

# Ordinary Council Meeting

## Notice of Meeting | 28<sup>th</sup> April 2022

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 28<sup>th</sup> April 2022 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.

Proof of vaccination is required upon entrance of the Council Chambers, if this proof has not been tabled and recorded previously.

MEETING AGENDA ATTACHED



**Nicole Gibbs**  
CHIEF EXECUTIVE OFFICER

Date: 21<sup>st</sup> April 2022

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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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## 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. We pay respect to the original custodians of the land...past, present and future. I welcome you all here today for this meeting.”

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

Ms NJ Gibbs	Chief Executive Officer
Mrs LM Horton	Executive Manager of Corporate Services
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy
Miss BJ Hadlow	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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Ms Gibbs will speak to the attached letter from members of the Badjaling Community requesting the re-opening of the Badjaling-Yoting Road.

Your Ref: 28.01 #01 – Roads, Badjaling Flood Mitigation

Wednesday, 2 March 2022

**Quairading Shire**

**Mr Peter Smith – Shire President & Nicole Gibbs - CEO**

**10 Jennaberring Road**

**QUAIRADING WA 6383**

**By Email: [pdsmith1182@gmail.com](mailto:pdsmith1182@gmail.com) & [crsmith@quairading.wa.gov.au](mailto:crsmith@quairading.wa.gov.au) & [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au)**

Dear Peter Smith & Nicole Gibbs,

**Re: Re-Opening of Badjaling-Yoting Road**

We, the undersigned directors of Badjaling Wanderers Aboriginal believe that the community members of Badjaling are now exposed to a great risk and are in serious danger during each bush-fire season.

As you are aware, there is currently only one access road to the Badjaling community. If a fire was to block off that exit route the community members would have no way to escape to safety.

We, the Badjaling Wanderers Aboriginal Corporation formally request that the Shire of Quairading re-opens the Badjaling-Yoting road at a convenient distance from the community to protect the people of Badjaling from the dangers of fire and floods. We support your process and understand you must also consult with the surrounding landowners, we ask that this matter is dealt with quickly and with urgency.

This letter may be signed in counter-parts as a statement made by the directors of the Badjaling Wanderers Aboriginal Corporation by circulating resolution in accordance with rule 5.20 of its Rule Book.

Yours Sincerely

\_\_\_\_\_  
Darren Quartermaine

\_\_\_\_\_  
Kerry Winmar

\_\_\_\_\_  
Donna Hill

*M Collard*  
\_\_\_\_\_  
Margaret Collard

*JM*  
\_\_\_\_\_  
Julie McCarthy

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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## ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

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

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

### 7.1 Confirmation of Minutes: Ordinary Council Meeting – 31st March 2022

<b>Meeting Date</b>	28 <sup>th</sup> April 2022
<b>Responsible Officer</b>	CEO Nicole Gibbs
<b>Reporting Officer</b>	CEO Nicole Gibbs
<b>Attachments</b>	(i) Ordinary Council Meeting Minutes
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

#### OFFICER RECOMMENDATION

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

That the Minutes of the Ordinary Meeting of Council held on the 31<sup>st</sup> March 2022 be confirmed as a true and accurate.

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

**VOTING REQUIREMENTS** – Simple Majority

### 7.2 Business Arising

## SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on 31<sup>st</sup> March 2022 commencing at 2.00 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

---

The Shire President opened the Meeting at 2.00 pm.

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

### ITEM 2 ATTENDANCE AND APOLOGIES

---

#### Councillors

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

#### Council Officers

Ms NJ Gibbs	Chief Executive Officer
Mrs LM Horton	Executive Manager, Corporate Services
Mr DV Wallace	Executive Manager, Works & Services
Mr RM Bleakley	Executive Manager, Community, Projects & Strategy
Miss BJ Hadlow	Executive Officer

#### Observers/Visitor

Jillian Hayes  
Sue Mills  
Sarah Caporn  
Leigh Ballard

#### Apologies

Nil

#### Leave of Absence Previously Granted

Nil

### ITEM 3 PUBLIC QUESTION TIME

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Nil

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

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Sue Mills (local resident) presented a petition to Council for a skate park to be considered as part of the community park. Pertinent information is as follows:

- Sue Mills and Rebecca Wilson obtained over 200 signatures on a petition from community members supportive of a skate park in Quairading.
- Sue commended the Shire on the community park design and said it was a great opportunity for the community of Quairading.
- The Quairading high school has 32 students. Sue said that there was a need for them to have activities to do after school and on the weekend.
- Parents living in Quairading take their children to surrounding towns that have skate parks and spend money at the Cafes and shops on the weekend.
- Residents of Quairading who have family and friends with children stay with them often have no activities to offer older children.
- Residents are concerned about the safety of children skating up and down the streets.

After Sue Mills finished her presentation, Cr Peter Smith acknowledged the request and asked that the Shire hold any discussion on the matter until Urgent Councillor Business.

Sue Mills left the meeting at 2.07pm.

Leigh Ballard (CRISP Wireless CEO) gave a presentation on the CRISP Wireless network.

Leigh Ballard left the meeting at 2.28pm.

Sarah Caporn (Quairading Special Projects Officer) gave a presentation to update Council on the progress of the community park.



## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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### 5.1 Application for Leave of Absence – Cr Brett McGuinness

An application for leave of absence has been received from Cr Brett McGuinness for the Ordinary Meeting of Council scheduled 26<sup>th</sup> of May 2022. In accordance with Section 2.25 of the *Local Government Act 1995* Council may by resolution grant leave of absence to an elected member.

#### RECOMMENDATION

That Cr Brett McGuinness be granted leave of absence in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meeting of Council scheduled for the 26<sup>th</sup> of May 2022.

#### RESOLUTION: 128-21/22

#### MOVED Cr Hippisley SECONDED Cr Haythornthwaite

That Cr Brett McGuinness be granted leave of absence in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meeting of Council scheduled for the 26<sup>th</sup> of May 2022.

**CARRIED 8/0**

## 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 – 24<sup>th</sup> February 2022

#### **RESOLUTION: 129-21/22**

#### **MOVED Cr Haythornthwaite SECONDED Cr Hayes**

That the minutes of the Ordinary Meeting of Council held on the 24<sup>th</sup> February 2022 be confirmed as true and accurate.

**CARRIED 8/0**

### 7.2 Business Arising

Cr Hayes queried the wording on page 23 regarding the Councillor sitting fees which states Councillors only receive remuneration for one meeting if they attend multiple meetings in one sitting.

Please refer to motion 72-19/20, whereby Cr Davies had previously proposed that when Council Meetings and Committee Meetings are held on the same day that the one Meeting Fee (the higher level Meeting Fee) will apply.

#### **RESOLUTION: 72-19/20**

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

That Council support only one (1) Meeting Sitting Fee (the higher of the Sitting Fees) being paid when Council Meeting and or Committee Meetings are held consecutively on the same day.

**CARRIED 8/0**

Cr Peter Smith explained that the reason the motion was endorsed by Council was because Councillors had attended an Audit & Risk meeting and a Special Council Meeting in one sitting. Councillors wanted to only receive payment for the Audit & Risk meeting as they did not consider that a Special Council Meeting or Special Committee Meeting justifies a full payment. The motion was to be carried forward into the future and could only be changed by being rescinded.

Ms Nicole Gibbs advised that preliminary advice states that Council can't move a motion to not pay themselves. The reason behind this is that if someone is new to Council, they are entitled to the payment of two meetings, and they were not involved in the motion to deny themselves those payments.

Further investigation will be carried out and presented at the May 2022 Ordinary Council Meeting.

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

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**8.1      Reconciliation Action Plan Advisory Committee – 9<sup>th</sup> March 2022****RESOLUTION: 130-21/22****MOVED Cr Stacey    SECONDED Cr Hippisley**

That the Minutes of the Reconciliation Action Plan Advisory Committee Meeting held on the 9<sup>th</sup> March 2022 be received.

**CARRIED 8/0****8.2      Local Emergency Management Committee (LEMC) Minutes – 10<sup>th</sup> March 2022****RESOLUTION: 131-21/22****MOVED Cr Haythornthwaite    SECONDED Cr Hayes**

That the Minutes of the Local Emergency Management Committee Meeting held on the 10<sup>th</sup> March 2022 be received.

**CARRIED 8/0**

Cr Jo Haythornthwaite mentioned the incorrect spelling of “Corepuls Defibrillator.” The spelling will be corrected in the LEMC Minutes.

## ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

### 9.1 Audit and Risk Committee Meeting Minutes – 15<sup>th</sup> March 2022

**Meeting Date** 31<sup>st</sup> March 2022

**Responsible Officer** CEO Nicole Gibbs

**Reporting Officer** CEO Nicole Gibbs

**Attachments** Audit & Risk Committee Meeting Minutes

**Owner/Applicant** Shire of Quairading

**Disclosure of Interest** Nil.

#### OFFICER RECOMMENDATION

**RESOLUTION: 132-21/22**

**MOVED Cr Hippisley SECONDED Cr Hayes**

That Council receive the minutes of the Audit & Risk Committee for its meeting of 15<sup>th</sup> March 2022.

**CARRIED 8/0**

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

#### 1) Audit Register – Progress Report

**RESOLUTION: 133-21/22**

**MOVED Cr Haythornthwaite SECONDED Cr Hippisley**

*RECOMMENDATION: AR16 – 21/22*

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

Notes the progress recorded against each item within the Audit Register in the confidential attachment (i).

**CARRIED 8/0**

#### 2) Grant Funding Status Report

**RESOLUTION: 134-21/22**

**MOVED Cr Hippisley SECONDED Cr Stacey**

*RECOMMENDATION: AR17 – 21/22*

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

Council notes the Grants Status Reports dated March 2022.

**CARRIED 8/0**

### 3) Purchasing Policy - Two Year Review

**RESOLUTION: 135-21/22**

**MOVED Cr Hippisley SECONDED Cr Haythornthwaite**

*RECOMMENDATION: AR18 – 21/22*

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

Adopt the reviewed and amended Purchasing Policy, subject to the inclusion of a provision committing the Shire to meet Australian Standards when this:

- Is a legal requirement; and
- When this is not a legal requirement and is not cost-prohibitive.

**CARRIED 8/0**

### 4) Review of the Shire of Quairading Delegations

**RESOLUTION: 136-21/22**

**MOVED Cr Haythornthwaite SECONDED Cr Stacey**

*RECOMMENDATION: AR19 – 21/22*

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

Endorse the review of its delegations in accordance with sections 5.18 and 5.46 of the *Local Government Act 1995* BY ABSOLUTE MAJORITY and in accordance with:

- *Local Government Act 1995* (sections 5.16, 5.42)
- *Building Act 2011* (section 127)
- *Bush Fires Act 1954* (section 48)
- *Cat Act 2011* (section 44)
- *Dog Act 1976* (section 10AA)
- *Food Act 2008* [section 118(2)(b)]
- *Graffiti Vandalism Act 2016* (section 16, 17)
- *Planning and Development Act 2005* [sections 214(2), 214(3), 214(5)]
- *Planning & Development (Local Planning Schemes) Regulations 2015* (clause 82)
- *Public Health Act 2016* (section 21)

Delegates the local government functions listed in the Shire's Council Delegation Register included as Attachment (i).

**CARRIED 8/0**

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

**RESOLUTION: 137-21/22**

**MOVED Cr Hippisley SECONDED Cr Hayes**

*RECOMMENDATION: AR20 – 21/22*

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

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

**CARRIED 8/0**

## 6) COVID19 Strategy

**RESOLUTION: 138-21/22**

**MOVED Cr Stacey SECONDED Cr Hippisley**

*RECOMMENDATION: AR21 – 21/22*

That the Audit & Risk Committee recommends to Council that Council adopts COVID-19 Policy (B) including end date of Policy in line with State and Federal Government directions.

**CARRIED 6/2**

Cr Haythornthwaite raised concern that there may be a reputational risk to the Shire of adopting the motion if the community perceived a different standard of compliance between staff/contractors and elected members (for instance, because the policy states that elected members can work from home but that but staff/contractors cannot).

Cr Hayes asked to speak against the motion, as follows:

*"Mr President – I wish to speak against the motion.*

*I'm concerned about the division and angst this particular motion has the potential to cause amongst our whole Shire team as well as our small community, by placing elected members separately to all other Shire of Quairading employees, contractors and volunteers.*

*I believe current State mandates are sufficient for us to follow. If we were to proceed with this proposed mandate we should be concerned about potential ramifications for the Shire if anyone affected decides to make a claim in regard to job loss or debilitating vaccination reactions.*

*Considering our current staff Covid positive status, State government easing of restrictions and high vaccination rate it is not necessary to add another mandate layer.*

*We live in a very small community and it would be disappointing to see our Council and Shire's good standing damaged if we proceeded with this unnecessary mandate."*

Cr McGuinness said that in the new *WHS Act 2020* elected members and staff have a duty of care to each other. This duty of care not only effects individuals but all people working or visiting the Shire. There are State Directions that must be followed while Western Australia is in a state of emergency. Cr McGuinness acknowledged that having virtual meetings does allow elected members to fulfil their role.



## 7) Annual Report for Year Ended 30th June 2021

### **RESOLUTION: 139-21/22**

**MOVED Cr Haythornthwaite SECONDED Cr Hayes**

*RECOMMENDATION: AR22 – 21/22*

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

1. Adopts the Annual Report for the Year Ended 30<sup>th</sup> June 2021.
2. Confirms the Annual Electors Meeting be convened for Tuesday 19<sup>th</sup> April 2022 in the Lesser Hall commencing at 7.00pm.

**CARRIED 8/0**

Cr Haythornthwaite noted for information that Tuesday 19<sup>th</sup> of April is the Tuesday after Easter and the second week of the school holidays.

### **IN BRIEF**

- The Audit & Risk Committee meeting was held on the 15<sup>th</sup> March 2022.
- There are seven Recommendations for Council's Consideration.

### **MATTER FOR CONSIDERATION**

For Council to be informed of discussions and recommendations of the Audit & Risk Committee and to determine its position in regard to the Recommendations.

### **BACKGROUND**

The Audit & Risk Committee met on 15<sup>th</sup> March 2022 from which there are seven recommendations for Council consideration, namely:

- RESOLUTION: AR16-21/22
- RESOLUTION: AR17-21/22
- RESOLUTION: AR18-21/22
- RESOLUTION: AR19-21/22
- RESOLUTION: AR20-21/22
- RESOLUTION: AR21-21/22
- RESOLUTION: AR22-21/22

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government Regulations 1996.*

*State Records Act 2000*

*Building Act 2011*

*Bush Fires Act 1954*

*Cat Act 2011*

*Dog Act 1976*

*Food Act 2008*

*Graffiti Vandalism Act 2016*

*Planning and Development Act 2005*

*Planning and Development (Local Planning Schemes) Regulations 2015*

*Public Health Act 2016*

## POLICY IMPLICATIONS

**AR16-21/22**– Nil

**AR17-21/22** – Nil

**AR18-21/22** – Purchasing Policy

**AR19-21/22** – The Purchasing Policy has been amended to reflect the changes in the Delegation Register

**AR20-21/22** – Current Policy: Leave Management Policy (ORG.2)

**AR21-21/22** - ORG.8 – Leave Arrangements during a Pandemic Policy

**AR22-21/22** – Nil

## FINANCIAL IMPLICATIONS

**AR16-21/22**

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

**AR17-21/22**

All grants in this report have been included in Council's Adopted Budget for the 2021/2022 financial year or will be included in the proposed budget for the 2022/2023 financial year.

For full details please refer to the Audit and Risk Committee Minutes, 15<sup>th</sup> March 2022.

**AR18-21/22**

All expenditure must be made in accordance with the 2021/2022 Annual Budget.

**AR19-21/22**

Nil

**AR20-21/22**

The Employee Entitlements (Annual and Long Service Leave) Reserve Fund Cash Balance as at 28th February 2022 is \$166,484.50.

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 27th February 2022) is calculated at \$191,373.

**AR21-21/22**

There may be an increase to the budgeted salaries amount should replacement cover be required for a staff member who takes extended sick leave due to a positive COVID-19 case. It is likely that short term leave will not have a financial impact, however when coverage is required there will be additional costs. If that replacement is required to be outsourced, i.e., labour hire, the cost is likely more significant.

**AR22-21/22**

Nil

**STRATEGIC IMPLICATIONS**

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

**COMMUNITY CONSULTATION**

No community consultation on the preparation of this report.

