre - Fully Refuelled by Shire	\$0.82	\$0.08	\$0.90
Minimum Hire Charge	\$31.82	\$3.18	\$35.00
Substandard Cleaning per Hour	\$45.45	\$4.55	\$50.00
<b>QUAIRADING MEMORIAL HALL</b>			
<b>Bond Payable in Advance</b>	<b>\$675.00</b>		<b>\$675.00</b>
<b>Bond Payable in Advance - Minor Community Group (at CEO's Discretion)</b>	<b>\$200.00</b>		<b>\$200.00</b>
<b>Key Deposit</b>	<b>\$200.00</b>		<b>\$200.00</b>
Full Hire Rate - Any other Full Day Event - Per Day	\$200.00	\$20.00	\$220.00
Full Hire Rate - Community Group Hire - Per Day	\$163.64	\$16.36	\$180.00
Kitchen Hire - Per Day	\$68.18	\$6.82	\$75.00
Seasonal Hire - Community Group - Per Session	\$27.27	\$2.73	\$30.00
Seasonal Hire - Per Session	\$31.82	\$3.18	\$35.00
Setting Up / Decorating / Clean Up Charge per day (only available if there are no other bookings)	\$100.00	\$10.00	\$110.00
Short Term-Hire Hourly Rate at Chief Executive Officer's discretion	\$11.36	\$1.14	\$12.50
Minimum Kitchen Hire	\$18.18	\$1.82	\$20.00
ANZAC Day Service			
Stay On Your Feet - Seniors Exercise			

SHIRE OF QUAIRADING SCHEDULE OF FEES AND CHARGES 2021 / 2022	Base Cost 2021 / 2022	Page 132 of 187 GST 2021 / 2022	Total 2021 / 2022 (GST Inc)
<b>LESSER HALL</b>			
<b>Bond Payable in Advance</b>	<b>\$425.00</b>		<b>\$425.00</b>
<b>Bond Payable in Advance - Minor Community Group (at CEO's Discretion)</b>	<b>\$200.00</b>		<b>\$200.00</b>
<b>Key Deposit</b>	<b>\$200.00</b>		<b>\$200.00</b>
Full Hire Rate - Any other Full Day Event - Per Day	\$163.64	\$16.36	\$180.00
Full Hire Rate - Community Group Hire - Per Day	\$109.09	\$10.91	\$120.00
Kitchen Hire - Per Day	\$68.18	\$6.82	\$75.00
Seasonal Hire - Community Group - Per Session	\$27.27	\$2.73	\$30.00
Seasonal Hire - Per Session	\$31.82	\$3.18	\$35.00
ANZAC Day Service		<b>Free</b>	
Short Term-Hire Hourly Rate at Chief Executive Officer's discretion	\$11.36	\$1.14	\$12.50
Stay On Your Feet - Seniors Exercise		<b>Free</b>	
<b>** Kitchen Hire - Not Incl in Hire Charge</b>			
Minimum Kitchen Hire	\$18.18	\$1.82	\$20.00
<b>PENALTIES for Town Hall or Lesser Hall</b>			
Substandard Cleaning Per Hour	\$50.00	\$5.00	\$55.00
After Hours Supply of Keys or Call Out	\$60.00	\$6.00	\$66.00
Lights left on per day	\$31.82	\$3.18	\$35.00
Air Conditioner Left On - Per day	\$122.73	\$12.27	\$135.00
<b>EQUIPMENT HIRE</b>			
<b>Bond - Equipment Hire</b>	<b>\$100.00</b>		<b>\$100.00</b>
Folding Table Hire	\$5.00	\$0.50	\$5.50
Chair Hire - Each	\$1.50	\$0.15	\$1.65
<b>SOUND AND STAGE LIGHTING EQUIPMENT</b>			
<b>Bond per Event</b>	<b>\$200.00</b>		<b>\$200.00</b>
Hire Charge	\$63.64	\$6.36	\$70.00
Sound and Lighting Box - operated by authorised volunteers only			
<b>SWIMMING POOL CHARGES</b>			
Per Session - Adult	\$4.09	\$0.41	\$4.50
Per Session - Child (Under 16 Yrs. & Must be Accompanied by an Adult)	\$1.82	\$0.18	\$2.00
Pre Session - Child (5 Years & Under)		<b>Free</b>	
Per Session School (Swimming Lessons)	\$0.91	\$0.09	\$1.00
Adult Spectators	\$0.91	\$0.09	\$1.00
Caravan Park Patrons		<b>Free</b>	
Aquatic Club Training and Club Events		<b>Free</b>	
Quairading District High School Training and School Events		<b>Free</b>	
Private Function Hire (Per Hour incl Setup)	\$60.00	\$6.00	\$66.00
<b>SEASON TICKET - NOT TRANSFERABLE</b>			
Adult	\$95.45	\$9.55	\$105.00
Seniors (Valid Pensioners and Seniors Card Holder)	\$74.55	\$7.45	\$82.00
Child (Under 16 Years)	\$63.64	\$6.36	\$70.00
Family - 2 Adults and all Children	\$195.45	\$19.55	\$215.00
Single Parent Family - 1 Adult and all Children	\$136.36	\$13.64	\$150.00
Early Morning Swim Charge per Season	\$40.91	\$4.09	\$45.00
<b>MONTHLY TICKET - NOT TRANSFERABLE</b>			
Adult	\$34.55	\$3.45	\$38.00
Child (Under 16 Years)	\$25.45	\$2.55	\$28.00
Child (Under 5 Years )		<b>Free</b>	
<b>COMMUNITY BUILDING</b>			
<b>Bond Payable in Advance</b>	<b>\$425.00</b>		<b>\$425.00</b>
<b>Bond Payable in Advance - Minor Community Group (at CEO's Discretion)</b>	<b>\$200.00</b>		<b>\$200.00</b>
<b>Key Deposit</b>	<b>\$200.00</b>		<b>\$200.00</b>
Full Hire Rate - Any other Full Day Event - Per Day	\$168.18	\$16.82	\$185.00
Full Hire Rate - Community Group Hire - Per Day	\$90.91	\$9.09	\$100.00
Short Term-Hire Hourly Rate at Chief Executive Officer's discretion	\$13.64	\$1.36	\$15.00
Hire of BBQ Only without Community Building	\$23.64	\$2.36	\$26.00
Seniors Group - QARRAS			
Kitchen Hire - Including Crockery	\$54.55	\$5.45	\$60.00
<b>Bond - Sound System</b>	<b>\$200.00</b>		<b>\$200.00</b>
Sound System - operated by authorised personnel only	\$22.73	\$2.27	\$25.00
Sound System Free Use to QARRAS / QFC / QDG Rotary Club		<b>Free</b>	
<b>PENALTIES</b>			
Substandard Cleaning Per Hour	\$50.00	\$5.00	\$55.00
Failure to Turn Off Lights - Per Day	\$31.82	\$3.18	\$35.00
After Hours Supply of Keys or Call Out	\$60.00	\$6.00	\$66.00
Air Conditioner Left On - Per Day	\$77.27	\$7.73	\$85.00