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

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

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

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

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

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

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 – February 2022

<b>Meeting Date</b>	31 <sup>st</sup> March 2022
<b>Responsible Officer</b>	CEO Nicole Gibbs
<b>Reporting Officer</b>	EMCS Leah Horton
<b>Attachments</b>	(i) List of Accounts - February 2022 (ii) Transport Takings – February 2022
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 140-21/22

#### MOVED Cr McGuinness SECONDED Cr Stacey

That Council note the following:

1. That Schedule of Accounts for February 2022 covering Municipal Vouchers 23881 to 23885, EFT 10528 to EFT 10633, and BPAY DD14662.1, totalling \$293,764.06 be received (Attachment i); and
2. That Police Licensing payments for the month of February 2022 totalling \$30,485.25 be received (Attachment ii); and
3. That there were no fund transfers to the Corporate Credit Card for February 2022; and
4. That Net Payroll payments for the month of February 2022 totalled \$125,517.96; and
5. That the Lease payment for the month of February 2022 on the CESM Vehicle totalled \$2,423.73 and the Chattel mortgage payment for the month of February 2022 on the Skeleton Weed Vehicle totalled \$1,043.80.

**CARRIED 8/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

Note the Accounts paid during February 2022.

### BACKGROUND

Accounts paid are required to be submitted each month.

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.



## 11.2 Financial Information – Statements of Income and Expenditure for the Period Ending – 28<sup>th</sup> February 2022

<b>Meeting Date</b>	31 <sup>st</sup> March 2022
<b>Responsible Officer</b>	CEO Nicole Gibbs
<b>Reporting Officer</b>	EMCS Leah Horton
<b>Attachments</b>	(i) Financial Statements for February 2022
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 141-21/22

#### MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council receive the Monthly Financial Statements for the period ending 28<sup>th</sup> February 2022.

**CARRIED 8/0**

### IN BRIEF

- Monthly Financial Statements for the period ending 28th February 2022 attached.
- Monthly Financial Statements have been updated based on the Bob Waddell and Associates Monthly Statements Model (Abridged Version).
- Budget amendments endorsed at the November 2021 Ordinary Council meeting have been completed in SynergySoft and carried across into the Financial Reports. A change in recognition to the amendments related to Expected Profit/Loss on Sale of Assets has changed the Amended Budgeted Surplus for 2021/22 from \$74,571 to \$144,571.
- Future Monthly Financial Statements will be produced using the Bob Waddell template expanding from the Abridged Version to the Comprehensive Model.
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new Reporting Template and Accounting Processes are utilised to optimise their capability and are prepared in a timely manner.

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

### BACKGROUND

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

### STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations 1996*

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

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

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

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

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

#### **STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031**

### **5. GOVERNANCE AND LEADERSHIP**

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

5.4 Implement systems and processes that meet legislative and audit obligations

#### **COMMUNITY CONSULTATION**

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

**COMMENT**

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

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

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

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

Amendments to the 2021/2022 Annual Budget were endorsed by Council at the November 2021 Ordinary Council Meeting in Resolution 74-21/22. The Opening Surplus of \$30,002 was predicted to increase by \$44,569 to total the Amended Budgeted Surplus at the end of 2021/2022 of \$74,571.

This amendment included a \$70,000 decrease in available cash related to five (5) Expected Profit/Loss on Sale of Asset Accounts. This was identified due to an error in the 2021/2022 Statutory Budget where the \$70,000 was included in the overall total but not in the Schedules.

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

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

Cr Hippisley queried how the caretaker caravan park cabin was managed as an asset, given it was provided free of charge. Ms Horton advised that while there was not a way to recoup all costs on maintenance and management of the building, the salaries were reduced to offset these costs. Depreciation costs are included in the report for the caravan park and cabin.

## ITEM 12      MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

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### 12.1 Application to Use Airstrip Hangar – Mr John Harris

In 2017, Mr John Harris formally requested the use of the large aircraft hangar (referred to colloquially as the 'Old Hangar') at the Quairading Airstrip for the purpose of restoring a light aircraft.

Council moved the following Motion on the 24th of February 2022 at the February Ordinary Council Meeting:

**RESOLUTION: 118-21/22**

**MOVED Cr McGuinness SECONDED Cr Hayes**

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

**CARRIED 8/0**

The lease with Mr Harris has been signed and he has been provided access to the 'Old Hangar.'

THIS CLOSES THIS AGENDA ITEM.

## 12.2 Pet Sterilisation Program

**Meeting Date** 31<sup>st</sup> March 2022

**Responsible Officer** CEO – Nicole Gibbs

**Reporting Officer** CEO – Nicole Gibbs

**Attachments** Attachment (i) - Pet Sterilisation Program

**Owner/Applicant** Shire of Quairading

**Disclosure of Interest**

### OFFICER RECOMMENDATION

**RESOLUTION: 142-21/22**

**MOVED Cr McGuinness SECONDED Cr Hayes**

That Council move to support the RSPCA Pet Sterilisation Program.

**CARRIED 8/0**

### IN BRIEF

- The RSPCA is asking local governments to participate in the ‘RSPCA Pet Sterilisation Program,’ developed to reduce the number of unsterilised cats and dogs in Western Australia and the resulting number of cats and dogs euthanized.
- It is currently a legal requirement to sterilise, register and microchip a cat under the Cat Act 2011 and to register and microchip a dog under the Dog Act 1976 and Dog Regulations 2013 (Section 17). Once the Stop Puppy Farming Bill 2021 Bill passes Parliament, it will also be a legal requirement to sterilise all dogs over two years of age without a formal exception.
- The RSPCA is asking the Shire of Quairading to offer free lifetime cat and/or dog registration to eligible pet owners who participate in the ‘RSPCA Pet Sterilisation Program.’

### MATTER FOR CONSIDERATION

The RSPCA is seeking the Shire of Quairading’s support in the delivery of the State-sponsored Pet Sterilisation Program for cats and dogs. The RSPCA is asking the Shire to provide free pet registration (for the specific pet’s life) to economically disadvantaged people who participate in the Program.

### BACKGROUND

Council is aware of the burden placed on local governments due to deficient pet management by some owners. Failure to sterilise, microchip and register dogs and cats leads to poor welfare outcomes for the animals as well as increased workload and costs for councils when animals stray and otherwise cause a nuisance (i.e. roaming and fighting with other dogs, spraying/marketing their territory).

RSPCA’s work under the *Animal Welfare Act 2002* indicates that pet owners who lack funds are most likely to fail to comply with these needs for their animals.

In light of these issues, and to support those with financial difficulties, RSPCA WA is launching a pilot Pet Sterilisation Program which offers reduced sterilisation costs, free microchipping and (where supported by the Local Government) lifetime pet registration for pet owners who hold a WA Seniors Card, Pensioner Concession Card or Health Care Card. With support from the Department of Primary Industries and Regional Development, the program is part-funded by the State Government and administered by RSPCA WA. Sterilisation and microchipping is carried out by veterinary practices with whom RSPCA WA is partnering to deliver these services to the community.

This innovative pilot program will:

- Help community members meet requirements to register and sterilise their pets.
- Support local veterinary businesses.
- Enable those experiencing financial hardship to better care for their pets.
- Assist cat owners to comply with the Cat Act 2011, which mandates that all cats over six months of age be sterilised, microchipped and registered with their local government.
- Assist dog owners to comply with sterilisation requirements introduced under the Dog Amendment (Stop Puppy Farming Bill 2021), at a reduced cost when the Bill becomes law.
- Reduce local government workload by reducing the number of unwanted litters and, consequently, the number of strays and incoming animals in local pounds

The RSPCA has written to the Shire of Quairading (amongst other local governments) to offer the Shire a place in this innovative pilot that will provide for both social and economic benefits. The RSPCA is asking the Shire of Quairading offer free lifetime registration to those pet owners who participate in the Pet Sterilisation Program.

It is anticipated that most of the program participants will be those who would ordinarily *not* consider getting their pets sterilised and registered, or those who are unaware of the need to do both. Therefore, increasing the number of pets which are sterilised and microchipped in the Shire of Quairading will both benefit local residents and reduce the workload on Ranger Services.

Section 15(4A) of the Dog Act provides that ‘a local government **may discount or waive a registration fee**, including a registration fee prescribed under subsection (3), for any individual dog or any class of dogs within its district’ (emphasis added). Section 15(4E) was inserted into the Dog Act on 1 November 2013 by s 13 of the *Dog Amendment Act 2013*.

There is no indication in the Dog Act or the Dog Regulations of how a decision to discount or waive a fee is to be made. That is a matter for the local government concerned.

## STATUTORY ENVIRONMENT

*Animal Welfare Act 2002*

*Dog Act 1976* (Section 15(4A))

*Dog Regulations 2013* (Section 17)

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

The cost of a pet registration for life is \$100. The pensioner discount is \$50. The economic loss to the Shire is estimated to be a maximum of \$1,500 per annum, which will be offset significantly by reduced Ranger Services call-outs, which cost \$255 per call out (e.g. to collect an animal to transfer it to the pound).



## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

### 5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

### COMMUNITY CONSULTATION

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

### RISK ASSESSMENT

#### Risk Management Policy & Risk Management Governance Framework Applicable

Financial: Risk Matrix Rating is 'Low.'

Please refer to Financial Implications section for detail.

Health: Risk Matrix Rating is 'Low.'

If there is any impact on the health of the individual and/or community it will be a positive impact with healthier dogs and cats owned by people who can now afford to care for the animals.

Reputation: Risk Matrix Rating is 'Low.'

It is dubious that many (if any) community members would not support an animal welfare program that provide economic benefit to the Shire.

Operation: Risk Matrix Rating is 'Low.'

Implementation of the program will be an additional but minimal administration burden.

Natural Environment: Natural Environment Risk is not applicable.

### 12.3 Old School Site – Reduced Scope

<b>Meeting Date</b>	31 <sup>st</sup> March 2022
<b>Responsible Officer</b>	CEO Nicole Gibbs
<b>Reporting Officer</b>	SPO Sarah Caporn
<b>Attachments</b>	(i) Concept Design
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	

#### OFFICER RECOMMENDATION

##### RESOLUTION: 143-21/22

##### MOVED Cr Hayes SECONDED Cr Hippisley

That Council:-

1. Support the reduced scope of the new Concept Design for the Old School Heritage Site; and
2. That the funding from the 'Quairading Dollars' project be reallocated for the Old School Heritage site to enable the work to proceed in the current Financial Year 2021/2022.

**CARRIED 8/0**

#### IN BRIEF

- The Old School Building - former Quairading State School (now Site) is listed on the State Permanent Heritage Register. In 2016 the school burnt down. In recognition of the importance of the school, Council agreed to establish a memorial on the Site. This project has been underway for six years.
- Council initially engaged the Regional Heritage Consultant Mr Stephen Carrick to consult with the Old School Working Group to develop the Project Concept/Design for the memorial.
- The Indicative Project Cost Estimate prepared by the consultant to deliver on the concept was in the order of \$180,000.
- The Strategic Planning Committee at its meeting held on the 6th February 2018 identified that the Old School Working Group should be reconvened to review the latest Project Concept and Cost Estimate with the objective of reducing the Scope of the Project prior to Council considering the further engagement of Heritage Consultant Mr Stephen Carrick.
- The Working Group met in January 2021 to discuss reducing the scope from a potential budget of \$180,000 to \$90,000. Additional funding was allocated to re-develop an alternate Project Concept/Design.
- To date, \$19,200 has been spent on development (i.e. Concept Drawings/Design Drawings) but the project has not yet progressed through to implementation. There is a 2021/2022 Budget Allocation of \$4,500 for additional design and planning for this project.
- The current project proposal resulting from the development work relies on an unfunded contribution from the Shire of at least \$90,000 (or an alternate funding source which has not yet been identified).
- In January 2022 the project was re-worked with a nominated budget of \$15,000 total cost of delivery. The Concept Design has been re-developed internally at nil cost to Shire and is attached for Council's perusal and adoption. The \$15,000 can be met through the existing \$4,500 and a reallocation of \$10,000 from the 'Quairading Dollars' project. The 'Quairading Dollars' project has not yet been developed.

## MATTER FOR CONSIDERATION

Consideration of a re-developed concept for a memorial on the school site, developed by a talented Shire employee at nil cost to the Shire. To date, there has been a strong preference by most people for this most recent design, despite it being significantly cheaper than the previous concepts.

## BACKGROUND

The Old School Building - former Quairading State School (now Site) is listed on the State Permanent Heritage Register. The Heritage Act requires the Site's Heritage Significance to be adequately recorded and displayed.

The site is diagonally opposite the current Quairading District High School (QDHS) on the corner of McLennan and Charlton Streets. It was used as the Manual Arts building when the "new" (current) school was built across the road in the 1950s. Unfortunately the building was destroyed by fire on the 24th February 2016.

Council received a Property Risk Settlement of \$560,000 from Council's Insurer, Local Government Insurance Service. In addition, a further \$15,439 was paid to Council as Reimbursement for the Site/debris clean-up costs incurred by Council.

Council transferred the proceeds of the Insurance Settlement to the Building Reserve Fund.

The Shire had been working with a Perth-based Landscape Architect Stephen Carrick on some initial designs but the project has never quite made it past an initial concept presented in 2018. The Working Group met in January 2021 to discuss reducing the scope from a potential budget of \$180,000 to \$90,000.

The community would like the project to focus on the history of the building, education in the Quairading area and a local Noongar man named John Kickett. Mr Kickett wrote many letters in 1918 to the State Government of the day requesting that his children attend the local school. Mr Kickett had to petition local white families for their support for this to occur.

The current proposal is to install a commemorative plaque on a big granite rock plus some additional interpretive signage possibly around a grove of our rare native Matchstick Banksias.

The new scope for the Old School Site was endorsed by the RAP Committee on the 9<sup>th</sup> March 2022.

## RECOMMENDATION

**MOVED Mrs Muriel Collard    SECONDED Mrs Margaret Collard**

That the RAP Advisory Committee endorse the Concept for the Old School Memorial Site as presented at the RAP Meeting.

**CARRIED**

## STATUTORY ENVIRONMENT

Heritage of Western Australia Act 1990

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The current Concept Plan could be achieved with a Total Project Cost of approximately \$15,000. There is already an allocation of \$4500 within the 2021/2022 Annual Budget for planning expenses. GL2628.

The Concept Design has been re-developed internally at nil cost to Shire and is attached for Council's perusal and adoption. The \$15,000 can be met through the existing \$4,500 and a reallocation of \$10,000 from the 'Quairading Dollars' project. The 'Quairading Dollars' project has not yet been developed.

### STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

#### 1. COMMUNITY

1.2 Provide social and cultural activities for all members of the community

#### 5. GOVERNANCE AND LEADERSHIP

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

### COMMUNITY CONSULTATION

There has been extensive community consultation for this project including the establishment of a Working Group including representatives from our Noongar community and Quairading District High School. The Shire's Project Officer will be working towards identifying and consulting with Mr Kickett's descendants to ensure any copy for the signage is accurate and reflects the historical value of his endeavours. We also have significant knowledge about the site from the Heritage Council's Assessment Document – Quairading State School (fmr), June 2010.

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

Financial - Risk Matrix Rating is assessed as Low. Budget Amendment will be required to fund the Project in the 2021/2022 Financial Year. Funds are available in Council's Building Reserve Fund which was the beneficiary of the Insurance Settlement Payment to Council.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Medium. Risk Rating elevated due to the protracted timeframe for the initial planning and design of the Heritage Site Interpretation. Risk will be mitigated to Low Rating, if Council now progresses with an appropriate scale of Heritage work.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low. Sustainable, asset which meet the needs of the community.

### COMMENT

This project has been on the Shire's collective desk for quite some time passing through several Project Officers. The Recommended Concept achieves the desired objectives of acknowledging the site and its history while also telling Mr Kickett's story for future generations. Adding a grove of *Banksia Cuneata* allows people in our community and travellers to see and experience the rare species that the Shire highlights in our own logo. The concept will also keep ongoing maintenance costs low as we will not have extensive construction or landscaping costs not be re-establishing a water connection for irrigation.

## 12.4 The Groves: Access & Infrastructure

<b>Meeting Date</b>	31 <sup>st</sup> March 2022
<b>Responsible Officer</b>	CEO Nicole Gibbs
<b>Reporting Officer</b>	CEO Nicole Gibbs
<b>Attachment</b>	Attachment (i) - Concept Plan
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	N/A

### OFFICER RECOMMENDATION

#### RESOLUTION: 144-21/22

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

That Council move the amended motion:

That Council note the project progress and await costings on the two options and advice from the RAP Committee on the second option.

**CARRIED 8/0**

### IN BRIEF

Council has made a significant commitment to the Quairading Noongar community to establish legal access to the Groves, a small section of land located within the Quairading Community Nature Reserve. Council made this commitment in an attempt to support the culturally diverse needs of the Aboriginal people. The Groves was previously the site of an Aboriginal town camp (1950s - 1970s). As such, the land continues to have cultural significance to the local Noongar people.

The Noongar population want to use 'The Groves' as an area where people may gather to celebrate the cultural significance of the area.

The area is zoned for short-term camping. Establishing lawful access to a camping site (and by default assuming lawful responsibility and liability for the consequences of that access) necessitates the need for the Shire to provide toilets and drinking water.

Unfortunately, at the time Council made the commitment to the Noongar community to provide access, there was no business case, no cost-benefit analysis nor projected costs available for consideration.

A simplistic cost-benefit performed this month indicates the access project in its current form is cost-prohibitive. This is far from ideal given that the Noongar community claim that they have been waiting (conservatively) 10 years for the access to be established.

### MATTER FOR CONSIDERATION

Over the past three months the Shire has been gathering information critical to decision-making relevant to this project as expediently as possible. The information update is as follows:

1. In December 2021 the Public Transport Authority (PTA), Arc Infrastructure and Main Roads agreed to approve the project, subject to the development of engineering drawings.

2. In December 2021 the engineering company was engaged to develop the engineering drawings on the understanding (I assume) that the cost of the drawings would be less than \$10,000. The cost to date has been closer to \$25,000 and this amount exceeds the budget assigned to the entire 'Groves' project.
3. While there is a potential water pipe that could be used which is running parallel to the track that goes to the 'Groves' (see screenshot below), the pipe is a farmland-reticulated pipe, considered in Water Corp as a 'non-standard service.' A non-standard service application form was submitted and the following information was obtained:
  - Low flow rates: 2.8 litres per minute.
  - Issues with continuity: A tank would still need to be installed to guarantee the supply
  - Issues with water quality: The water within this pipe is not potable so a filtration system would need to be installed on site.
4. The most challenging concern is the projected cost of constructing the access. Constructing across a railway line is highly regulated and cannot be performed by Shire employees. The Shire would be required to use Arc Infrastructure approved contractors with specialised experience in this space. The projected cost is \$60,000 - \$100,000 (we are currently waiting on an estimate) and there is no budget available for this purpose.
5. There is alternate access option that could be developed and finalised immediately using internal resources without requiring external approvals. However, this option was discarded by both the Shire and the Noongar community for unknown reasons some years ago in preference of the current option. The alternate option would have had the access point commencing on the Quairading-York Road T-Junction turn off to Ashton Street.
6. Immediate discussions are being arranged with the Noongar community through the RAP Committee to update the community on the above information and to arrange a way forward. The timing of the next meeting will need to be brought forward to ensure the Shire is not delaying an outcome.

## BACKGROUND

The Quairading Community Nature Reserve (established under the auspice of the Land Act 1933 and approved by the Minister for Lands: Lot 28882 on Deposited Plan 216451 Volume LR3135 Folio 962) is a 527ha parcel of diverse bushland two kilometres west of the Quairading town site. The Reserve is situated on the North and South sides of the York-Merredin Rd.

The Reserve was established in 1995 and is now vested in the Shire of Quairading for the purposes of conservation of flora and fauna.

The Groves is a small parcel of land situated within the Reserve, previously the site of an Aboriginal town camp (1950s - 1970s). The land has cultural significance to the local Noongar people.

The Noongar population want to use 'The Groves' as an area where people may gather to celebrate the cultural significance of the area. The area is zoned for short-term camping.

Over a 10 year period, there has been various levels of commitment made by the Shire and 'recollections differ' on the exact nature of these commitments. Much time could be spent attempting to confirm commitments made or not made but this would be time-consuming and in some instances impossible (e.g. where people are deceased).

It is the view of the Noongar population that at various junctures over the years, the Shire has committed to:

- Resolving the legal access issue;
- Providing a toilet and water tank; and
- Placing the Groves on the Shire’s maintenance schedule (predominantly for grass/weed maintenance).

The Groves project has been in train for over 10 years and is referenced in documentation related to almost all RAP meetings. The project has unanimous support within the local Noongar population and high-level support across the non-Aboriginal population.

In 2013 a picnic area with picnic tables and seating, two small fire pits, designated parking area and signage were installed with grant funding assistance from Wheatbelt NRM.

Recently the Shire focus has been directed at facilitating the legal access to the site. Over a three-year period the Shire has been negotiating with ARC Infrastructure, PTA and the Local Government Insurance Scheme in an attempt to establish a mutually acceptable Easement or License Agreement.

In December 2021, ARC Infrastructure and PTA both revised their position regarding the need for an Easement or License Agreement. In addition, PTA, Arc Infrastructure and Main Roads agreed to approve the project, subject to the development of engineering drawings.

An analysis of projected costs for the ‘access project’ indicates that the above negotiation and the development of concept and engineering specifications may prove redundant because the delivery of the project may be cost-prohibitive.

External funding sources for the purchase of the toilet and water tank are currently under investigation.

The Works & Services Team have already agreed to include the ‘Groves’ on the regular maintenance schedule.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The financial implications associated with the ‘access project’ will be dependent upon whether the alternate access option can be successfully negotiated with the Noongar community.

The financial implications attached to the delivery of a toilet block, shower and water tank should be manageable.

## **STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031**

<b>1. COMMUNITY</b>
1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.
1.2 Provide social and cultural activities for all members of the community.
<b>5. GOVERNANCE AND LEADERSHIP</b>
5.1 Shire communication is consistent, engaging and responsive.



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

## COMMUNITY CONSULTATION

Extensive consultation with the Noongar population, ARC Infrastructure, the Public Transport Authority and the Local Government Insurance Scheme.

## RISK ASSESSMENT

### Risk Management Policy & Risk Management Governance Framework Applicable.

Financial: Risk Matrix rating is potentially 'High.'

Capital:

- The project has commenced without costings and approximately \$25,000 has been spent on engineering drawings. While there is a remaining \$16,228 to construct the access, the real cost will likely be closer to \$60,000 to \$100,000.
- While the Shire will be seeking external grant funding to purchase the toilet and water tank, no obvious funding source has yet been identified. Local quotes are being sourced in an attempt to bring down the cost of installation.

Operational: Risk Matrix rating is 'Moderate.'

- Works & Services have already included the 'Groves' on the maintenance schedule.
- If the alternate access option is successfully negotiated with the Noongar community internal resourcing will be required to grade an existing road and remove trees and shrubs.

Health: Risk Matrix rating is 'Low.'

- Assuming that a toilet block and drinking water will be installed at the 'Groves,' there are no health risks associated with the project.

Reputation – Risk Matrix Rating is 'Medium.'

- Delivery of the access has been a longstanding issue within the Noongar Community. A clear and transparent process with a timeline for delivery will reduce reputational risk.

Natural Environment: Risk Matrix rating is 'Low.'

- Fire pits are already used regularly outside of the fire season.

## COMMENT

Ms Gibbs said that preliminary cost estimates to construct the access across the railway line were cost-prohibitive, being \$80,000 - \$100,000. Unfortunately, the cost estimates were not obtained prior to engaging the engineer to provide the engineering specifications. A significant impact on costs is the requirement to use ARC Infrastructure approved contractors to construct the access.

At the next RAP Committee meeting The Shire will table an alternate proposal for consideration by the RAP Committee. An alternative entrance to the Groves behind CBH, connected to the road that runs down between the CBH paddock and the neighbouring paddock will be developed as a second option. External permissions are not required. Mr Wallace confirmed it is possible to do by widening the gate and moving the rabbit proof fence back slightly. The Shire of Quairading Works & Services Department will be able to perform the bulk of the work with internal resources.

Cr Hayes commented this may be a safer route to the Groves than accessing from the main road.



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

### **RESOLUTION: 145-21/22**

**MOVED Cr Hippisley SECONDED Cr McGuinness**

That Council accept urgent Councilor's business.

**CARRIED 8/0**

### **Cr Hippisley – Agenda item for Central Country Zone meeting**

Cr Hippisley requested Council endorsement to propose an agenda item at the WALGA Central Country Zone meeting on the 22<sup>nd</sup> April 2022.

The agenda item has been included below:-

#### **Background**

Solar battery storage offers economy and security, because it enables solar energy to be stored during the day and used during peak hours in the evening and at night. It also offers a source of clean power during a blackout.

The WA government is almost alone in not offering any incentives or assistance on the purchase of solar batteries. Queensland has offered Interest-free loans and grants for battery systems. New South Wales has the Empowering Homes program, which has the goal of deploying 300,000 battery systems in NSW during the next 10 years, and offers interest-free loans of up to \$14,000. Victoria has a wide variety of solar incentives includes for battery systems. An eligible solar battery can get an incentive of up to \$4,838. South Australia has the Home Battery Scheme which offers an incentive of \$500 per kWh of storage up to \$6,000 per property.

Adding to the problem, solar storage is made more expensive because home battery retailers such as Tesla charge five times as much (per kwh) for residential solar batteries (i.e. their Powerwall) as they do for essentially the same product when they put it in an electric vehicle (EV).

Mitigating the problem, there are companies who are using second hand EV batteries to store solar energy. They are mostly in America but there is one in Victoria, Relectrify, who currently cater for the wholesale market.

So the technology for affordable solar energy storage exists, but it will take a coordinated approach to persuade the small number of experts who exist to create innovative solutions to suit local governments and communities.

#### **RECOMMENDATION**

### **RESOLUTION: 146-21/22**

**MOVED Cr Hippisley SECONDED Cr McGuinness**

Cr Hippisley would like to propose a motion that WALGA facilitate a discussion on solar energy harvesting and storage by hosting a web forum on the topic or some other means.

**CARRIED 8/0**

Cr Hippisley had further information to share:-

From figures provided by Richard (Bleakley), for a user consuming electricity at a constant rate, solar panels can satisfy only 20% of total needs; unless some of the daytime power is stored in a battery for use when the sun is weak or down. Offices which close down at night can do a little better than that. The drop in electricity bills after the introduction of solar panels at the CRC, admin building and medical centre was in the order of 30%. But even with these savings, Quairading Shire still spends thousands of dollars a year on electricity.

Battery vendors and installers make huge profits because of barriers to entry caused by a lack of local technical knowledge and nightmarish regulations. Big players also obfuscate the truth to retain their market dominance. Tesla does not manufacture its batteries. It assembles them from cells produced by Panasonic. The most popular Tesla battery pack contains 7,104 18650 cells in 16 444 cell modules.

Those cells can be purchased by anyone, even second hand, and there is a thriving community of enthusiasts producing “home-made powerwalls” and battery packs for a wide range of applications using second hand 18650 cells retrieved from discarded laptop batteries.

I’m not suggesting we do that, because the process is labour intensive and potentially dangerous, but I do suggest engaging in research on battery technology. There is a whole spectrum of products between the Tesla Powerwall and the home made arrays, and we can save ourselves potentially thousands of dollars annually by learning more about them.

Cr McGuinness commented that he believes we have a sustainability obligation to look into these sorts of ideas.

#### **Cr Smith – Petition for Skate Park**

Cr Smith commenced discussion on the petition for a skate park in Quairading that was presented by Sue Mills. The petition has 200 signatures, which is a significant percentage of the Quairading community and so warrants investigation.

Cr McGuinness recalls a skate park being discussed in the early stages of this agenda item, though he can’t recall why it dropped off the discussion. There is a skate park at the Youth Centre that could be refurbished or reused. The facility is there and available.

Cr Stacey believes the removal of the skate park from the park was due to costing. The costings needed to be rationalised. Cr Stacey does recall there being community consultation.

Ms Gibbs met with Sue Mills and Rebecca Wilson who are driving the petition, prior to the Council meeting to gain a clearer understanding of the intent of the petition. There has been some confusion within the community in terms of what is included in the community park because the park has been a 10-year project. Some community members that had been consulted initially may have left the Shire and other people are new to the Shire and missed the consultation. Special Project Manager, Mrs Sarah Caporn, shared the results of the consultation and 25% of the community at that time wanted a skate park.

There has been a general understanding in the community that there was a skate park being included in the Lottery West park.

Ms Gibbs’ main concern is that 15-20 mums on weekends go to surrounding towns with a skate park and spend money in those towns.

Ms Gibbs asked for one month of delay to construction of the park to ascertain whether there is still opportunity to apply to the Commonwealth for dollar for dollar funding. This is how surrounding Shires were able to include a skate park in the recreation park.

Cr McGuinness raised concerns regarding the costs being spoken about and asked if a skate park was going to cost the Shire additional money. It was suggested that the park scope be reduced to include a skate park. Cr McGuinness queried how often the skate park will be used as he never saw anyone using the skate park in Northam or York. Ms Nicole Gibbs said that the Shire would not be asked to contribute additional funds.

Cr Hippisley commended Mrs Sarah Caporn on the fantastic job she had done with the community park and commented on how beautiful it looked. Cr Hippisley believes Council has a diligence to try and get the extra funding to build the skate park.

Mrs Caporn said the Stronger Regions Commonwealth funding closed in February 2022.

**RESOLUTION: 147-21/22**

**MOVED Cr McGuinness SECONDED Cr Hippisley**

Council move a motion for the CEO to be tasked with investigating the options and costs associated with applying for Commonwealth grant funding to include the skate park in the scope of the community park.

**CARRIED 8/0**

Cr Hippisley declared an impartial interest after the motion was carried, for the current item. The nature of the impartial interest is that Cr Hippisley signed the petition for the skate park. Ms Gibbs apologized for providing Cr Hippisley with incorrect advice.

There was some confusion with regards to Council signing petitions. For future reference Councillor's are not allowed to sign community petitions.

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

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

- (a) A matter affecting an employee or employees; and
- (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: 148-21/22**

**MOVED Cr Haythornthwaite SECONDED Cr Hayes**

That Council consider the confidential report listed below in a meeting closed to the public at 3.57 pm in accordance with Section 5.23(2) of the Local Government Act 1995:

16.1 2021/2022 Mid-Year Budget Review (Confidential Item)

**CARRIED 8/0**

Jill Hayes and Sarah Caporn exited the meeting 3.57pm

**16.1 2021/2022 Mid-Year Budget Review (Confidential)**

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

**RESOLUTION: 149-21/22****MOVED Cr Haythornthwaite SECONDED Cr McGuinness**

That Council adopt by absolute majority the 2021/2022 mid-year budget review as per Attachment (i).

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**RESOLUTION: 150-21/22****MOVED Cr Haythornthwaite SECONDED Cr McGuinness**

That Council adopt by absolute majority the following budget amendments to the 2021/2022 adopted annual budget:

1.	CCTV System – Upgraded Hardware	Confidential Amount
2.	CESM Memorandum of Understanding	\$-2,300
3.	InfoCouncil Software	Confidential Amount
4.	Outsourcing of Finance Functions	Confidential Amount
5.	22/23 Budget Template	Confidential Amount
6.	Operating Projects Realignment	\$0 (Approval required but net effect \$0)
7.	Staff Salary Adjustment	Confidential Amount
8.	Noxious Weeds/Pest Control	\$20,000
9.	Road Maintenance	\$-20,000
10.	Medical Centre	\$-19,000
11.	Hard Rubbish Collection	\$5,486
12.	COVID-19 Vaccination Community Grant	\$0 (Approval required but net effect \$0)
13.	Caravan Park Reception Office	\$0 (Approval required but net effect \$0)
14.	Skeleton Weed Capital Purchase	\$0 (Approval required but net effect \$0)
15.	Capital Projects Realignment	\$0 (Approval required but net effect \$0)
16.	Local Roads Community Infrastructure	\$-42,859.45
17.	Community Park (Lotterywest)	\$21,891
18.	Pool Heating	\$4,400
19.	Doodenanning – Mawson Road (R2R)	\$-33,000
20.	Livingston Road Resheeting	\$6,983.31

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**RESOLUTION: 151-21/22****MOVED Cr Hippisley SECONDED Cr Stacey**

That the meeting be open to members of the public at 3.59pm.

**CARRIED 8/0**

**16.2 Public Reading of Resolution**

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

## ITEM 17 NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 28<sup>th</sup> April 2022, commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading.

## ITEM 18 CLOSURE

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There being no further business, the Chairperson closed the Meeting at 4.06pm.

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

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*Nothing for consideration.*



## ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

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### 9.1 Strategic Planning Committee – 12th April 2022

<b>Meeting Date</b>	28 <sup>th</sup> April 2022
<b>Responsible Officer</b>	CEO Nicole Gibbs
<b>Reporting Officer</b>	CEO Nicole Gibbs
<b>Attachments</b>	(i) Strategic Planning Committee Meeting Minutes
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

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#### OFFICER RECOMMENDATION

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

That Council receive the minutes of the Strategic Planning Committee for its meeting on 12<sup>th</sup> April 2022.

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

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**VOTING REQUIREMENTS** – Simple Majority

## SHIRE OF QUAIRADING

### Strategic Planning Committee

The Minutes of the Strategic Planning Committee Meeting held on Tuesday 12th April 2022 commencing at 4.53 pm.

#### ITEM 1                    OPENING & ANNOUNCEMENTS

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The Chief Executive Officer opened the Meeting at 4.53pm.

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

#### **Election of Presiding Member**

Due to the absence of elected Chairperson, Cr McGuinness, the Strategic Planning Committee was required to elect an Acting Presiding Member.

The CEO called for nominations.

Cr Haythornthwaite nominated Cr Stacey.

Cr Stacey was elected unopposed.