SHIRE OF QUAIRADING SCHEDULE OF FEES AND CHARGES 2021 / 2022	Base Cost 2021 / 2022	Page 133 of 187 GST 2021 / 2022	Total 2021 / 2022 (GST Inc)
<b>OTHER RECREATION AND SPORT incl Community Building &amp; Change rooms</b>			
<b>Bond Payable in Advance</b>	<b>\$625.00</b>		<b>\$625.00</b>
<b>Key Deposit</b>	<b>\$200.00</b>		<b>\$200.00</b>
Football Club - Seasonal	\$3,909.09	\$390.91	\$4,300.00
Cricket Club - Seasonal - Council Prepares Wickets	\$1,363.64	\$136.36	\$1,500.00
Cricket Club - Seasonal - Prepares Wickets	\$227.27	\$22.73	\$250.00
Hockey Club - Seasonal - (incl Line Marking)	\$500.00	\$50.00	\$550.00
Quairading District High School		<b>Free</b>	
Netball Club (Belles) Seasonal Rental	\$409.09	\$40.91	\$450.00
Netball Courts - One Off Hire Fee	\$13.64	\$1.36	\$15.00
Local Junior Sporting Clubs		<b>Free</b>	
<b>Note: All ground marking at Football Clubs Cost.</b>			
<b>GREATER SPORTS GROUND - HIRE CHARGES</b>			
<b>Bond Payable in Advance</b>	<b>\$625.00</b>		<b>\$625.00</b>
Circus / Other Large Events	\$318.18	\$31.82	\$350.00
Other Community Organisations	\$145.45	\$14.55	\$160.00
Quairading District High School Sports Carnivals		<b>Free</b>	
Oval Lights Left On After Training or Event (Per Event)	\$113.64	\$11.36	\$125.00
<b>AGRICULTURAL HALL LARGE SHED</b>			
<b>Bond Payable in Advance</b>	<b>\$625.00</b>		<b>\$625.00</b>
Display Hall & All Facilities - Day	\$45.45	\$4.55	\$50.00
Display Hall & All Facilities - Night	\$45.45	\$4.55	\$50.00
Local Youth Organisations - Day / Night		<b>Free</b>	
<b>Agriculture Society (Ag Show)</b>		<b>Free</b>	
<b>AIR STRIP</b>			
Call Out Fee - Night Landing	\$95.45	\$9.55	\$105.00
<b>CARAVAN PARK CHARGES - Includes Free Admission to Memorial Swimming Pool during Pool Season</b>			
Powered Caravan Site - 2 Persons / Night P / Van	\$27.27	\$2.73	\$30.00
Unpowered Caravan Site - 2 Persons / Night P / Van	\$22.73	\$2.27	\$25.00
Weekly Powered Caravan Site - 2 Persons / Night P / Van	\$154.55	\$15.45	\$170.00
Weekly Unpowered Caravan Site - 2 Persons / Night P / Van	\$127.27	\$12.73	\$140.00
Additional Adult per Night	\$9.09	\$0.91	\$10.00
Washing Machine/Dryer Tokens	\$4.55	\$0.45	\$5.00
Per Night - Permit Rest Area	\$5.00	\$0.50	\$5.50
<b>(Note after 28 days continual stay GST is waived)</b>			
<b>**Special Offer Stay 4 Nights or more and receive 1 night free</b>			
Caravan Park Promotion rate as determined by the CEO	\$22.73	\$2.27	\$25.00
<b>Caravan Clubs</b>			
Powered Site - per van per night (NOT Eligible for Any Other Special Offer)	\$25.91	\$2.59	\$28.50
<b>Cottage Cabin (Rate Based 4 People)</b>			
Caravan Park Cabin - 1 Night Stay	\$125.00	\$12.50	\$137.50
Caravan Park Cabin - Additional Nights	\$100.00	\$10.00	\$110.00
Caravan Park Cabin - Per Week	\$636.36	\$63.64	\$700.00
Caravan Park Cabin - Additional Person Per Night	\$9.09	\$0.91	\$10.00
Single Occupancy Units - 1 Night Stay	\$68.18	\$6.82	\$75.00
Single Occupancy Units - Additional Nights	\$54.55	\$5.45	\$60.00
Single Occupancy Units - Per Week	\$272.73	\$27.27	\$300.00
<b>SWIMMING POOL INSPECTIONS</b>			
MH&BS Swimming Pool Inspections (Every 4 Years)	\$58.45		\$58.45
<b>COMMUNITY RESOURCE CENTRE BUILDING CHARGES</b>			
CRC Monthly Rental Fee	\$681.82	\$68.18	\$750.00
Resource Centre - Art Centre Hire - Per Day	\$98.18	\$9.82	\$108.00
Resource Centre - Art Centre Hire - Per Hour	\$22.73	\$2.27	\$25.00
Resource Centre - Art Centre Hire - Art Society (Power Only)	\$43.64	\$4.36	\$48.00
Resource Centre - Pantapin - Floor space 18.8m2 - Per Week	\$145.45	\$14.55	\$160.00
Resource Centre - Yoting - Floor space 18.8m2 - Per Week	\$145.45	\$14.55	\$160.00
Resource Centre - Balkuling Floor space 12.2m2 - Per Week	\$109.09	\$10.91	\$120.00
Resource Centre - Wamenusking Floor space 14.4m2 - Per Week	\$127.27	\$12.73	\$140.00
Resource Centre - Mt Stirling Floor space 12.2m2 - Per Week	\$104.55	\$10.45	\$115.00
Resource Centre - Badjaling Floor space 14.4m2 - Per Week	\$127.27	\$12.73	\$140.00
Resource Centre - Doodenanning Floor space 14.4m2 - Per Week	\$127.27	\$12.73	\$140.00
Resource Centre - South Caroling space - Per Week	\$104.55	\$10.45	\$115.00
Kitchen Hire	\$36.36	\$3.64	\$40.00
Venue Cancellation Late Notice Fee	\$22.73	\$2.27	\$25.00
<b>Community Groups</b>			
South Caroling, Dulbelling and Dangin - Hourly Rate	\$9.09	\$0.91	\$10.00
South Caroling, Dulbelling and Dangin - Daily Rate	\$45.45	\$4.55	\$50.00
Any Other Rooms excluding Art Space - Per Hour	\$9.09	\$0.91	\$10.00
<b>All Other Hirers</b>			
South Caroling, Dulbelling and Dangin - Hourly Rate	\$16.36	\$1.64	\$18.00
South Caroling, Dulbelling and Dangin - Daily Rate	\$109.09	\$10.91	\$120.00
Any Other Rooms excluding Art Space - Per Hour	\$16.36	\$1.64	\$18.00