#### **OFFICER RECOMMENDATION**

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#### **RECOMMENDATION: SP16-21/22**

#### **MOVED Cr Haythornthwaite    SECONDED Cr Cheang**

That the Strategic Planning Committee elects Cr Trevor Stacey to be the acting Presiding member for the Strategic Planning Committee meeting dated 12<sup>th</sup> April 2022.

**CARRIED 7/0**

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#### ITEM 2                    ATTENDANCE AND APOLOGIES

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#### **Councillors**

Cr TJ Stacey	Acting Chairperson
Cr PD Smith	Shire President
Cr E Cheang	
Cr JC Hayes	
Cr JN Haythornthwaite	
Cr JR Hippisley	
Cr BR Cowcill	

## Council Officers

Ms NJ Gibbs	Chief Executive Officer
Mrs LM Horton	Executive Manager, Corporate Services
Mr RM Bleakley	Executive Manager, Community, Projects & Strategy
Miss BJ Hadlow	Executive Officer

## Apologies

Cr B McGuinness

## Leave of Absence Previously Granted

Cr B McGuinness

## ITEM 3 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

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Nil.

## ITEM 4 DISCLOSURE OF INTEREST

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Cr Hayes declared an impartial interest with item 8.9 Community Grants Program being that she is the Treasurer of the Quairading Agricultural Society and prepared the Community Grant application for the organisation.

Cr Smith declared an impartial interest with item 8.9 Community Grants Program being that he is the President of the Quairading Agricultural Society.

Cr Cowcill declared an impartial interest with item 8.9 Community Grants Program being that she is the President of the Wamenusking Sports Club Inc and the organisation had submitted an application for the program.

## ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 5.1 Confirmation of Minutes – 15<sup>th</sup> February 2022

#### OFFICER RECOMMENDATION

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#### RECOMMENDATION: SP17-21/22

#### MOVED Cr Hayes SECONDED Cr Haythornthwaite

That the Minutes of the Strategic Planning Committee Meeting held on the 15<sup>th</sup> February 2022 be confirmed as a true and accurate record.

**CARRIED 7/0**

### 5.2 Business Arising

Cr Haythornthwaite asked for an update on a previous query by Cr Stacey, being the manner in which landowners were notified if they lived overseas and their property was subject to impact by bushfire. The specific property in question is at the intersection of Kellerberrin-Yoting Road and Hayes East Road, Mt Stirling and was impacted by the Corrigin Bushfires (February 2022).

Ms Gibbs said that the Shire had attempted to contact the land owner by sending a letter, searching the owner on social media and reaching out to the community for contact details but had been unsuccessful in making contact. The Community Emergency Services Manager (CESM) was sent out to check the impacted property to confirm that the fire in question was no longer burning.

Outsourcing rates has exposed some deficiencies in how we have previously managed rate payers' details. Attempts to contact the land owner will be made again and a system put in place to ensure future proofing for ensuring all land owners are notified of property damage due to bushfire. This will likely be through inclusion in the Local Emergency Recovery Plan, which is now due for review.

## ITEM 6 STRATEGIC COMMUNITY PLAN PRIORITIES

### 6.1 The Groves

<b>Meeting Date:</b>	12 <sup>th</sup> April 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Attachments:</b>	(i) The Groves concept plan – Alternate access (ii) Preliminary Design - Access
<b>Owner/Applicant:</b>	The Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

#### OFFICER RECOMMENDATION

#### RECOMMENDATION: SP18-21/22

#### MOVED Cr Hayes SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council: -

That Council note the information and await a response from the Noongar community via the Reconciliation Action Plan Committee Meeting.

**CARRIED 7/0**

#### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

Council has made a significant commitment to the Quairading Noongar community to establish legal access to 'The Groves,' a small section of land located within the Quairading Community Nature Reserve. Council made this commitment in an attempt to support the culturally diverse needs of the Aboriginal people. 'The Groves' was previously the site of an Aboriginal town camp (1950s - 1970s). As such, the land continues to have cultural significance to the local Noongar people.

The Noongar population want to use 'The Groves' as an area where people may gather to celebrate the cultural significance of the area.

The area is zoned for short-term camping. Establishing lawful access to a camping site (and by default assuming lawful responsibility and liability for the consequences of that access) necessitates the need for the Shire to provide toilets and drinking water.

Unfortunately, at the time Council made the commitment to the Noongar community to provide legal access, there was no business case, no cost-benefit analysis nor projected costs available for consideration.

A simplistic cost-benefit performed last month suggested that the 'access project' in its current form is cost-prohibitive because the construction costs attached to the project are excessive and unfunded. The Shire has since received confirmation from an established and experienced engineering firm that the estimated cost of construction is \$80,000. The project has no funding source for the construction works. An alternate access solution needs to be offered to the Noongar community.

## **BACKGROUND**

The Nookaminnie Community Nature Reserve (established under the auspice of the *Land Act 1933* and approved by the Minister for Lands: Lot 28882 on Deposited Plan 216451 Volume LR3135 Folio 962) is a 527ha parcel of diverse bushland two kilometres west of the Quairading town site. The reserve is situated on the north and south sides of the York-Merredin Road.

The reserve was established in 1995 and is now vested in the Shire of Quairading for the purposes of conservation of flora and fauna. 'The Groves' is located within the nature reserve, approximately 500 metres in from Quairading-York Road.

The Shire has formally committed to resolving the legal access issue. This commitment means that the Shire is now legally compelled to provide a toilet and water tank and to place the 'The Groves' on the Shire's maintenance schedule (predominantly for grass/weed maintenance). This is because:

- The *Work Health & Safety Act 2020* prohibits the Shire from sending employees in to maintain an area if people are using open bushland as toilets without hazard materials PPE;
- The Shire is liable if there is no potable drinking water available on the site and someone becomes unwell or dies as a result of drinking unpotable water; and
- The *Bushfires Act 1954* and *Local Government Act 1994* compel the Shire to perform fire prevention management on the nature reserve.

In December 2021, the Public Transport Authority, Arc Infrastructure and Main Roads agreed to approve the legal access, subject to the development of engineering drawings and the use of Arc approved contractors to perform the works.

Since that point in time it has become apparent that the cost of obtaining the engineering drawings and using Arc approved contractors to perform the construction works will be far higher than Shire officers had anticipated.

## **MATTER FOR CONSIDERATION**

Over the past three months the Shire has been gathering information critical to decision-making relevant to this project as expediently as possible. The information update is as follows:

1. In December 2021 the Public Transport Authority (PTA), Arc Infrastructure and Main Roads agreed to approve the project, subject to the development of engineering drawings.
2. In December 2021 the engineering company was engaged to develop the engineering drawings on the understanding that the cost of the drawings would be less than \$10,000. The cost to date has been closer to \$25,000 and this amount exceeds the budget assigned to the entire 'Groves' project.

3. While there is a potential water pipe that could be used which is running parallel to the track that goes to the 'Groves' (see screenshot below), the pipe is a farmland-reticulated pipe, considered in Water Corp as a 'non-standard service.' A non-standard service application form was submitted and the following information was obtained:
  - 3.1 Low flow rates: 2.8 litres per minute.
  - 3.2 Issues with continuity: A tank would still need to be installed to guarantee the supply
  - 3.3 Issues with water quality: The water within this pipe is not potable so a filtration system would need to be installed on site.
4. The most challenging concern is the projected cost of constructing the access. Constructing across a railway line is highly regulated and cannot be performed by Shire employees. The Shire would be required to use Arc Infrastructure approved contractors with specialised experience in this space.
5. There is alternate access option that could be developed and finalised immediately using internal resources without requiring external approvals. However, this option was discarded by both the Shire and the Noongar community for unknown reasons some years ago in preference of the current option. The alternate option would have had the access point commencing approximately 500m from Jennaberring Road. A concept drawing is attached as Attachment (i).
6. Immediate discussions are being arranged with the Noongar community through the RAP Committee to update the community on the above information and to arrange a way forward. The timing of the next meeting will need to be brought forward to ensure the Shire is not delaying an outcome.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Work Health & Safety Act 2020*

*Bushfires Act 1954*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Option 1: The alternate option depicted in (Attachment i), whereby access is gained from behind the CBH paddocks.

Works & Services Team labour times one week:	\$6,000 (Accounted for in current work schedule)
Reproofing 1km of rabbit proof fence:	\$1,500
Gravel sheeting truck: (\$130 per hour x 8 hours per day x 10 days)	\$5,200
Toilet & Water Tank	\$12,000
<b>TOTAL:</b>	<b>\$24,700</b>

Option 2: Continuing with the current option, whereby access is gained from Quairading-York Road.

Construction by Arc Infrastructure approved contractors:	\$80,000 (minimum)
Works & Services Team labour times one week:	\$6,000
Reproofing 1km of rabbit proof fence:	\$1,500

Gravel sheeting truck:	\$5,200
(\$130 per hour x 8 hours per day x 10 days)	
Toilet & Water Tank	\$12,000
<b>TOTAL:</b>	<b>\$104,700</b>

### ALIGNMENT WITH STRATEGIC PRIORITIES

3.2 Built Environment: Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.

### COMMUNITY CONSULTATION

Extensive 10-year consultation period with the Noongar community on both a formal and informal basis.

### RISK ASSESSMENT

	Option 1	Option 2
Financial	Medium <i>Refer to Financial Implications above</i>	High <i>Refer to Financial Implications above</i>
Health	n/a	n/a
Reputation	Low <i>The Works &amp; Services Team salary component is already committed and one week of work will not detract from existing commitments.</i>	High <i>It is unlikely that rate payers would endorse the use of the level of funding for the purpose.</i>
Operations	Low	High <i>There is no grant funding opportunity available for the project and so it will need to be deducted from the current operations budget.</i>
Natural Environment	Low	Low

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

Cr Hayes queried if any permissions would be required to remove shrubbery. Ms Gibbs responded that previous Executive Manager, Works and Services, Mr Wallace initially thought there may be a requirement for permissions to remove vegetation, but there is no vegetation that requires to be removed. The shrubbery just needs to be cut back away from the path.

Ms Gibbs explained option 1 is much more efficient as there is no permissions required from Main Roads or ARC Infrastructure as we own the land, and it is work that can be carried out by our own workers.



## ITEM 7 PROJECTS

### 7.1 Electric Vehicle Station

<b>Meeting Date</b>	12 <sup>th</sup> April 2022
<b>Responsible Officer</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer</b>	Jen Green (Grants & Projects Officer)
<b>Attachments</b>	(i) Project Proposal
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

##### MOVER NIL

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the officer's project proposal on an electric vehicle charging station for Quairading submitted by the Grants and Project Officer.
2. That Council notes that the Shire will be approaching both fuel providers in town to ascertain whether they will contribute \$25,000 to the \$50,000 total cost for the infrastructure and the installation of a fast-charging EV station at one of the two premises.
3. That if both fuel vendors decline the offer for a 50% contribution to the fast-charging EV station, officers will be tabling a proposal at the May 2022 Council Meeting recommending that Council fund 100% of the project costs.

**MOTION LASPED**

#### ALTERNATIVE RECOMMENDATION

##### RECOMMENDATION: SP19-21/22

##### MOVED Cr Smith SECONDED Cr Cowcill

That the Strategic Planning Committee recommend to Council: -

That the motion to discuss and progress the electric vehicle charger project is deferred until the Strategic Planning Committee Meeting of 9<sup>th</sup> August 2022, to allow the officers to conduct additional investigation.

**CARRIED 4/3**

#### IN BRIEF

- The Grants Team were requested by Council to investigate the purchase and installation of electric vehicle charging infrastructure within the town site.
- Two quotes have been sourced and a proposal prepared detailing the preferred infrastructure option and the upfront and ongoing project costs.
- There is currently no external grant funding available to support this project and Council may need to consider funding the entire project.

## MATTER FOR CONSIDERATION

Introducing electric vehicle charging infrastructure into the Shire of Quairading.

### BACKGROUND

With an increasing adoption of EV vehicles being purchased in Western Australia, there has been a strong shift towards providing the infrastructure to facilitate travel all over Western Australia.

As Western Australian's embrace the electric vehicle technology, it is imperative for EV charging infrastructure to be available to encourage visitors to change their travel route to the South West Great Southern and Eastern Wheatbelt, off the main highways and through small towns such as Quairading. An EV station opens many opportunities including economic benefits for small local business, not to mention the overall environmental benefits of encouraging renewable energy.

The attached Project Proposal outlines the background, costs, potential benefits and business models for funding the project.

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

- Nil in the 2022-23 Financial year
- Submitted for 2022-23 budget deliberations

### STRATEGIC IMPLICATIONS – Strategic Community Plan 2021-2031

- 2.1 Economy: 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)
- 4.3 Natural Environment: Demonstrate sustainable practices of water, energy and waste management
- 5.1 Governance: Shire communication is consistent, engaging and responsive
- 5.3 Governance: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

### COMMUNITY CONSULTATION

The Quairading Community Resource Centre (CRC) Manager has indicated their full support of the project, including the use of car spaces adjacent to the switchboard in the CRC car park.

### RISK ASSESSMENT

	Rating
Financial	Low <i>The project is currently in design phase. If accepted by Council, a detailed budget submission will be drawn up to be submitted to the Council Budget f2022/23.</i>
Health	n/a

Reputation	Low <i>Progression with the project would be seen by the community as i) encouraging more travellers to pass through Quairading with an economic multiplier impact, and ii) the Shire's commitment to reducing its carbon footprint and addressing climate change.</i>
Operations	n/a
Natural Environment	Low <i>A reduction in carbon footprint is beneficial to the natural environment.</i>

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

- A Project Proposal has been developed for the purchase and installation of a 50kw Fast Charging Electric Vehicle Station.
- Four potential locations within Quairading have been identified.
- Providing a public charging station has many potential benefits for tourism and local business.
- There is currently no external grant funding available to cover the cost of the project.

Ms Gibbs said that there were no current grants available for this type of project and discussions with funding bodies indicated that this position will not change in the near future.

Cr Haythornthwaite commended Jen Green on the quality of the agenda item.

Cr Haythornthwaite said the idea of approaching local businesses for a contribution was a worthwhile endeavour but was dubious as to whether any would be receptive.

Cr Cheang said it will be a long time into the future before an electric car station is required because there are minimal electric cars in use at this time. There was group discussion and different views on the timing of all (or most) people moving across to electric vehicles.

Cr Smith said if Council does not act, Quairading would be one of the few local governments without a charging station. Cr Smith would like to see the Expression of Interest opened up to all businesses in the town.

Cr Hayes said Council had time to act on the motion. Cr Hayes said the station would be a 12-week build and that there are not yet many electric cars in the State. Cr Hayes predicted the price would drop with time. Potential funding could come to be available. Electrical vehicle stations are currently powered by coal generated power. Cr Hayes suggested the Shire could invest in cleaner power to make a point of difference. Council requested a higher level of investigation, to be tabled at the April 2022 or May 2022 Ordinary Council Meeting, dependent on the availability of the information.

Cr Hippisley said we should move ahead with the project as soon as possible because encouraging people to purchase an electric vehicle station is the “right move” environmentally. With regards to the Expression of Interest, he said asking for a contribution of any amount towards the project could potentially allow the business to have a vote on the location of the station.

Cr Cowcill agreed that we have time to consider the project in more detail. A suggestion was to offer a loan to a business to purchase a station or to buy the station back after a certain amount of time. This would need to be in accord with the Local Government Act and Regulations.

Cr Smith suggested that Council include the sum of \$50,000 in the 2022/23 budget to allow for the option for the electric vehicle station to be purchased should the revised business case and cost-benefit analysis support the project.

## ITEM 8 GOVERNANCE

### 8.1 Strategic Community Plan

*Strategic planning is the process of defining the vision, mission and objectives of the organization over a set period of time, and the strategies by which these goals will be achieved and resourced.*

The current Strategic Community Plan 2021-31 was adopted by Council on 29 July 2021. Implementation of initiatives has commenced and is being managed and monitored through the Project Tracking Spreadsheet and other regulatory reporting mechanisms.

#### **Pending Actions**

- Minor review is due in 2023
- Major review is due in 2025.

The CEO will provide Council with a solid plan for ensuring compliance in terms of a reviewed, amended and accurate document.

### 8.2 Corporate Business Plan

*A Corporate Business Plan is an internal business planning tool that translates council priorities into operations within the resources available. The Corporate Business Plan and Long-term Financial Plan drive the annual budget.*

The current Corporate Business Plan was due to be reviewed and updated by July 2021. It is now non-compliant.

#### **Pending Actions**

- The Executive Management Team met in January 2022 to outline respective roles and responsibilities with regard to development of the new Plan.
- A draft document will be provided to Council in June 2022.

The CEO will provide Council with a solid plan for ensuring compliance in terms of a reviewed, amended and accurate document.

### 8.3 Asset Management Plan

*An Asset Management Plan is a tactical plan for managing an organisation's infrastructure and other assets to deliver an agreed standard of service. The primary objectives are:*

- *Justification: To give visibility of the costs and benefits associated with providing the agreed standard of service.*
- *Optimisation: To minimize the whole-life cost, including the operation, maintenance and replacement or disposal of each asset in the system.*

The Asset Management Plan was due to be reviewed and updated by July 2017. It is now non-compliant.

- The Executive Management Team met in January 2022 to outline respective roles and responsibilities with regard to development of the new Plan.
- A draft document will be provided to Council in June 2022.

The CEO will provide Council with a solid plan for ensuring compliance in terms of a reviewed, amended and accurate document.

## 8.4 Long-term Financial Management Plan

The Long Term Financial Plan is a ten-year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. From these planning processes, annual budgets that are aligned with strategic objectives can be developed.

Unfortunately the current Long-term Financial Management Plan does not appear to have been active for approximately four years. That is, there appears to have been limited capacity to review, amend or use the document as a tool to assist strategic, financial or asset planning. The Long-term Financial Management Plan does not appear to integrate into the Strategic Community Plan nor the Asset Management Plan and so is no longer relevant. This is with the exception that the document provides a base-line for the development of a new Long-term Financial Management Plan.

- The Long-term Financial Management Plan is under development and a draft will be presented to Council for consideration in June 2022.

The CEO will provide Council with a solid plan for ensuring compliance in terms of a reviewed, amended and accurate document.

## 8.5 Workforce Management Strategy

*A workforce strategy is a form of asset management. Recognising that employees are a key asset, the Strategy details actions to acquire, retain, develop, motivate and deploy human capital in the service of an organisation's mission.*

The Workforce Plan was adopted by Council on 29 April 2021. The Strategy is due for a major review in 2022 because it was originally drafted in 2018.

### Pending Actions

- The Executive Management Team met in January 2022 to outline respective roles and responsibilities with regard to the development of the new Strategy.
- A draft document will be provided to Council in June 2022.
- Outstanding action items from the current Workforce Plan are currently being actioned as a matter of priority. This include but is not limited to:
  1. Internet connections and capacity are fast becoming inadequate in the Shire as information and communication technology use increases and expectations rise among the community members and key stakeholders.

In March 2022, the Shire tendered for an Information and Communication Technology (ICT) provider to ensure with the intent of increasing the quality of both service and connection and ensuring continuity of business, regardless of circumstance.

2. Workload and capacity at the Medical Centre impacting on training and development.

The Medical Centre was under-resourced with the receptionist often being the only employee on the premises with the doctor. This has resulted in breaches of the *Fair Work Act 2009*, in terms of no lunch break, no morning or afternoon break and an expectation that the receptionist performs other unpaid administrative roles on her way home from work. There are now two receptionists but the Practice Manager is on leave for two months due to personal reasons.

### COMMENT

Ms Gibbs advised that a plan had been developed to address all outdated compliance documents and she would speak to this plan at the April 2022 Council Meeting.

## 8.6 Organisational Culture and Capacity Building

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

### Investment into Works & Services Employees

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<b>Meeting Date:</b>	12 <sup>th</sup> April 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Attachments:</b>	Nil
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

### OFFICER RECOMMENDATION

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#### RECOMMENDATION: SP20-21/22

#### MOVED Cr Haythornthwaite SECONDED Cr Hippisley

That the Strategic Planning Committee recommend to Council: -

That Council notes the information provided and is advised that the 2022/2023 budget will propose the funding of professional development strategies for Works & Services employees.

**CARRIED 7/0**

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### IN BRIEF

The Shire of Quairading's Works & Services employees must be well-positioned to compete for employment positions with a larger local government in preparation of the amalgamation of Western Australian local governments (whether this occurs in two, five or more years). This is not currently the case.

Without immediate investment in professional development for nominated Works & Services employees, there is a high-level risk that the employees will be forced to leave the Wheatbelt area to obtain employment elsewhere.

### BACKGROUND

Historically the Shire of Quairading has employed executive members of staff through a mix of residential and 'drive in-drive out' models. Over the past 10 years it has been solely a 'drive in-drive out' model until the recent employment of the current Executive Manager, Corporate Services and CEO. Conversely, operational employees have tended to reside permanently in Quairading or surrounding Shires.

A recent analysis of employee training and other professional development records indicates that the primary investment for professional development has been directed towards executive members of staff while little investment in operational employees have been afforded. Of concern, employees (including long-term employees) working in the Works & Services area have been provided **only** with the opportunity to obtain base qualifications to be able to legally perform in the role. This is a high-level risk for the sustainability of the Quairading community.

The amalgamation of Western Australian local governments is inevitable (whether this occurs in two, five or more years) and our employees must be positioned to be competitive when this occurs. At this point in time our Works & Services employees are not positioned well to compete for positions with a larger local government. The larger local government after amalgamation will be either a Band 1 or Band 2 local government, so there will be high-level competition for the resulting well paid employment positions.

If Shire of Quairading employees do not secure positions with the new local government, the risk is a reduction of people residing in Quairading and the potential decline of associated businesses.

### **MATTER FOR CONSIDERATION**

The matter for consideration is the level of priority Council places on the immediate need to assist in the professional development of our Works & Services employees.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Work Health & Safety Act 2020*

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

A proposed schedule of professional development will be tabled at the May 2022 Council Meeting.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

- 1.1 Community: Work collaboratively with local and regional service providers to engage the community as active citizens.
- 2.1 Economy: 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).
- 2.4 Economy: Encourage local workforce participation.

### **COMMUNITY CONSULTATION**

Nil

### **RISK ASSESSMENT**

	Option 1	Retain Current Status
Financial	Low	Potentially Extreme
Health	Low	High
Reputation	Low	High
Operations	Low	High
Natural Environment	n/a	n/a



	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

Ms Gibbs said she is currently working with the Works & Services staff to determine the skills, qualifications and knowledge gaps and the funding required to fill these gaps with internal staff.

Cr Stacey said he was concerned that road works would fall behind if an Executive Manager, Works & Services (EMWS) was not engaged as soon as possible. Ms Gibbs said:

- That she had worked with Mr Darren Wallace prior to his departure to gain a higher level of understanding of the works schedule.
- That the schedule of works appeared to have often been behind, regardless of whether there was a current EMWS or not.
- That there were systems (and other issues) impacting on meeting the works schedule that needed to be addressed within and outside of the Works & Services area.
- That it was the EMWS' role to develop schedule of works and the Leading Hand's role to ensure the schedule of works was achieved. The EMWS role was not operational.

Ms Gibbs said the successful applicant must have a strong background in managing and acquitting grants, project and program delivery and financial management or a strong desire and ability to develop these skills internally.

## 8.7 Business Support Grant Program

No applications have been received since the December 2021 Council Meeting. Re-advertising of the program has commenced.

## 8.8 Waste & Recycling Facility Environmental Health Matters

In late December 2021 it was established that the workplace conditions provided to employees located at the waste facility are in breach of the Work Health and Safety Act 2020, the Fair Work Act 2009 and the Public Health Act 2016. Outstanding matters to resolve compliance issues include:

Both the office donger and the toilet donger are dilapidated and sinking into the ground. The previous Executive Manager, Works & Services (EMWS), was obtaining quotes to rectify the issue before leaving. The new EMWS will complete this project.

## 8.9 Community Grants Program (2022/23) – Round 1

<b>Meeting Date</b>	12th April 2022
<b>Responsible Officer</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer</b>	Jen Green (Grants & Projects Officer)
<b>Attachments</b>	(i) Community Grant Assessment (ii) Grant Applications
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Cr Jo Hayes – Treasurer of the Agricultural Society. Cr Peter Smith – President of the Agricultural Society. Cr Cowcill – President of Wamenusking Sport Club Inc.

### OFFICER RECOMMENDATION

#### RECOMMENDATION: SP21-21/22

#### MOVED Cr Hayes SECONDED Cr Cheang

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Officer's Report on Round 1 of the 2022/23 Community Grants and supports the Grant Assessment Document submitted by the Grants and Project Officer.
2. That Council allocates funds and resources in the 2022/23 Budget for Round 1 to the value of \$13,223.33 to the Clubs listed in the Grant Assessment Document; and
3. That Council allocates \$12,000 in the 2022/23 Budget for Grant 1 In-Kind funding and Round 2 of the Community Grant Program 2022/23.

**CARRIED 7/0**

### IN BRIEF

- Community Grant Process was reviewed, updated and endorsed by the Council in December 2021.
- Eight applications were received for Round 1 to the value of \$13,223.33.
- Details of each Application have been provided for Committee Consideration and Recommendation to Council.
- All applications were evaluated by the Grant Team based on criteria in the Grant Guidelines.

### MATTER FOR CONSIDERATION

1. Evaluation of Community Grant Applications received by Grants Project Officer on 31<sup>st</sup> March 2022.
2. Allocation of financial resources in the 2022/23 Shire's Annual Budget.
3. Allocation of financial resources in Round 1 of Community Grant Program.
4. Allocation of financial resources for Grant 1 – In-Kind funding 2022/23.
5. Allocation of financial resources for Round 2 of Community Grant Program 2022/23.

## BACKGROUND

At the December 2021 Council Meeting the Council adopted a revised Community Grants Policy and supporting documentation.

Round 1 of the Community Grant Program was opened on 4<sup>th</sup> January 2022 with Policy and Grant Application forms forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

Follow-up promotion of the Grants Program was circulated on the Shire's Facebook page on a regular basis and email.

Closing date for the submission of applications for grant funding was on 31<sup>st</sup> March 2022.

Four categories of Grant Funding were promoted:

Grant 1 - up to \$500 per annum – in-kind contributions from Council.

Grant 2 – Minor Projects \$500 to \$2500.

Grant 3 – Major Projects over \$2500.

Grant 4 – Annual / Recurrent Funding.

A total of eight applications was received to the value \$13,223.33.

Grant Type	Number	Amount
1	0	\$0.00
2	4	\$3,023.33
3	2	\$6,000.00
4	2	\$4,200.00
<b>Grand Total</b>	<b>8</b>	<b>\$13,223.33</b>

Grant 1 (in-Kind) funding will be open throughout the year

A second round of Grant 2 - (Minor projects) funding will be open from 1<sup>st</sup> July 2022 to 30<sup>th</sup> September 2022.

## STATUTORY ENVIRONMENT

*Local Government Act 1995.*

## POLICY IMPLICATIONS

Community Grant Policy

## FINANCIAL IMPLICATIONS

Nil – 2022/23 Financial year

Submitted for 2022-23 Budget deliberations

## ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.1 Community: Work collaboratively with local and regional service providers to engage the community as active citizens.
- 1.2 Community: Provide social and cultural activities for all members of the community.
- 1.4 Community: Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience
- 5.1 Governance: Shire communication is consistent, engaging and responsive

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

## COMMUNITY CONSULTATION

Policy and Grant Application forms were forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

## RISK ASSESSMENT

	Option 1:
Financial	Low Will reduce risk to Council and the clubs/organisations through better planning and delivery of projects supported by the Shire.
Health	Low
Reputation	Low
Operations	Low
Natural Environment	Low

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

- Eight grant applications were received and assessed. Assistance was provided to a number of clubs to ensure the applications were completed correctly. All grant applications met the selection criteria outlined in the Grant Guidelines. The number of applications and amount requested in Round 1 has decreased compared to last year's figures (13 applications for Round 1, 2021). The Bowling Club's \$10,000 annual loan repayment ended in 2021 which has significantly reduced the overall requested figure (Grant 4 – Annual recurrent funding).
- A Grant Writing Seminar was facilitated by the Shire during February run by 'Whitney Consulting' which helped build capacity for clubs to complete competitive applications. It is planned to hold this workshop annually as part of the program. It has been raised that the Shire could consider running the Community Grants Program to be open all year round (similar to the Business Support Grants).

## ITEM 9 EMERGING ISSUES

### 9.1 Work Health & Safety Act 2020

<b>Meeting Date:</b>	12 <sup>th</sup> April 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Attachments:</b>	Nil
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

#### OFFICER RECOMMENDATION

##### RECOMMENDATION: SP22-21/22

##### MOVED Cr Haythornthwaite SECONDED Cr Hayes

That the Strategic Planning Committee recommend to Council:-

That Council acknowledge the legal responsibility to follow the *WHS Act 2020* when:

- Engaging in any form of decision-making on behalf of the Shire; and
- Giving any direction to employees, contractors, rate payers or others on behalf of the Shire.

**CARRIED 7/0**

#### IN BRIEF

Western Australia has joined other states and territories (excluding Victoria) in adopting the national model work health and safety (WHS) laws.

The *Work Health and Safety Act 2020* (the Act) is the biggest overhaul of WHS laws in Western Australia in decades. The WA Act replaces the *Occupational Safety and Health Act 1984* and parts of some other legislation, including the *Mines Safety and Inspection Act 1994* and the *Petroleum and Geothermal Energy Resources Act 1967*.

The penalties for non-compliance with the Act are severe and include the potential for Council Members, Executive and other decision-makers to be sued for personal wealth and assets without the protection of insurance if the non-compliance is deemed to be negligent.

#### MATTER FOR CONSIDERATION

The severity of the penalties for non-compliance with the Act are extreme in terms of risk and so warrant Council consideration of the Act when:

- Engaging in any form of decision-making on behalf of the Shire; and
- Giving any direction to employees, contractors, rate payers or others on behalf of the Shire.

## BACKGROUND

The proclamation of the *Work Health and Safety Act 2020* is the biggest overhaul of WHS laws in Western Australia in almost 30 years. With regards to local government applicability, the following inclusions are most significant:

### Industrial Manslaughter

The most controversial difference is the inclusion of industrial manslaughter provisions in the WA Act. This inclusion follows significant public concern about workplace fatalities and the recommendations of two Commonwealth reviews. Under the Act industrial manslaughter is a criminal offence with no limitation period. Due to the seriousness of the offence it can only be prosecuted by the Director of Public Prosecutions. Only people 'Conducting a Business or Undertaking' (PCBUs) and their officers can be charged with industrial manslaughter. **Local government Councillors and local government executive employees are deemed to be PCBUs.**

Under section 30A the prosecution must establish that:

- The PCBU engaged in conduct (an act or omission) that caused the death of an individual;
- The conduct constituted a failure to comply with a health and safety duty; and
- The PCBU knew that the conduct was likely to result in death or serious harm and acted in disregard of that likelihood.

The offence carries severe penalties of up to:

- 20 years imprisonment and a fine of \$5 million for individuals, and
- A fine of \$10 million for body corporates.

Western Australia has followed the lead of the Australian Capital Territory, Queensland, Northern Territory and Victoria in introducing an industrial manslaughter offence.

### Category 1 Offences

Category 1 offences attract the most severe penalties under the Act. A person commits a Category 1 offence if they engage in conduct that exposes a person to whom a duty is owed to a risk of death or serious injury or illness.

To successfully prosecute a Category 1 offence a prosecutor must prove that a failure to comply with a health and safety duty likely caused the death of, or serious harm to, an individual. 'Serious harm' includes an injury or illness that endangers or is likely to endanger the individual's life, or results in or is likely to result in permanent injury or harm to the individual's health.

Category 1 offences under the WA Act carry a maximum penalty of:

- Five years imprisonment and a fine of between \$340,000 and \$680,000 for individuals, and
- A fine of \$3.5 million for body corporates.

### Prohibition on Insurance

Another significant departure in the Act is the prohibition on insurance policies and indemnities against fines. Under section 272A of the Act, penalties apply to:

- Those who insure or indemnify against fines under the Act;
- Those who are insured or indemnified against fines under the Act; and
- Those who pay or accept an indemnity for an offence under the Act.

The maximum penalty is:

- \$51,000 for individuals; and
- \$255,000 for body corporates.

### **New Duty of Care for WHS Service Providers**

Section 26A imposes a specific duty of care on providers of WHS services. WHS service providers (e.g. external advisors and trainers) must ensure so far as is reasonably practicable that their services do not pose a health and safety risk to persons at the relevant workplace.

### **WHS Issue Resolution**

The Act allows an inspector to attend a workplace to 'assist in resolving' and to 'make a decision resolving the issue'. The inspector must make a decision within two days or request an extension of time under section 82A of the Act.

### **STATUTORY ENVIRONMENT**

*Workplace Health & Safety Act 2020*

*Local Government Act 1995*

### **POLICY IMPLICATIONS**

Significant. Every Shire policy document will need to be reviewed and the new WHS provisions considered and applied accordingly.

### **FINANCIAL IMPLICATIONS**

Potentially 'Extreme' to both individuals and the Shire if compliance is not rigorously monitored and managed.

### **ALIGNMENT WITH STRATEGIC PRIORITIES**

3.2 Built Environment: Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.

### **COMMUNITY CONSULTATION**

Nil.