SHIRE OF QUAIRADING SCHEDULE OF FEES AND CHARGES 2021 / 2022	Base Cost 2021 / 2022	Page 134 of 187 GST 2021 / 2022	Total 2021 / 2022 (GST Inc)
<b>COMMUNITY GYM</b>			
Annual Membership	\$147.27	\$14.73	\$162.00
Concession (Valid Pensioners and Seniors Card Holder)	\$114.55	\$11.45	\$126.00
Three (3) Months Membership	\$50.00	\$5.00	\$55.00
Casual Rate per visit	\$10.91	\$1.09	\$12.00
Replacement of Lost or Damaged Swipe Card	\$20.00	\$2.00	\$22.00
<b>RUBBISH BIN &amp; TIP CHARGES FOR QUAIRADING RATEPAYERS</b>			
Per Annum Removal of one weekly 240ltr Mobile Rubbish Bin & one f/nightly Recycling Bin	\$265.45	\$26.55	\$292.00
Per Annum Refuse Site Maintenance Charge for Commercial Properties NOT Serviced by Mobile Bin	\$265.45	\$26.55	\$292.00
Rural Landowner - Recycling Bin (no Service)	\$61.82	\$6.18	\$68.00
Additional Recycling Bin Service	\$68.18	\$6.82	\$75.00
<b>General Waste (Quairading Residents Only)</b>			
Cars / Station Wagons	Free		
Utes / Trailers ( 6 x 4 )	Free		
Trailer Tandem Axle	Free		
Small Trucks / Trailers (with high sides)	Free		
Recyclables	Free		
Steel (clean)	Free		
Tyres (Small - passenger / motorcycles)	\$7.27	\$0.73	\$8.00
Tyres (Medium - Light Truck / 4WD)	\$13.64	\$1.36	\$15.00
Tyres (Large - No Tractor Tyres)	\$33.64	\$3.36	\$37.00
Oil - Per Litre	Free		
Mattresses/ Furniture	Free		
Gas Bottles	\$4.55	\$0.45	\$5.00
E-Waste (per Item)	Free		
Car Bodies (Tyres to be removed prior)	\$25.45	\$2.55	\$28.00
Asbestos (per sheet)	\$3.64	\$0.36	\$4.00
Asbestos (per cubic metre)	\$150.00	\$15.00	\$165.00
<b>COMMERCIAL FEES AND CHARGES</b>			
Mixed Construction Rubble (per cubic metre)	\$95.45	\$9.55	\$105.00
Mixed General (per cubic metre)	\$95.45	\$9.55	\$105.00
Green Waste (per cubic metre)	\$40.91	\$4.09	\$45.00
Clean Fill (not suitable for reuse)	\$95.45	\$9.55	\$105.00
Construction Timber and Pallets (per cubic metre)	\$40.00	\$4.00	\$44.00
Asbestos (per sheet)	\$3.64	\$0.36	\$4.00
Asbestos (per cubic metre)	\$150.00	\$15.00	\$165.00
<b>PRIVATE WORKS/PLANT OPERATION</b>			
<b>Plant Hire (per hour with operator - normal hours between )</b>			
Grader	\$136.36	\$13.64	\$150.00
Skidsteer	\$100.00	\$10.00	\$110.00
Loader	\$136.36	\$13.64	\$150.00
Excavator plus Mulcher Attachment	\$154.55	\$15.45	\$170.00
Excavator	\$136.36	\$13.64	\$150.00
Backhoe	\$100.00	\$10.00	\$110.00
Vib Roller	\$104.55	\$10.45	\$115.00
Multi Roller	\$104.55	\$10.45	\$115.00
2.5t (No Suggestions) Roller	\$68.18	\$6.82	\$75.00
Crewcab Truck	\$95.45	\$9.55	\$105.00
4t Tipper Town	\$95.45	\$9.55	\$105.00
13t Tipper ( 9 x Cubic Meters)	\$118.18	\$11.82	\$130.00
13t Tipper with Dog Trailer	\$136.36	\$13.64	\$150.00
Prime Mover with Low Loader	\$136.36	\$13.64	\$150.00
Prime Mover with Side Tipper	\$136.36	\$13.64	\$150.00
Tractor / Tractor with Attachments	\$98.18	\$9.82	\$108.00
Light Vehicle (Spray Unit)	\$90.91	\$9.09	\$100.00
Light Vehicle	\$81.82	\$8.18	\$90.00
Cherry Picker	\$90.91	\$9.09	\$100.00
Street Sweeper	\$118.18	\$11.82	\$130.00
<b>Mobile Toilets (Pickup Only Service) &amp; (Waste Delivered to Dump Point) - Daily Rate</b>	\$72.73	\$7.27	\$80.00
<b>Bond - Mobile Toilet</b>	<b>\$250.00</b>		<b>\$250.00</b>
Labour Rate	\$56.36	\$5.64	\$62.00
Cherry Picker - Machine Only - Half Day	\$136.36	\$13.64	\$150.00
Cherry Picker - Machine Only - Full Day	\$227.27	\$22.73	\$250.00
<b>50% surcharge applied to all out of hours work</b>			
<b>MATERIALS</b>			
Sand cubic metre*	\$20.00	\$2.00	\$22.00
Gravel cubic metre*	\$24.55	\$2.45	\$27.00
Metal cubic metre*	\$54.55	\$5.45	\$60.00
Granite Rock cubic metre*	\$35.45	\$3.55	\$39.00
<b>Note*Additional plant hire and labour cost if delivered</b>			

## ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 12.1 Strategic Community Plan (SCP) 2021 - 2031

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

### OFFICER RECOMMENDATION

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

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.

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

**VOTING REQUIREMENTS** – Absolute Majority

### 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 24<sup>th</sup> 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 28<sup>th</sup> June 2021.

Window for responses closed on the 16<sup>th</sup> 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)
G1.1	Continual improvement in IPR, transparency and accountability

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

### COMMUNITY CONSULTATION

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.



# Strategic Community Plan

## 2021 - 2031



## Shire Vision

"Our Shire is a place of welcome for all, where we work together, with thriving industry creating jobs, a bright future for our young people, and a bustling town in a beautiful and productive rural setting."

## Welcome from the Shire President



On behalf of Council, I have pleasure in presenting this Introduction to the Shire of Quairading Draft Strategic Community Plan for the next 10-year Period, being 2021-2031.

In accordance with State legislation, Council is required to conduct a major Review of its Integrated Planning Documents at least every 4 Years.

The Review work commenced early in 2021 with the engagement of Wheatbelt based Consultancy 150 Square Pty Ltd, led by Caroline Robinson to assist Council and the Community with the Review of the 2017 – 2027 Plans. We thank Caroline and Associate Stephen Grimmer for their professional assistance to date on the Plan.

The Draft Plan presented outlines what Achievements and Progress have been made since the last Plan was adopted and implemented in 2017. I highlight that there have been many changes to the Council's Organisational Structure and Delivery Plans to best maximize the level of Service to the Residents of the District whilst seeking to keep Council Rates at a realistic level.

During this Period, Council has also benefitted from an increased level of Grant Funding from both the Federal and State Governments (such as Drought Funding, COVID Recovery and also the Secondary Freight Network Funding) to deliver a raft of Renewal Projects to Council's Road Network, Building and Facilities.

I would like to thank the many Community Members who have invested time, effort and their thoughts into the Community Engagement Phase of the Review which will guide Council in its deliberations on the Priorities and Strategies for the next decade.

The Draft Plan for 2021-2031 reflects the community's re-focused vision for Quairading to be a place of welcome and inclusion for all, where we work together, with thriving industry creating jobs, seeking out new opportunities, a bright future for our young people, and a bustling town in a beautiful and productive rural setting. It balances the community's desire to look after the assets we have, invest in our future; and keep Rates increases to an affordable level.

As with the current Strategic Community Plan, Council will have to continue to prioritise the Capital works program to provide a balance of new investments with the need to renew and maintain Council's existing Built Assets. Council will continue to actively seek out External Grant Funding opportunities to help fund the many planned Projects.

The Community has reaffirmed its Priorities of seeking a strong, growing and resilient economy which will lead to increased job opportunities and a good quality of life for all Community members. Council commits to working with Business and the Community to see these Aspirations and Priorities achieved. Council is also mindful of all aspects and advantages of a small country town and Community that need to be retained.

On behalf of Council, I invite the passionate Quairading Community to actively participate in the ongoing Strategic Planning for our Community and District.

Councillor Wayne Davies  
President, Shire of Quairading



## Council's Commitment to the Community

- We will spend local as often as we can
- We will consult and engage with our community
- We will encourage, welcome and value feedback
- We will be open, fair and impartial in whatever we do
- We will treat all people with respect
- We will encourage and support the volunteers in our community.

## Key Points of the Plan

This plan outlines the objectives and strategies that will be followed over the coming years, including a number of major projects. In particular, the plan will deliver the following strategic priorities.

### Community

The Shire of Quairading will continue to invest resources to deliver and provide support for both Core Services to the Community (including community welfare, health services, inclusivity, volunteering and emergency services), and the renewal and upgrading of Shire's community Facilities and Infrastructure.

The Plan commits to progress on cultural development and initiatives in partnership with local Noongar elders and family representatives through the Reconciliation Action Plan Committee.

The Plan provides for the realisation of a number of significant projects and further enhancements as follows:

- Development of Kwirading Koort Park.
- being "investment ready" for Independent Living Units and the Redevelopment of Arthur Kelly Village Independent Aged Accommodation, and further light industrial lots.
- saving up for the future redevelopment of a number of Sport and Recreation Facilities at the Greater Sports Oval.

The Council will undertake due diligence on all major capital and operational projects prior to any final decision to proceed. This will be done in order to ensure they are sustainable, viable and affordable (including whole of life costs) for Council and the community.

### Economic and Tourism Development

Economic and tourism development is a very high priority for the community. The Council recognises the importance of thriving local businesses to provide jobs and investment opportunities for existing and potential new residents. Equally, a thriving community is needed to provide the workforce and local capital needed for business growth. Quairading has significant advantages (including location, liveability, available workforce), but also a number of challenges.



### *Economic infrastructure*

Economic infrastructure is a challenging area. Lack of land for light industry is a known constraint. The focus is on the development of light industrial lots at the site of the old Sales Yard with Stage 1 of the Program (roads, services and utilities) and two (2) lots to be delivered in 2021/22.

The timing of Phase 2 will be following occupancy of initial sites and securing of funding.

### *Business-friendly*

Alongside provision of infrastructure to support business growth, the Council also has a role in ensuring it conducts itself in a business-friendly manner. The Council is committed to the "Small Business Friendly Local Governments" program and will continue to update the Shire's program and deliver on its outcomes.

A recent initiative of the Council has been introduction of a Small Business Grants Program which will commence in the 2021/22 Financial Year.

### *Leveraging Federal and State Government priorities and programs*

The Federal and State Governments are supporting a number of economic development priorities and programs. Development Commissions now have a focus on supporting regional businesses to be able to compete for State Government contracts.

The Shire will work with relevant agencies on opportunities to leverage priorities and programs to benefit local and regional businesses.

### *Facilitation of business and jobs growth*

The Council will explore a facilitation approach to business and jobs growth through its Business Attraction Plan. The real engine of growth in the local economy is business itself. Only through the growth of existing or new businesses, especially those that bring wealth in (e.g. tourism, agriculture, logistics and manufacturing for wider markets etc), can employment and incomes rise. Local purchasing helps to keep those dollars from "leaking".

It can be assumed that individual businesses are already focused on their commercial success, and opportunities to further grow and prosper. If it is considered that growth in the local economy is possible, then it generally has to be in areas that exceed the capacity of businesses acting alone.

### *Tourism*

The Shire will continue to support the growth of tourism through both Quairading and the region through:

- Engagement and support for the Quairading Tourism Steering Group;
- Membership and active participation in Roe Tourism Association;
- The introduction of the Small Business Grant program;
- The branding "Take a Closer Look" and promotion of Quairading in both social media and traditional media; and
- Support for events and activities.



## Built Infrastructure

### *Asset renewals*

The Shire needs to address an underlying gap in asset renewals, particularly for roads. It is vital to endeavour to close this gap and to preserve the serviceability of our local road network for our economy and community. The Plan sees a Rates increase above inflation rate to enable this gap to be narrowed.

### *Rural Roads Maintenance*

The Shire has drawn up a 10-Year Capital Works Program for Roads, Pathways, Drainage and Bridges.

This Program will assist in determining the renewal and maintenance Programs on the Shire's Road and Footpath Network.

### *Buildings Maintenance*

Future Building Maintenance and Renewal Strategy to be determined during the life of the Plan.

This will drive the renewal and maintenance Program for Shire's Building assets.

## Natural Environment

The Shire seeks to ensure the sustainability of our local environment through: -

- Compliance with environmental health legislation.
- Conservation of our natural environment through management of invasive species, and management of our nature reserves.
- Reduction of the Shire's carbon footprint through water-wise programs, renewable energy and waste recycling.

## Efficiency and Effectiveness

We will strive for continual improvement in efficiency and effectiveness, with an emphasis on:

- Maintaining and developing partnerships to achieve the best outcomes for the community:
  - working together locally (e.g. with Quairading CRC, Education, Business, Sport and Recreation Council).
  - regional and sub-regional collaboration.
- Improving customer service, communications and community engagement.
- Reviewing efficiency to make sure every dollar counts.





## Financial Profile

Historically, the Shire has had an underlying gap in asset renewals, particularly for roads. Like many rural Shires, asset renewals have been subject to historic underfunding. While this suppresses rates, it leads to a decline in the serviceability of the assets. It is therefore vital to close this gap, particularly to preserve the serviceability of our local road network for our economy and community.

The cost of this has been reflected in rates increases above inflation. Long term financial projection assumes inflation at the rate of 2%.

Prudent borrowing is used to spread the cost of major new assets over their life.

The Shire will actively pursue grants both competitive and non-competitive for priority projects, and will maximise revenue generation from activities such as private works.

Due diligence will be applied to all proposed major capital and operational projects to ensure they are sustainable, viable and affordable.

There are moderate increases in operational costs to fund economic development initiatives, which was a high priority to emerge from the community engagement. There are also some non-discretionary items in areas such as town planning and workforce planning, environmental health and building control.

Review of the Long Term Financial Plan is being undertaken in 2021 to determine the funding required to achieve this plan.



## Achievements since the 2017 - 2027 Strategic Plan

Our Shire has achieved the following since our last major Strategic Community Plan review.

### OUTCOMES - ECONOMY

- Adoption of Small Business Friendly Government program.
- Good quality, affordable visitor accommodation at the Quairading Caravan Park.
- Assessment of existing facilities to drive improved economic outcomes – Business Attraction Plan adopted.
- Factory units – Sale of factory units to new business in Town.
- Development of a Business Small Grant Program.

### OUTCOMES – COMMUNITY

- Development, refinement and delivery of the Shire’s Community Grant program.
- Provision of sport and recreation facilities and forward planning for local sports clubs, including the continuation of Reserve Funds for future infrastructure development.
- Collaborative emergency planning and preparedness.
- Reconciliation Action Plan Committee established with regular meetings.
- Dual naming initiatives commenced.
- Youth Officer integrated into Shire structure and services.
- Continued support of child care services being delivered locally.
- Development of Concept Design for Independent Living Units Precinct on Suburban Road.
- Development of final design for Kwirading Koort Nature Playground.
- Establishment of a MOU with the Quairading CRC Committee.

### OUTCOMES - BUILT ENVIRONMENT

- Buildings
  - Completion of Works Depot Redevelopment.
  - Installation of Caravan Park Cottages, Backpacker Units and Caretaker Cottage.
- Roads
  - Major roadworks completed on the Cunderdin / Quairading Road under the Grain Freight Funding.
  - Completion of repairs to flood damaged roads and infrastructure (WANDRRA).
  - Pilot Wheatbelt South Freight Network Program – Quairading / Cunderdin Rd (5 kms).
  - Resheeting of priority gravel roads through the Shire.
  - Expansion of Airstrip Apron.



- Other infrastructure
  - Upgrades to Shire Hall including Audio-visual system, stage lighting, renovations to Main Hall, Lesser Hall and Stage and Change room facilities.
  - Renewal of Bowling Club synthetic surface.
  - Renewal of Oval floodlighting.
- Land Planning
  - Design and sub-divisional approval of Phase 1 of Light Industrial Lots Precinct.