### **RISK ASSESSMENT**

	Option 1:
Financial	Potentially Extreme to both individuals and the Shire if compliance is not rigorously monitored and managed, breaches occur and penalties apply. Moderate at minimum as a result of the cost of increased compliance, including increased investment in health and safety.
Health	Potentially Extreme to both individuals and the Shire if compliance is not rigorously monitored and managed, breaches occur and penalties apply.
Reputation	Potentially Extreme to both individuals and the Shire if compliance is not rigorously monitored and managed, breaches occur and penalties apply.
Operations	Moderate at minimum as a result of the operational need for increased compliance, including increased activity in health and safety.
Natural Environment	Low

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

**COMMENT**

Nil.



## 9.2 COVID-19 Policy: Clarification of definition of “Council Meeting”

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<b>Meeting Date:</b>	12 <sup>th</sup> April 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Attachments:</b>	(i) COVID-19 Vaccination Policy
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

### OFFICER RECOMMENDATION

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#### RECOMMENDATION: SP23-21/22

#### MOVED Cr Cowcill SECONDED Cr Smith

That the Strategic Planning Committee recommend to Council: -

That Council adopt the reviewed and amended version of the COVID-19 Policy, noting the following insertion:

“Council Meetings: All meetings that an elected member (Councillor) attends in his or her capacity as an elected member (Councillor), unless the meeting is being held outdoors.”

**CARRIED 7/0**

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### IN BRIEF

At the Ordinary Council Meeting of 31 March 2022, Council adopted the following Motion:

*RESOLUTION: 138-21/22*

*MOVED Cr Stacey SECONDED Cr Hippisley*

*RECOMMENDATION: AR21 – 21/22*

*That the Audit and Risk Committee recommends to Council that Council adopts COVID-19 Policy (B) including end date of Policy in line with State and Federal Government directions.*

**CARRIED 6/2**

The adopted COVID-19 Policy provides for all Shire of Quairading employees, contractors and volunteers to be fully vaccinated against the COVID-19 virus to work for the Shire. Councillors are not required to be vaccinated but can only attend Council meetings remotely. One Councillor has since requested a definition of “Council Meetings.”

### BACKGROUND

The Shire of Quairading is committed to its work (occupational), health and safety duty of care to ensure, as far as reasonably practicable, the health and safety of its workers and others in the workplace. It is acknowledged that COVID-19 is a highly transmissible and dangerous virus and that vaccination against COVID-19 is a safe and effective measure to minimise exposure to and spread of the virus.

The nature of our business is one where:

- (a) Workers are required to have close contact or to at least interact with people who are particularly vulnerable to the health impacts of COVID-19 (e.g. aged or unwell people entering the Shire buildings and/or public venues and/or receiving services; Medical Centre patients, hospital patients, school children).
- (b) There is frequent interaction between workers and other people such as customers, other workers or the public in the normal course of employment.
- (c) We are currently operating in an area with ongoing community transmission and heightened risk of exposure to COVID-19.
- (d) There is a public health order in place mandating the vaccination of workers operating in the medical, aged care, construction, maintenance, aquatics and ranger services industries.
- (e) The Shire has a comparatively smaller work force than other Shires and workers.

To this end, the Shire has determined that all workers covered by this policy are required to be fully vaccinated against COVID-19 as a necessary measure to ensure the safety of everyone in the workplace.

In addition to the vaccination requirements of this policy, workers are reminded of their obligations to comply with all other safety protocols, including:

- (a) Continued use of face masks;
- (b) Social distancing; and
- (c) Personal hygiene (e.g. washing hands).

### **MATTER FOR CONSIDERATION**

Given that the State and Commonwealth Governments are in agreement with the World Health Organisation that COVID-19 is a highly transmissible and dangerous virus and that vaccination against COVID-19 is a safe and effective measure to minimise exposure to and spread of the virus, and given both levels of Government have embedded this acknowledgement in law, it is a requirement of local governments under the *Work Health & Safety Act 2020* to do all things reasonable to protect workers, Councillors and Shire residents from the impact of the virus. This includes by participating in attempting to eradicate the virus.

With an understanding of the local government's legislative responsibility and with direct reference to the adopted COVID-19 Policy, it is recommended that the COVID-19 Policy be amended to include the definition of "Council Meeting," this being:

"Council Meetings: All meetings that an elected member (Councillor) attends in his or her capacity as an elected member (Councillor), unless the meeting is being held outdoors"

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Work Health & Safety Act 2020*

### **POLICY IMPLICATIONS**

Amendment to adopted COVID-19 Policy.

### **FINANCIAL IMPLICATIONS**

Nil

## ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire.
- 2.4 Implement systems and processes that meet legislative and audit obligations.
- 5.3 Provide informed and transparent decision making that meets our legal obligations and the needs of our diverse community.

## COMMUNITY CONSULTATION

Nil

## RISK ASSESSMENT

	Option 1	Retain Current Status
Financial	Potentially Moderate	Potentially Extreme
Health	Potentially Moderate	Potentially Extreme
Reputation	Potentially Moderate	Potentially Extreme
Operations	Low	Low
Natural Environment	n/a	n/a

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

Multiple Council members said that the COVID-19 Policy had already been moved and stated that elected members are only to attend Council meetings remotely if the Council member is unvaccinated. The new definition of "Council Meeting" was endorsed, providing for unvaccinated Councillors to attend meetings if they are held outdoors.

## 9.3 MicroGrid's

### Cr Hippisley – Late Emerging Issue

#### Background

Cr Hippisley has been investigating the concept of a microgrid and how it might be utilised in Quairading. A microgrid is a small network of electricity users with a local source of supply and storage, usually attached to a centralized national grid but able to function independently.

Cr Hippisley provided the following train of thought for the benefit of members:

#### “Strategic thinking

- (a) We want to attract businesses and residents to town.
- (b) Microgrids are trendy:
  - They attract media attention
  - They are on the radar of State and Federal funding sources
- (c) Could solve the power choke problem for new businesses.

#### Quairading Advantages

- (a) More days of sunshine than Perth
- (b) Widespread solar adoption already
- (c) Space for more solar panels
- (d) Business community open to innovation
- (e) Receptive local government”

Ms Gibbs said she would arrange to meet with Cr Hippisley before the next Council Meeting to discuss the matter further. Cr Hippisley committed to further investigation into microgrids in preparation of the meeting.

#### ITEM 10 NEXT MEETING DATE

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The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 9<sup>th</sup> August 2022 to be confirmed, commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

#### ITEM 11 CLOSURE

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There being no further business, the Chairperson closed the Meeting at 6.40pm.

## 9.1.1 The Groves Access & Infrastructure

### OFFICER RECOMMENDATION

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

*STRATEGIC PLANNING RECOMMENDATION: SP18-21/22*

That the Strategic Planning Committee recommend to Council: -

That Council note the information and await a response from the Noongar community via the Reconciliation Action Plan Committee Meeting.

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

**VOTING REQUIREMENTS** – Simple Majority

### OFFICER COMMENT

Since the Strategic Planning Committee Meeting held on the 12<sup>th</sup> April 2022, Arc Infrastructure has advised the CEO that they may be able to relax regulations with regard to construction over the railway line.

The CEO has agreed to progress the Tripartite Agreement with Arc Infrastructure and PTA (it is a cost-free exercise) to keep the option open should the access be required at a later date. The back route access option will be implemented within the next two months, should the RAP Committee approve the option.

Unless Council directs otherwise, the Groves will now be considered an operational project. The Item will be removed from the agenda and Council will be notified once the project is complete to the satisfaction of the Noongar community and other impacted stakeholders.

*Strategic Planning Committee report and attachments Item: 6.1 - The Groves*

### IN BRIEF

Council has made a significant commitment to the Quairading Noongar community to establish legal access to 'The Groves,' a small section of land located within the Quairading Community Nature Reserve. Council made this commitment in an attempt to support the culturally diverse needs of the Aboriginal people. 'The Groves' was previously the site of an Aboriginal town camp (1950s - 1970s). As such, the land continues to have cultural significance to the local Noongar people.

The Noongar population want to use 'The Groves' as an area where people may gather to celebrate the cultural significance of the area.

The area is zoned for short-term camping. Establishing lawful access to a camping site (and by default assuming lawful responsibility and liability for the consequences of that access) necessitates the need for the Shire to provide toilets and drinking water.

Unfortunately, at the time Council made the commitment to the Noongar community to provide legal access, there was no business case, no cost-benefit analysis nor projected costs available for consideration.

A simplistic cost-benefit performed last month suggested that the 'access project' in its current form is cost-prohibitive because the construction costs attached to the project are excessive and unfunded. The Shire has since received confirmation from an established and experienced engineering firm that the estimated cost of construction is \$80,000. The project has no funding source for the construction works. An alternate access solution needs to be offered to the Noongar community.

## **BACKGROUND**

The Nookaminnie Community Nature Reserve (established under the auspice of the *Land Act 1933* and approved by the Minister for Lands: Lot 28882 on Deposited Plan 216451 Volume LR3135 Folio 962) is a 527ha parcel of diverse bushland two kilometres west of the Quairading town site. The reserve is situated on the north and south sides of the York-Merredin Road.

The reserve was established in 1995 and is now vested in the Shire of Quairading for the purposes of conservation of flora and fauna. 'The Groves' is located within the nature reserve, approximately 500 metres in from Quairading-York Road.

The Shire has formally committed to resolving the legal access issue. This commitment means that the Shire is now legally compelled to provide a toilet and water tank and to place the 'The Groves' on the Shire's maintenance schedule (predominantly for grass/weed maintenance). This is because:

- The *Work Health & Safety Act 2020* prohibits the Shire from sending employees in to maintain an area if people are using open bushland as toilets without hazard materials PPE;
- The Shire is liable if there is no potable drinking water available on the site and someone becomes unwell or dies as a result of drinking unpotable water; and
- The *Bushfires Act 1954* and *Local Government Act 1994* compel the Shire to perform fire prevention management on the nature reserve.

In December 2021, the Public Transport Authority, Arc Infrastructure and Main Roads agreed to approve the legal access, subject to the development of engineering drawings and the use of ARC approved contractors to perform the works.

Since that point in time it has become apparent that the cost of obtaining the engineering drawings and using ARC approved contractors to perform the construction works will be far higher than Shire officers had anticipated.

## **MATTER FOR CONSIDERATION**

Over the past three months the Shire has been gathering information critical to decision-making relevant to this project as expediently as possible. The information update is as follows:

1. In December 2021 the Public Transport Authority (PTA), Arc Infrastructure and Main Roads agreed to approve the project, subject to the development of engineering drawings.
2. In December 2021 the engineering company was engaged to develop the engineering drawings on the understanding that the cost of the drawings would be less than \$10,000. The cost to date has been closer to \$25,000 and this amount exceeds the budget assigned to the entire 'Groves' project.
3. While there is a potential water pipe that could be used which is running parallel to the track that goes to the 'Groves' (see screenshot below), the pipe is a farmland-reticulated pipe, considered in Water Corp as a 'non-standard service.' A non-standard service application form was submitted and the following information was obtained:
  - 3.1 Low flow rates: 2.8 litres per minute.
  - 3.2 Issues with continuity: A tank would still need to be installed to guarantee the supply
  - 3.3 Issues with water quality: The water within this pipe is not potable so a filtration system would need to be installed on site.

4. The most challenging concern is the projected cost of constructing the access. Constructing across a railway line is highly regulated and cannot be performed by Shire employees. The Shire would be required to use Arc Infrastructure approved contractors with specialised experience in this space.
5. There is alternate access option that could be developed and finalised immediately using internal resources without requiring external approvals. However, this option was discarded by both the Shire and the Noongar community for unknown reasons some years ago in preference of the current option. The alternate option would have had the access point commencing approximately 500m from Jennaberring Road. A concept drawing is attached as Attachment (i).
6. Immediate discussions are being arranged with the Noongar community through the RAP Committee to update the community on the above information and to arrange a way forward. The timing of the next meeting will need to be brought forward to ensure the Shire is not delaying an outcome.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Work Health & Safety Act 2020*

*Bushfires Act 1954*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Option 1:	The alternate option depicted in (Attachment i), whereby access is gained from behind the CBH paddocks.	
	Works & Services Team labour times one week:	\$6,000 (Accounted for in current work schedule)
	Reproofing 1km of rabbit proof fence:	\$1,500
	Gravel sheeting truck:	\$5,200
	(\$130 per hour x 8 hours per day x 10 days)	
	Toilet & Water Tank	\$12,000
	<b>TOTAL:</b>	<b>\$24,700</b>
Option 2:	Continuing with the current option, whereby access is gained from Quairading-York Road.	
	Construction by Arc Infrastructure approved contractors:	\$80,000 (minimum)
	Works & Services Team labour times one week:	\$6,000
	Reproofing 1km of rabbit proof fence:	\$1,500
	Gravel sheeting truck:	\$5,200
	(\$130 per hour x 8 hours per day x 10 days)	
	Toilet & Water Tank	\$12,000
	<b>TOTAL:</b>	<b>\$104,700</b>



## ALIGNMENT WITH STRATEGIC PRIORITIES

3.2 Built Environment: Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.

## COMMUNITY CONSULTATION

Extensive 10-year consultation period with the Noongar community on both a formal and informal basis.

## RISK ASSESSMENT

	Option 1	Option 2
Financial	Medium <i>Refer to Financial Implications above</i>	High <i>Refer to Financial Implications above</i>
Health	n/a	n/a
Reputation	Low <i>The Works &amp; Services Team salary component is already committed and one week of work will not detract from existing commitments.</i>	High <i>It is unlikely that rate payers would endorse the use of the level of funding for the purpose.</i>
Operations	Low	High <i>There is no grant funding opportunity available for the project and so it will need to be deducted from the current operations budget.</i>
Natural Environment	Low	Low

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review



## COMMENT

Cr Hayes queried if any permissions would be required to remove shrubbery. Ms Gibbs responded that previous Executive Manager, Works and Services, Mr Wallace initially thought there may be a requirement for permissions to remove vegetation, but there is no vegetation that requires to be removed. The shrubbery just needs to be cut back away from the path.

Ms Gibbs explained option 1 is much more efficient as there is no permissions required from Main Roads or Arc Infrastructure as we own the land, and it is work that can be carried out by our own workers.





Quairading-York Rd



Camp Ground & Ablution Block



Clearing & Grading of Access Roads

New Corridor of Rabbit-proof Fence



Widening Access Point

0 0.1 0.2km

-32.014767 117.388988 Degrees





# YORK - MERREDIN ROAD

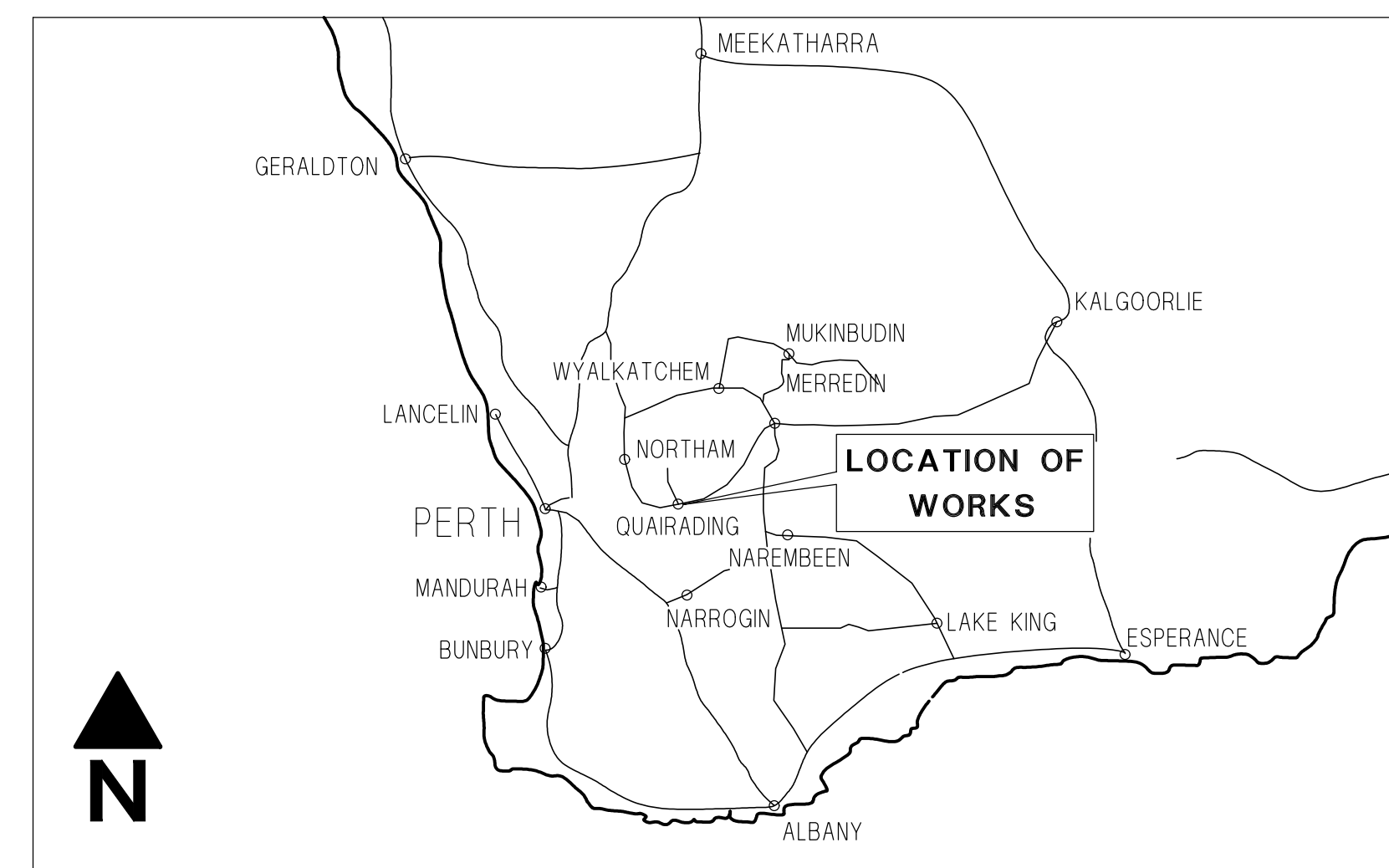
SLK 66.10

# THE GROVES - PROPOSED DRIVEWAY AND RAIL CROSSING

# DRAWINGS - ROADWORKS



LOCALITY PLAN  
NOT TO SCALE



KEY PLAN  
NOT TO SCALE

SHIRE OF QUAIRADING  
YORK - MERREDIN ROAD - PROPOSED DRIVEWAY AND RAIL CROSSING

DRAWING INDEX

GENERAL DRAWINGS

3006519-CV01 COVER SHEET  
3006519-LP01 LOCALITY PLAN & DRAWING INDEX

TYPICAL DRAWINGS

3006519-TX01 TYPICAL CROSS SECTIONS AND CULVERT SCHEDULE  
3006519-RX01 TYPICAL RAIL CROSSING SETOUT PLAN

GENERAL DRAWINGS

3006519-LA01 LAYOUT PLAN

PLAN AND PROFILE DRAWINGS

3006498-PP01 PLAN AND PROFILE (MC00) - CHA 66050 TO CHA 66180  
3006498-PP02 PLAN, PROFILE AND CROSS SECTIONS (MC01) - CHA 0 TO CHA 43.221  
3006498-PP03 PLAN AND PROFILE (MC02) - CHA 0 TO CHA 130