## OUTCOMES – NATURAL ENVIRONMENT

- Water and Energy
  - Waterwise Accreditation of the Memorial Swimming Pool.
  - Installation of Solar Voltaic Systems at Medical Centre (10KW System) and Swimming Pool / Oval / Caravan Park Precinct (36.5KW System).
- Waste Management
  - Containers for Change Program implemented.
- Natural Reserves
  - Coordination and delivery of the State NRM Funded Project Combating Vegetation Decline Program.
  - Compliance with Native Vegetation Regulations and Environmental Protection Act.

## OUTCOMES – GOVERNANCE

- Local Laws reviewed.
- Policy Review Project completed in 2019/20.
- SCP desktop review completed in 2019.
- Revision of the Workforce Masterplan adopted in 2021.
- Increased Elected Member Governance Training.
- Advocacy - Political lobbying of local members at both State and Federal Government level.
- Partnerships - Strong regional representation at WALGA/Central Country Zone, Wheatbelt South Regional Road Group, Wheatbelt Business Network and Roe Tourism Association.
- Enhanced community engagement to provide opportunities for collaboration and participation in decision making.
- Customer Service
  - Development and implementation of a Customer Request System.
  - Enabling better tracking, reporting and documentation of Customer issues and outcomes.
- Finances – strong financial management achieving unqualified "clear" audits.



## Shire of Quairading Key Statistics

The Shire of Quairading is located 167km east of Perth on the York-Quairading Road. Its main localities are Quairading, Pantapin, Yoting, Badjaling, Dangin, South Caroling, Balkuling, Doodenanning, and Wamenusking. Occupying a land area of approximately 2017 km<sup>2</sup>, the Shire borders eight other LGAs consisting of the Shires of York, Cunderdin, Beverley, Bruce Rock, Kellerberrin, Brookton, Corrigin, and Tammin.

- The 2016 Census recorded the Shire's usually resident population at 1,019. There has been little change over the past 10 years.
- The median age in the Shire of Quairading is 52 years, up 4 years from 2011. This is considerably older than the median age for Western Australia as a whole which was 36 in the 2016 census (no change from 2011).
- The 2016 Census records 82 people who are Aboriginal or Torres Strait Islander living in the Shire of Quairading, representing 8% of the population.
- The 2016 Census shows that there has been a slight increase in the proportion of residents that were born outside of Australia (from 8% to 13%).
- In 2016, there were 393 households in the Shire of Quairading, a reduction from 420 in 2011. There are 249 family households and 149 non-family households. The largest family type is couple with no children (137).
- The percentage of the population with higher qualifications is slightly below the Western Australian State average. Note that there has been a slight increase in the percentage of the population that holds a higher qualification since 2011.
- The SEIFA score for the Shire of Quairading was 930 a ranking of 19 among LGAs in Western Australia (the lower the ranking number, the more disadvantaged the LGA).
- According to the 2016 Census, the District has a workforce of 396 or 44% of the total resident population.
- According to ABS 2015 estimates, the latest available, there were 146 businesses operating in the Shire of Quairading, a slight drop from 2014. The majority of these businesses were non-employing businesses (88), while 47 had 1-4 employees, 8 had 5-19, and 3 employed 20 or more persons. Family farms are a significant form of business in the Shire.



## How We Developed this Document

Our Strategic Community Plan reinforces our commitment to the people who live, work and visit Quairading. The purpose of this document is to provide a clear purpose and strategic direction for our Shire, and to source the funding and support required to address the community priorities detailed later in this document.

It was developed based on

- The State Government's Blueprint for the region and other relevant policies, plans and strategies from both the State and Federal Governments.
- Extensive community engagement on what is important to the people that live within our Shire.
- Input from Elected Members and Staff based on feedback they have received and their strong desire to deliver positive outcomes for their community.
- Current partnerships and projects already being delivered.

## Progress Reporting

The Shire of Quairading has adopted a traffic light based Quarterly Update to report progress against the priorities as detailed in the Corporate Business Plan which will be shared via a Council Item and on the Shire web-site. In addition, results are formally communicated to the community annually via the legislated Annual Report.

## IPR Reviews

This Strategic Community Plan will be subjected to a minor review in 2023 and a major review requiring extensive community engagement in 2025 as legislated. In addition, the Corporate Business Plan will be reviewed and updated annually to reflect any changes to priorities, service levels and the budget.



## Summary of Community Engagement

ACTIVITY	VENUE & FORMAT		RESPONSES
Business Survey Drop	Dropped surveys into businesses in the Main Street and briefly discussed		
Community Drop-in	Handed out surveys to people attending the local supermarket		
Tourism Group	Discussion with the local tourism development committee at the CRC		7
Business Session - Corporate Bowls	Discussions with local business at the Bowling Club		40
Shire of Quairading Staff Meeting	Session with staff to get their input at the Shire Offices		7
Seniors Coffee and Chat	Round table discussion with a group of seniors at the local cafe		21
Councillors Information Session	Discussion on macro issues (external and internal) affecting the Shire		10
Noongar engagement session	Round table discussion with elders at the CRC		5 Elders
Phone calls to identified individuals			15
Community Surveys - school students	Hard copies		49
Community Surveys	Hard Copies	On-line	85
<b>TOTAL 243</b>			
<b>23% OF RESIDENT POPULATION</b>			



## Strategic Priorities

Community members were asked to rank the following strategic priorities in order of importance to them with the resulting order being.

STRATEGY	HIGH PRIORITY	MEDIUM PRIORITY
Access to health services		
Access to services and facilities for Noongars		
Access to services and facilities for people with disabilities		
Bush fire prevention and control		
Conservation and environmental management		
Development of the Town Centre		
Economic Development		
Facilities, services and care available for seniors		
Events, arts and cultural activities		
Sport and recreation activities		
Promotion of our community		
Tourism development		
Safety and security		
Services and facilities for youth		



Emerging issues raised by community members at the various engagement forums:

- The **pride that local people** and in particular long-term residents have in their shire and their desire to support and care for each other.
- The **importance of agriculture and rural services** and the need to think big to attract rural business opportunities.
- A desire for the Shire to **employ local residents** wherever this is practical.
- The **shrinking population and the potential impact** this could have on community facilities and services.
- The **importance of volunteering** and the potential for volunteer burnout with the pool of volunteers shrinking.
- The **importance of and potential for local tourism** with COVID-19 resulting in a significant increase in visitors to the town.
- The **lack of suitable rental accommodation** to attract workers to the town.
- The **importance of attracting community minded people, targeted skills and boutique business** to the town and the region.





## Strategic Direction

STRATEGIC PRIORITIES	WE KNOW WE ARE SUCCEEDING WHEN
<b>1. COMMUNITY</b>	
1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.	<p>The Shire facilitates inclusive access to all facilities and services</p> <p>Work towards Reconciliation Action Plan Committee aspirations</p> <p>Preservation of assets and education of our local culture and heritage</p> <p>Actively support youth development</p>
1.2 Provide social and cultural activities for all members of the community	<p>Sporting and recreational facilities</p> <p>Increased participation</p>
1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire	<p>Retention of local health facilities and visiting services</p> <p>Ageing in place can occur within the district</p> <p>Facilitate support for mental health to vulnerable persons</p>
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	<p>Volunteers feel supported by the Shire</p> <p>Delivery of the Shire's Community Grants Program</p>
1.5 Support emergency services planning, risk mitigation, response and recovery	We collaboratively plan and respond to emergency situations identified in Local Emergency Management Arrangement (LEMA)