CROSS SECTIONS

3006519-XS01 CROSS SECTIONS (MC02)

STANDARD DRAWINGS

200131-061 R.C.P CULVERT : GENERAL ARRANGEMENT  
200131-062 BEDDING AND BACKFILL DETAILS  
201631-090 R.C.P CULVERT: CONSTRUCTION DETAILS OF APRON SLABS, WINGWALLS AND HEADWALLS

150 mm DN ORIGINAL  
150  
140  
130  
120  
110  
100  
90  
80  
70  
60  
50  
40  
30  
20  
10  
0


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TIME 11:21:00

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SCALES AT A1 SIZE DRAWING
NOT TO SCALE

DESIGNER



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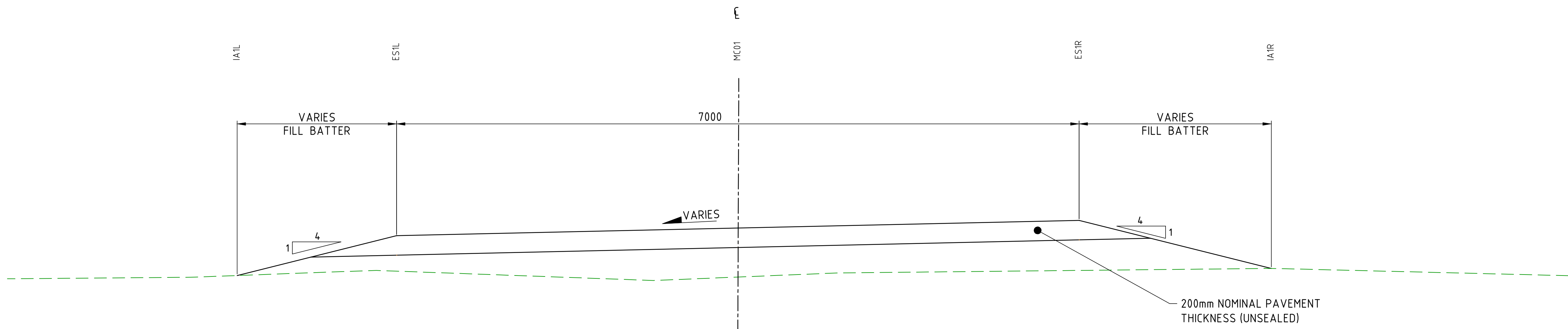
CLIENT



SHIRE OF Quairading  
Take a closer look

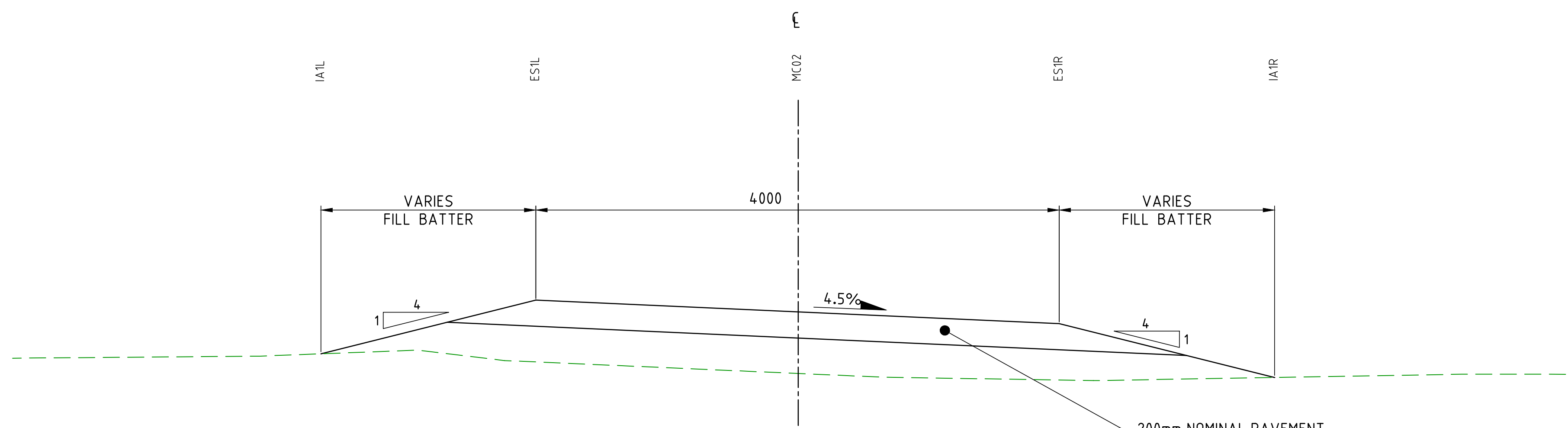
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YORK - MERREDIN ROAD  
THE GROVES - DRIVEWAY & RAIL CROSSING  
LOCALITY PLAN & DRAWING INDEX

SCALE	PHASE	PROJECT / DRAWING No.	REVISION
NOT TO SCALE	PRELIMINARY	3006519-LP01	A



TYPICAL CROSS SECTION - PROPOSED DRIVEWAY

SCALE 1:25



TYPICAL CROSS SECTION - RAIL MAINTENANCE TRACK

SCALE 1:25

CULVERT SCHEDULE

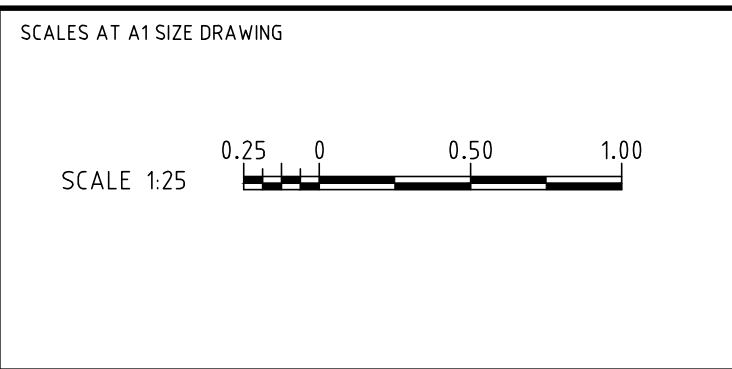
STRUCTURE NUMBER	REF. LINE	CHAINAGE	CULVERT TYPE						SKEW (deg)	OVERALL LENGTH OF CULVERT (m)	REFERENCE POINT COORDINATES				NEW BARREL LENGTH (m)	INLET					OUTLET				REMARKS				
			PIPES			R.C.B					INLET STRUCTURE		OUTLET STRUCTURE			SIDE	OFFSET FROM REF. LINE (m)	LENGTH OF EXTENSION (m)	INVERT LEVEL (m)	HEADWALL HEIGHT ABOVE OBVERT (mm)	APRON LENGTH (m)	SIDE	OFFSET FROM REF. LINE (m)	LENGTH OF EXTENSION (m)		INVERT LEVEL (m)	HEADWALL HEIGHT ABOVE OBVERT (mm)	APRON LENGTH (m)	ROCK PROTECTION (mm)
			PIPE DIAMETER (mm) AND CLASS	NUMBER OF BARRELS	PIPE TYPE	WIDTH x HEIGHT (mm)	NUMBER OF BARRELS	EASTING			NORTHING	EASTING	NORTHING																
1	MC01	25	375 - 4	1	RCP	-	-	-	9.76	536651.635	6457648.303	536659.658	6457653.856	9.76	R	4.88	-	253.850	300	-	L	4.88	-	253.830	300	-	NA	INSTALL NEW RCP CULVERT & PRECAST HEADWALL.	
2	MC01	36	375 - 4	1	RCP	-	-	-	12.2	536657.224	6457638.289	536667.261	6457645.223	12.2	R	5.953	-	253.730	300	-	L	6.246	-	253.700	300	-	NA	INSTALL NEW RCP CULVERT & PRECAST HEADWALL.	

NOTES:

- ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED.

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						DESIGNER	TM
						DESIGN CHECK	TM
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						PROJECT DIRECTOR	



DESIGNER

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SMC PROJECT No 3006519

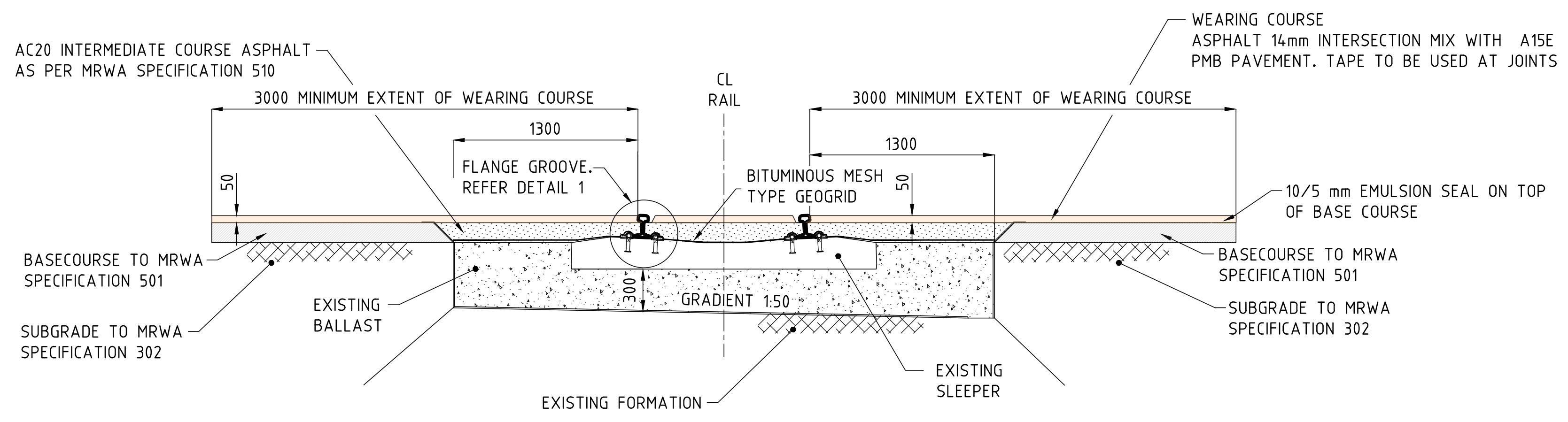
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SHIRE OF Uairading  
Take a closer look

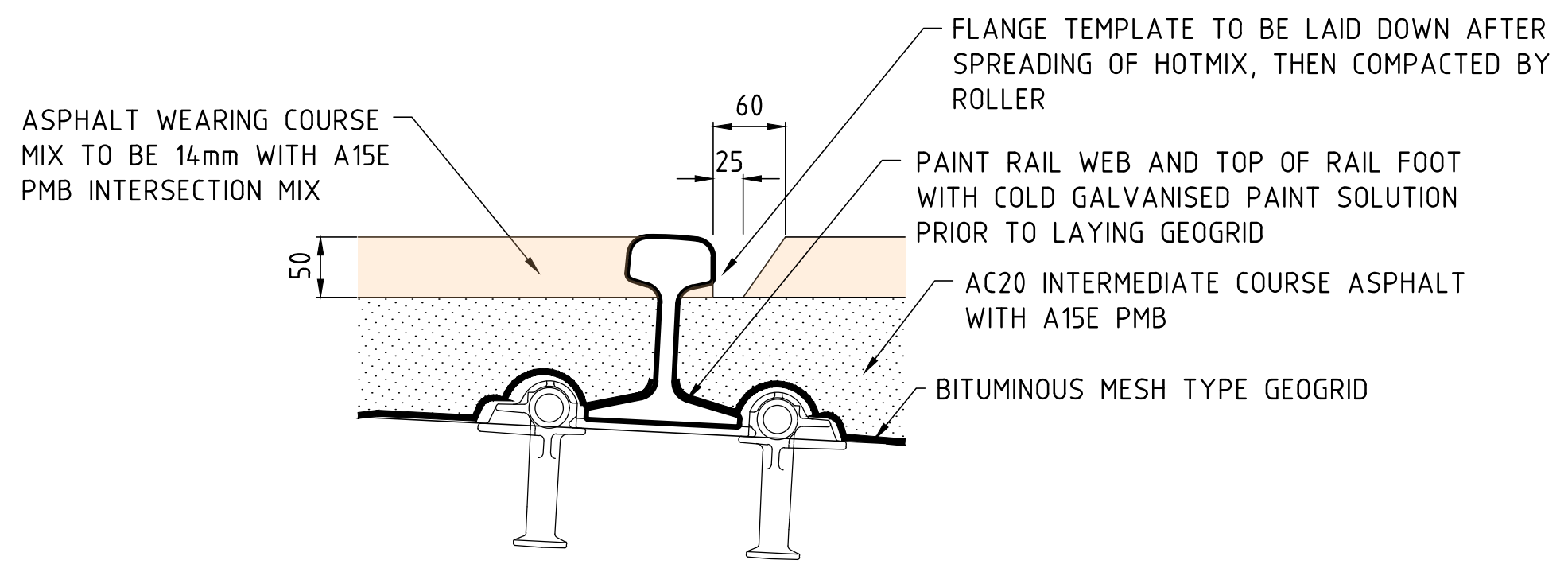
PROJECT TITLE YORK - MERREDIN ROAD THE GROVES - DRIVEWAY & RAIL CROSSING			
TYPICAL CROSS SECTIONS AND CULVERT SCHEDULE SHEET 1 OF 1			
SCALE AS NOTED	PHASE PRELIMINARY	PROJECT / DRAWING No. 3006519-TX01	REVISION A