## 2. ECONOMY

2.1 Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)	Work towards initiatives in our Economic and Business Growth plans
	Support and advocacy for agriculture
	Local economic diversification
	Delivery of the Shire's Business Grant Program
2.2 Build upon our "Take a Closer Look" brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population	Local businesses capture opportunity through the caravan park and tourism assets and experiences
	Improved online presence and awareness
	Visitors receive timely and accurate information about our Shire attractions and services
	Well attended local events and celebrations
2.3 Shire engages stakeholders and partners to help capture local economic development initiatives	Demonstrated progress with stakeholders to facilitate land development, industry and jobs growth
2.4 Encourage local workforce participation	Residents can access local, inclusive and modern childcare facilities and services
	Traineeships / apprenticeships / flexible employment models



### 3. BUILT ENVIRONMENT

3.1 Safe, efficient and well maintained road and footpath infrastructure	Achievement of the 10yr road plan goals and strategies
	Less impact on our roads due to extreme weather events and increased vehicle tonnage (road engineering, stormwater management)
3.2 Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles	Completion of the Community Park in the Quairading town site
	Access and aesthetic improvements at the cemetery are undertaken
3.3 Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans	Updating of Shire's Asset Management Plan to ensure viability and sustainability of the Shire's Building Assets
	Planning and development for sport and recreation facilities is coordinated and cohesive (Masterplan Sport and Rec)
	Agreed concept and project plan for Multi-Purpose Precinct
	Heating of the leisure pool at the swimming pool enables greater patronage

### 4. NATURAL ENVIRONMENT

4.1 Maintain a high standard of environmental health services	Compliance with environmental health legislation
4.2 Conservation of our natural environment	Community engagement in the management of invasive species,
	Management of nature reserves
4.3 Demonstrate sustainable practices of water, energy and waste management	Preservation and improved efficiency and use of natural assets (water, sun, wind)



## 5. GOVERNANCE AND LEADERSHIP

5.1 Shire communication is consistent, engaging and responsive	Residents and community groups believe they are being listened to and fairly treated
5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels	Collaborative planning amongst key stakeholders
	Local community engagement level
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	Performance against targets – Strategic Community Plan and Corporate Business Plans goals
5.4 Implement systems and processes that meet legislative and audit obligations	External Audits and Reviews confirm compliance with relevant legislation.



## Strategic Risks for the Shire of Quairading:

The following risks were identified by Council and mitigation of these risks are included in the Strategic Community Plan, Corporate Business Plan, Workforce Plan and Long-term Financial Plan.

<p><b>COMMUNITY</b></p> <ul style="list-style-type: none"> <li>▪ Employment opportunities and diversity</li> <li>▪ Quality public and private accommodation</li> <li>▪ Attraction and retention of resident population</li> <li>▪ Volunteer fatigue</li> </ul>	<p><b>ECONOMY</b></p> <ul style="list-style-type: none"> <li>▪ Low cost, reliable power sources</li> <li>▪ Telecommunication reliability and coverage</li> <li>▪ Proximity to regional centres</li> <li>▪ Ageing water infrastructure</li> <li>▪ Education opportunities</li> </ul>
<p><b>ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>▪ Changing of the climate</li> <li>▪ Waste and recycling management</li> </ul>	<p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>▪ Managing community expectations of Council</li> <li>▪ Councillor and staff succession and renewal</li> <li>▪ Staff attraction and retention</li> <li>▪ Compliance</li> <li>▪ Access to funding to achieve community aspirations</li> <li>▪ Aging workforce</li> </ul>



## 12.2 Draft Code of Conduct Behaviour Complaints Management Policy

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

### OFFICER RECOMMENDATION

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

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

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

**VOTING REQUIREMENTS** –Simple Majority

### 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 25<sup>th</sup> February 2021 and adopted a revised Complaint About Alleged Behaviour Breach Form at its Meeting on the 27<sup>th</sup> May 2021.

Council adopted the new Code at its Meeting on the 25<sup>th</sup> 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.



# GOVERNANCE

## GOV.11 CODE OF CONDUCT BEHAVIOUR COMPLAINTS MANAGEMENT POLICY

<b>Document Status</b>	New Policy
<b>Statutory Environment</b>	Local Government Act (1995) Local Government (Model Code of Conduct) Regulations 2021

<b>Record of Policy Review</b>					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	CEO Graeme Fardon			New Legislation	

## TABLE OF CONTENTS

<b>OBJECTIVE .....</b>	<b>4</b>
<b>SCOPE.....</b>	<b>4</b>
<b>DEFINITIONS .....</b>	<b>4</b>
<b>POLICY.....</b>	<b>5</b>
<b>1. Principles.....</b>	<b>5</b>
1.1. Procedural fairness.....	5
1.2. Consistency .....	5
1.3. Confidentiality .....	5
1.4. Accessibility.....	6
<b>2. Roles .....</b>	<b>6</b>
2.1 Complaints Officer.....	6
2.2 Complaints Mediator .....	6
2.3 Complaint Assessor .....	6
<b>PROCEDURE .....</b>	<b>7</b>
<b>3. Process .....</b>	<b>7</b>
3.1 Making a complaint.....	7
3.2 Candidate Complaints.....	7
3.3 Withdrawing a Complaint .....	7
3.4 Notice to Complainant.....	8
3.5 Notice to Respondent .....	8
3.6 Mediation.....	8
3.7 Order of Complaints.....	9
3.8 Appointment of Complaints Assessor.....	9
3.9 Search of Local Government Records.....	9
3.10 Assessment of the Complaint.....	9
3.11 Complaint Report.....	9
3.12 Compliance with Plan Requirement .....	10
3.13 Action Plan.....	10
<b>4. Decision Making.....</b>	<b>11</b>
4.1 Objective and Principles.....	11
4.2 Dismissal of Complaint .....	11
4.3 Finding .....	11

4.4. Actions resulting from determining an Alleged Breach has occurred ..... 11

4.5. Plan Requirements .....12

**5. Implementing Council's Findings and Actions ..... 13**

5.1. Advice to Complainant and Respondent on Council's Findings..... 13

**COMPLAINTS PROCESS .....14**

## OBJECTIVE

To establish, in accordance with Regulation 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021*, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Quairading Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

## SCOPE

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Quairading Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members and Candidates and any person who submits a complaint in accordance with this Policy.

## DEFINITIONS

**Act** means the *Local Government Act 1995*.

**Complaints Officer** means a person authorised in writing by *Council Resolution* under Clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Complaints Officer is addressed in Part 2.1 of this Policy. The Chief Executive Officer has been appointed by Council as the Complaints Officer.

**Breach** means a breach of Division 3 of the Shire of Quairading Code of Conduct for Council Members, Committee Members and Candidates.

**Candidate** means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

**Candidate Complaint** means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

**Code of Conduct** means the Shire of Quairading Code of Conduct for Council Members, Committee Members and Candidates.

**Committee Member** means a Council Member, employee of the Shire of Quairading or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

**Complaint** means a complaint submitted under Clause 11 of the Code of Conduct.

**Complainant** means a person who has submitted a Complaint in accordance with this Policy.

**Complaint Assessor** means a person appointed by the Complaints Officer in accordance with Part 2.3 and Part 3.8 of this Policy.

**Complaint Documents** means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

**Complaint Form** means the form approved by Council under clause 11(2)(a) of the Code of Conduct.

**Council** means the Council of the Shire of Quairading.

**Council or Committee Meeting** means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

**Council Member** means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

**Finding** means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

**Mediator** means a person appointed by the Complaints Officer in accordance with Part 2.2 and Part 3.6 of this Policy.

**Plan** means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

**Respondent** means a person who is the subject of a Complaint made in accordance with this policy.

**Response Documents** means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

## POLICY

### 1. Principles

#### 1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

#### 1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

#### 1.3. Confidentiality

The Shire of Quairading will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

## 1.4. Accessibility

The Shire of Quairading will ensure that information on how to make a complaint, including this Policy, is available at the Shire's Administration Centre and on the Shire's website.

Any person wishing to make a complaint may contact the Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

## 2. Roles

### 2.1 Complaints Officer

The Complaints Officer:

- (i). is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.
- (ii). is not an advocate for the Complainant or the Respondent. The Complaints Officer provides procedural information and assistance to both Complainant and Respondent.
- (iii). will liaise with and provide administrative support to a Complaint Assessor or Mediator appointed under this Policy.
- (iv). will liaise with the Local Government to facilitate the calling and convening of Council, if required.

In undertaking their functions, the Complaints Officer will apply the Principles of this Policy.

### 2.2 Complaints Mediator

The Complaints Mediator:

- (i). is appointed by the Complaints Officer in accordance with Part 3.6 of this Policy.
- (ii). is an impartial third party who will undertake the functions specified in this Policy and in undertaking their functions will apply the Principles of this Policy.
- (iii). will liaise with the Complaints Officer to manage the administrative requirements of dealing with the complaint in accordance with this Policy.

### 2.3 Complaint Assessor

The Complaint Assessor:

- (i). is appointed by the Complaints Officer in accordance with Part 3.8 of this Policy.
- (ii). is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.
- (iii). will liaise with the Complaints Officer to manage the administrative requirements of dealing with the complaint in accordance with this Policy.

## PROCEDURE

### 3. Process

#### 3.1 Making a complaint

Any person may make a complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct.

A Complaint:

- must be made within one (1) month after the alleged Breach.
- must be made by completing the *Complaint About Alleged Behaviour Breach Form (Complaint Form)* in full and providing the completed forms to the Complaints Officer.
- must be made in accordance with the Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.
- is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Complaints Officer will give the Complainant written notice that the Complaint cannot be made.

#### 3.2 Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with Part 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with.

#### 3.3 Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint.

A Complainant may withdraw a Complaint by advising the Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

### 3.4 Notice to Complainant

Within 7 days after receiving a Complaint, the Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Mediation, the Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

### 3.5 Notice to Respondent

Within 14 days after receiving a Complaint, the Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Mediation, the Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

### 3.6 Mediation

The Shire recognises that Mediation may support both parties reaching a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Mediation requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Complaints Officer will, as the first course of action upon receiving a Complaint, offer the Complainant and the Respondent the option of Mediation. If both parties agree to participate in Mediation, the Complaints Officer will:

- pause the formal process and appoint a suitably qualified and experienced Complaint Mediator, in accordance with the Shire's Purchasing Policy
- Endeavour to appoint a Complaint Mediator within a reasonable period; and
- Provide written notice of the appointment to the Complainant and the Respondent.

The objective of Mediation will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Mediation.



If Mediation is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a Mediator.

If Mediation is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Complaints Officer will resume the formal process required under this Policy.

If Mediation is successful, the Complaints Officer is to provide a Confidential Report to the next Council Meeting.

### 3.7 Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Complaints Officer may decide to progress those Complaints concurrently.

### 3.8 Appointment of Complaints Assessor

If Mediation is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Complaints Officer will:

- appoint a suitably qualified and experience Complaint Assessor, in accordance with the Shire's Purchasing Policy.
- endeavour to appoint a Complaint Assessor within a reasonable period.
- provide written notice of the appointment to the Complainant and the Respondent.

### 3.9 Search of Local Government Records

The Complaint Assessor may request the Complaints Officer to search for any relevant records in the Shire's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting.

The Complaints Assessor is to provide the Complainant and Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

### 3.10 Assessment of the Complaint

The Complaint Assessor is to undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor is to ensure that the Complainant and Respondent are provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

### 3.11 Complaint Report

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Complainant and Respondent were provided with an opportunity to be heard;

- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by Council; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Council. The Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The Officer Report is to be presented no later than 1 month after receipt of the Complaint Report from the Complaints Assessor.

Report to include:

- A copy of the Complaint
- The Complaint Report from the Complaints Assessor
- Any submissions received or other communications from the Complainant and Respondent during the complaint assessment process;
- A recommendation on the question whether a behaviour breach has occurred;
- A recommendation as to whether any and if so, what further action is required; and
- If further action is required, a recommendation must be provided to Council on an action plan to address the behaviour of the person that the complaint relates to.

### 3.12 Compliance with Plan Requirement

The Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

### 3.13 Action Plan

The Proposed Action Plan:

- (a) may include requirements for the Respondent to do one (1) or more of the following:
  - (i) engage in mediation;
  - (ii) undertake counselling;
  - (iii) undertake training;
  - (iv) take other action the Council considers appropriate (e.g. an apology); and
- (b) should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct; and

(c) may also outline:

- (i) the actions to be taken to address the behaviour(s);
- (ii) who is responsible for the actions;
- (iii) any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- (iv) a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

## **4. Decision Making**

### **4.1. Objective and Principles**

All decisions made under this Policy are to reflect the Policy Objectives and the Principles included in Part 1 of this Policy and in reference to Division 2 – General Principles of the Code of Conduct.

### **4.2. Dismissal of Complaint**

Council must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or a Committee Meeting; and
- (b) either –
  - (i) the behaviour was dealt with by the person presiding at the meeting; or
  - (ii) the Respondent has taken the required remedial action.

### **4.3. Finding**

A Finding that the alleged behaviour breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur. This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct. The Council will have due regard to the Findings of the Complaints Assessor, however are not bound to adopt the recommendations provided within the Complaint Report.

In determining whether an alleged breach has occurred, Council may resolve to:

- dismiss the Complaint in accordance with Part 4.2 of this Policy; or
- find that the alleged breach has not occurred and take no further action; or
- find that the alleged breach has occurred.

The Council meeting minutes are to reflect the Council's Finding and the reasons for the Council's Finding.

### **4.4. Actions resulting from determining an Alleged Breach has occurred**

If the Council makes a finding that the alleged breach has occurred, it must:

- resolve to take no further action; or
- resolve to prepare and implement an action plan to address the behaviour of the person to whom the Complaint relates.

In determining whether to take no further action or prepare and implement an Action Plan, the Council may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

If the Council resolves to prepare and implement an action plan to address the behaviour of the person to whom the Complaint relates, the action plan can either be:

- The proposed action plan as recommended by the Complaints Assessor without modifications; or
- The proposed action plan as recommended by the Complaints Assessor with modifications; or
- An action plan determined by Council, in consideration of the requirements of Part 3.13 of this policy.

Prior to resolving to prepare and implement an action plan which is materially different from any proposed action plan recommended (if any) by the Complaints Assessor, the Council will provide an opportunity to the Respondent to make a submission on the Council's proposed action plan. In providing an opportunity for the Respondent to make a submission, Council may adjourn any further consideration on the matter for no more than 14 days.

The Council meetings minutes are to reflect the actions resolved by Council to address the behaviour of the person to whom the Complaint relates, if it has resolved an alleged breach has occurred.

#### 4.5. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Council considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

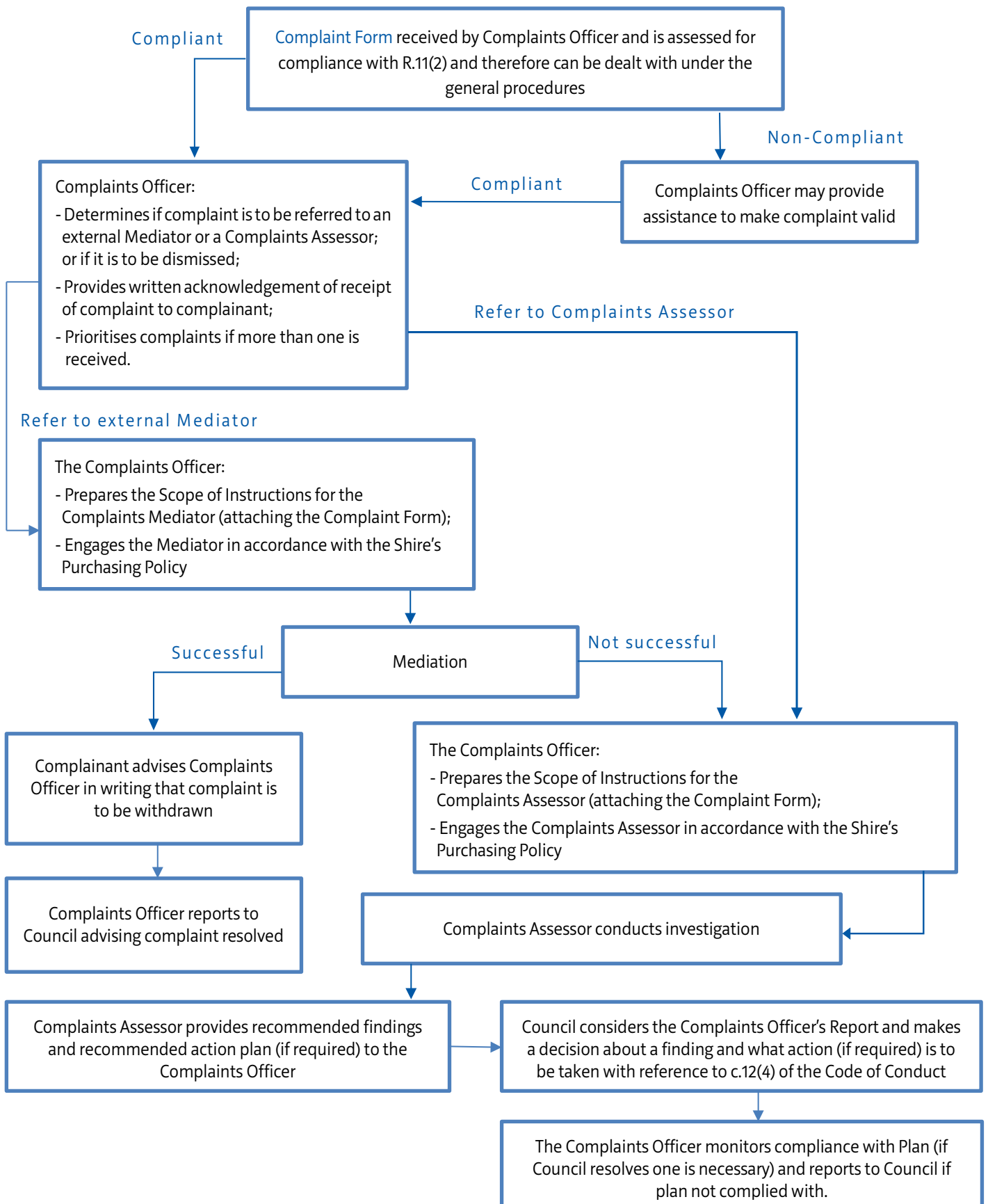
## **5. Implementing Council's Findings and Actions**

### **5.1. Advice to Complainant and Respondent on Council's Findings**

When the Council makes a finding in relation to a Complaint, the Complaints Officer must give the Complainant and the Respondent written notice of –

- the finding and the reasons for the finding as determined under Part 4.3 of this Policy; and
- if the finding is that the alleged breach has occurred, Council's decision on the Actions determined under Part 4.4.

# COMPLAINTS PROCESS



# CODES AND STANDARDS

## CODE.1 CODE OF CONDUCT FOR ELECTED MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

<b>Document Status</b>	Adopted
<b>Statutory Environment</b>	Local Government (Model Code of Conduct) Regulations 2021

<b>Record of Policy Review</b>					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Graeme Fardon	25 March 2021	141-20/21	New Legislation	

## TABLE OF CONTENTS

<b>DIVISION 1 – PRELIMINARY PROVISION</b> .....	<b>201</b>
1. Citation .....	201
2. Terms used.....	201
<b>DIVISION 2 – GENERAL PRINCIPLES</b> .....	<b>201</b>
3. Overview of Division .....	201
4. Personal integrity .....	201
5. Relationship with others .....	201
6. Accountability .....	202
<b>DIVISION 3 – BEHAVIOUR</b> .....	<b>202</b>
7. Overview of Division .....	202
8. Personal integrity .....	202
9. Relationship with others .....	202
10. Council or committee meetings .....	203
11. Complaint about alleged breach .....	203
12. Dealing with complaint.....	203
13. Dismissal of complaint.....	204
14. Withdrawal of complaint.....	204
15. Other provisions about complaints.....	204
<b>DIVISION 4 – RULES OF CONDUCT</b> .....	<b>204</b>
16. Overview of Division .....	205
17. Misuse of local government resources.....	205
18. Securing personal advantage or disadvantaging others .....	205
19. Prohibition against involvement in administration .....	205
20. Relationship with local government employees.....	205
21. Disclosure of information.....	206
22. Disclosure of interests.....	206
23. Compliance with plan requirement .....	195



## DIVISION 1 – PRELIMINARY PROVISION

### 1. Citation

This is the Shire of Quairading's Code of Conduct for Councillors, Committee Members and Candidates.

### 2. Terms used

(1) In this code –

*Act* means the *Local Government Act 1995*;

*candidate* means a candidate for election as a council member;

*complaint* means a complaint made under clause 11(1);

*publish* includes to publish on a social media platform.

(2) Other terms used in this Code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## DIVISION 2 – GENERAL PRINCIPLES

### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

### 4. Personal integrity

(1) A council member, committee member or candidate should –

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should –

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

### 5. Relationship with others

(1) A council member, committee member or candidate should –

- (a) treat others with respect, courtesy and fairness; and
- (b) respect and value diversity in the community.

- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

## 6. Accountability

A council member or committee member should –

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

## DIVISION 3 – BEHAVIOUR

### 7. Overview of Division

This Division sets out –

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

### 8. Personal integrity

- (1) A council member, committee member or candidate –
- (a) must ensure that their use of social media and other forms of communication complies with this Code; and
  - (b) must only publish material that is factually correct.
- (2) A council member or committee member –
- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
  - (b) must comply with all policies, procedures and resolutions of the local government.

### 9. Relationship with others

A council member, committee member or candidate –

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

## 10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate –

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

## 11. Complaint about alleged breach

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

## 12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may –
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following –
  - (a) engage in mediation;

- (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of –
- (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred – its decision under subclause (4).

### **13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that –
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either –
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### **14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be –
- (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

### **15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

## **DIVISION 4 – RULES OF CONDUCT**

### Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

## 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

## 17. Misuse of local government resources

- (1) In this clause –  
*electoral purpose* means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;  
*resources of a local government* includes –
  - (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

## 18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office –
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

## 19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

## 20. Relationship with local government employees

- (1) In this clause –  
*local government employee* means a person –
  - (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not –
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.

- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means –
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause –
  - closed meeting* means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
  - confidential document* means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
  - document* includes a part of a document;
  - non-confidential document* means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member –
  - (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information –
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

## 22. Disclosure of interests

- (1) In this clause –
  - interest* –
    - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
    - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest –

- (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know –
  - (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then –
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if –
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

### **23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

## ITEM 13      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*



## ITEM 14      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

ITEM 15 URGENT COUNCILLORS' BUSINESS

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

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*No matters for consideration.*

**ITEM 17      NEXT MEETING DATE**

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

**ITEM 18      CLOSURE**

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