150 mm ON ORIGINAL





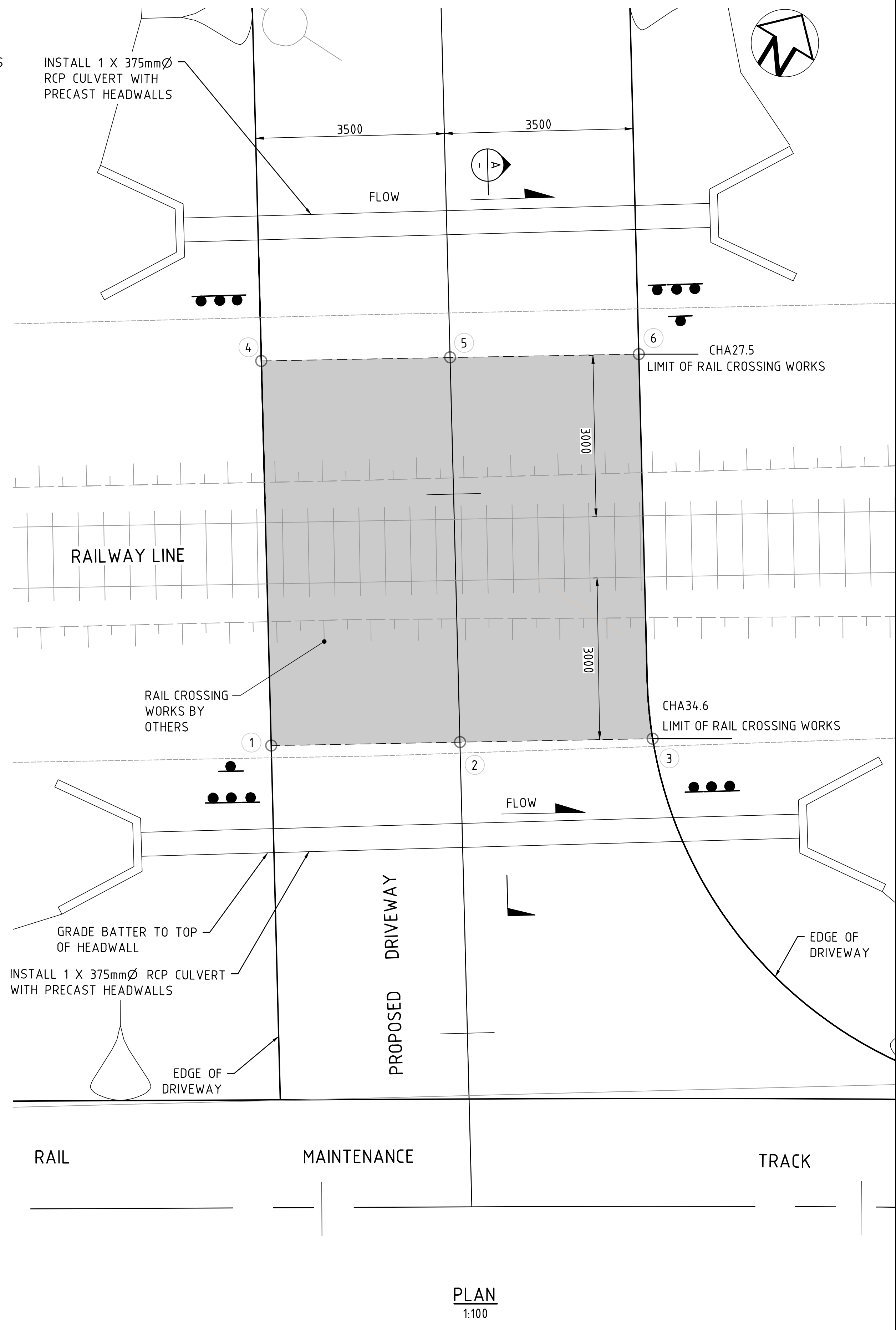
SECTION A  
SCALE 1:25



DETAIL 1  
SCALE 1:5

SETOUT POINTS			
POINT No.	EASTING	NORTHING	LEVEL
①	536658.213	645764.177	254.550
②	536661.107	645764.314	254.547
③	536664.084	645764.512	254.544
④	536654.163	645764.051	254.622
⑤	536657.060	645764.016	254.602
⑥	536659.956	645765.981	254.582

NOTE: PROJECT GRID = MGA ZONE50



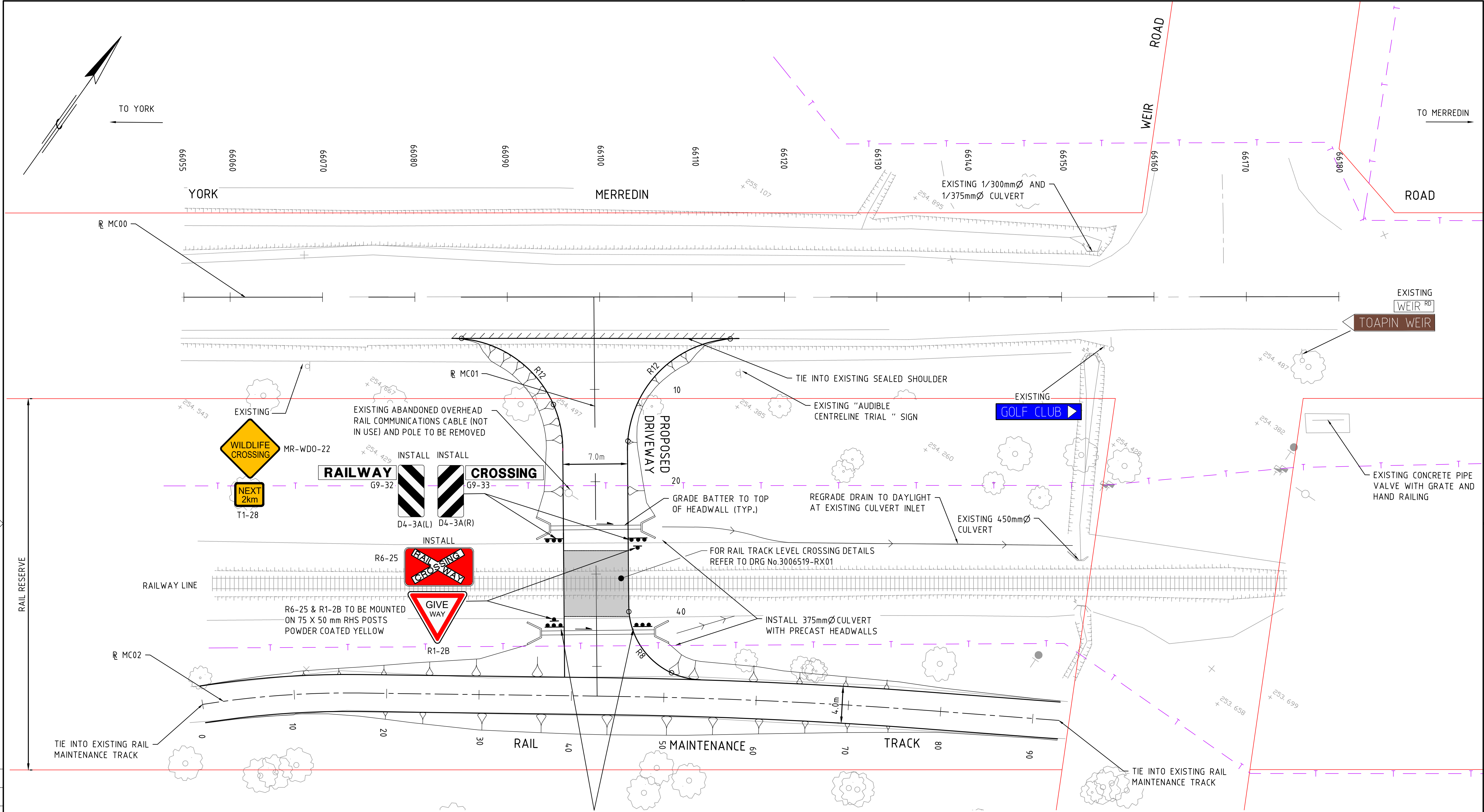
PLAN  
SCALE 1:100

- NOTES:
- ALL DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE NOTED.
  - FOR ROAD SETOUT DATA REFER TO DESIGN MODEL.

150 mm ON ORIGINAL

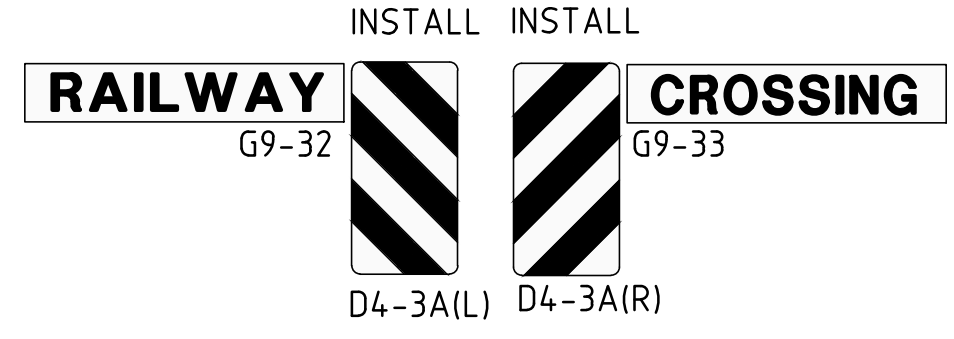
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				PROJECT DIRECTOR		
SCALES AT A1 SIZE DRAWING SCALE 1:100 SCALE 1:25 SCALE 1:5			DESIGNER <b>SMEC</b> Member of the Surbana Jurong Group © ABN 47 065 475 149		CLIENT <b>SHIRE OF Quairading</b> Take a closer look	
PROJECT TITLE YORK - MERREDIN ROAD THE GROVES - DRIVEWAY & RAIL CROSSING TYPICAL RAIL CROSSING SETOUT PLAN SHEET 1 OF 1						
SCALE		PHASE PRELIMINARY		PROJECT / DRAWING No. 3006519-RX01		
					REVISION A	





**NOTES:**

1. LOCATION OF EXISTING TELSTRA CONDUIT SHOWN IS INDICATIVE ONLY FROM DBYD. ON SITE LOCATION SHOULD BE UNDERTAKEN PRIOR CONSTRUCTION.
2. FOR CULVERT DETAILS REFER TO DRAWING 3006519-TX01.
3. FOR ROAD SETOUT DATA REFER TO DESIGN MODEL.



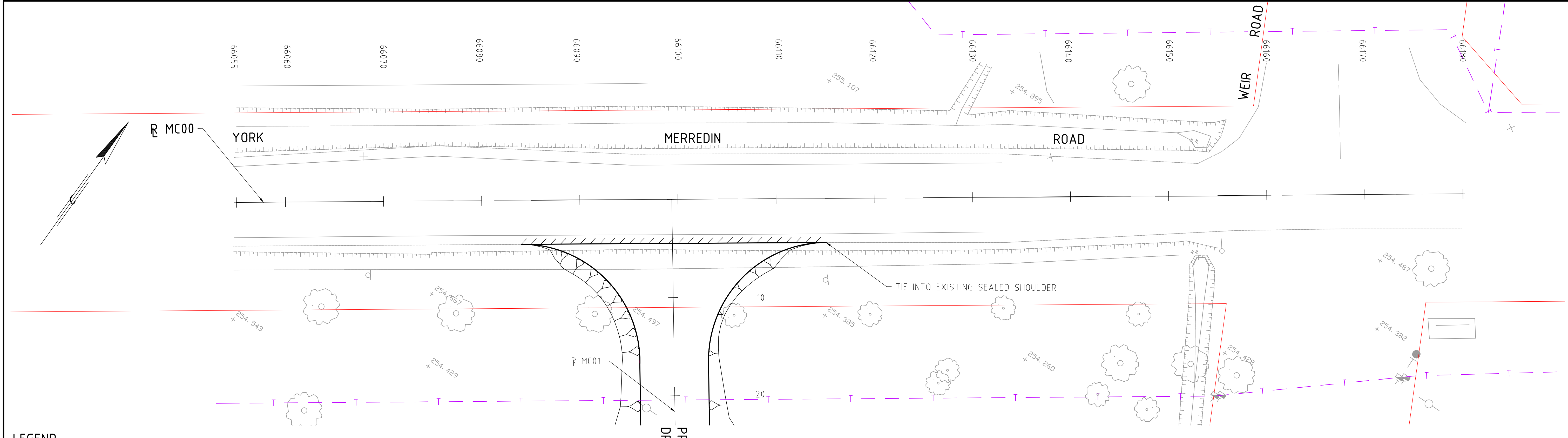
**LEGEND**

	PROPOSED EDGE OF UNSEAL TRACK		EXISTING TREE
	PROPOSED TOE OF BATTER		EXISTING RAIL
	EXISTING EMBANKMENT		CADASTRAL BOUNDARY
	TELSTRA MARKER/ ELEVATED JOIN		TELSTRA CABLE
	EXISTING SIGN		PROPOSED CULVERT
	EXISTING TELSTRA PIT		
	PROPOSED SIGN		



150 mm ON ORIGINAL

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			DESIGN CHECK	TM	
			PROJECT MANAGER	DM	
			PROJECT DIRECTOR		
SCALES AT A1 SIZE DRAWING		DESIGNER		CLIENT	
SCALE 1:200		<b>SMC</b> Member of the Surbana Jurong Group © ABN 47 065 475 149 SMC PROJECT No 3006519		<b>SHIRE OF Uairading</b> Take a closer look	
PROJECT TITLE		SCALE		PHASE	
YORK - MERREDIN ROAD THE GROVES - DRIVEWAY & RAIL CROSSING		AS NOTED		PRELIMINARY	
LAYOUT PLAN SHEET 1 OF 1		PROJECT / DRAWING No.		REVISION	
		3006519-LA01		-	



- LEGEND**
- PROPOSED EDGE OF UNSEAL TRACK
  - PROPOSED TOE OF BATTER
  - EXISTING EMBANKMENT
  - TELSTRA MARKER/ ELEVATED JOIN
  - EXISTING SIGN
  - EXISTING TELSTRA PIT
  - EXISTING TREE
  - EXISTING RAIL
  - CADASTRAL BOUNDARY
  - - - TELSTRA CABLE



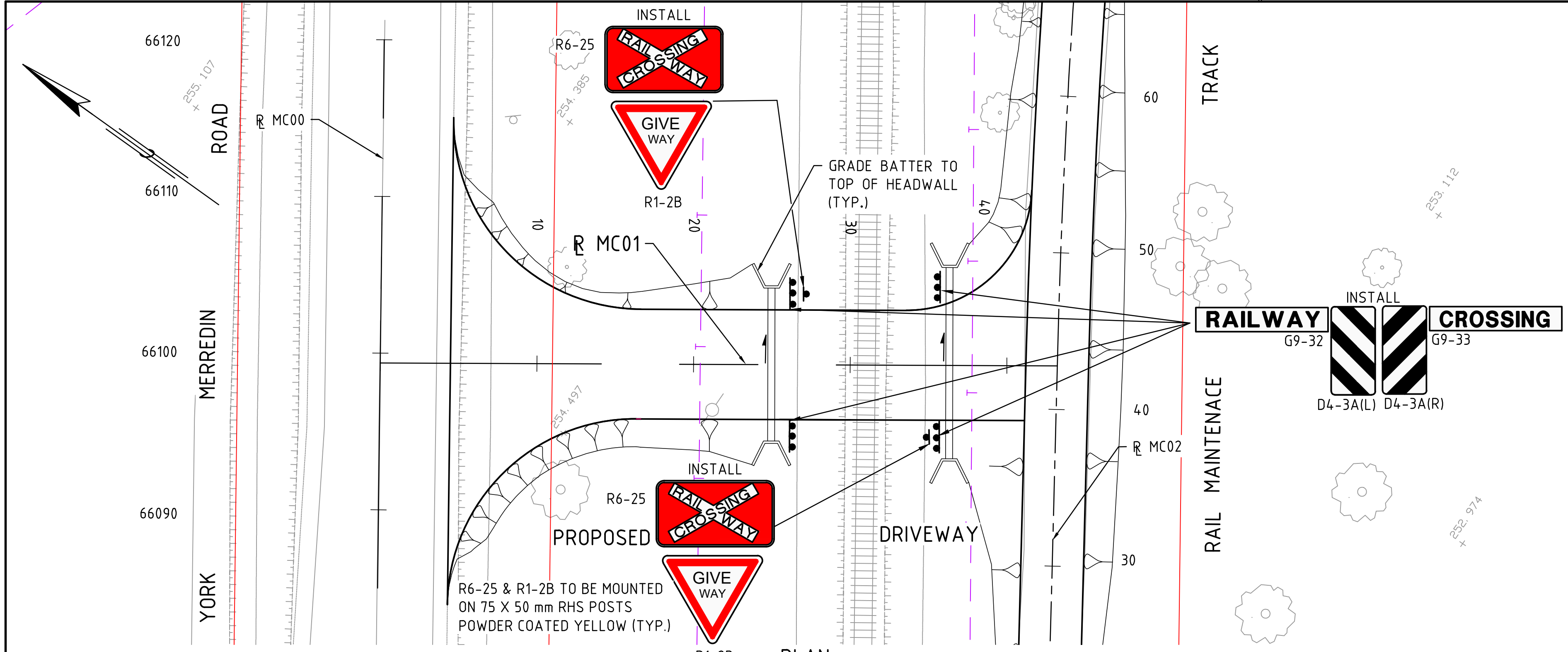
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66060	255.304	255.304	0.000
66070	255.271	255.271	0.000
66080	255.238	255.239	0.000
66090	255.209	255.207	0.000
66100	255.185	255.185	0.000
66110	255.165	255.167	0.000
66120	255.143	255.142	0.000
66130	255.109	255.111	0.000
66140	255.063	255.068	0.000
66150	255.005	254.998	0.000
66160	254.938	254.937	0.000
66170	254.870	254.871	0.000
66180	254.802	254.802	0.000

**NOTES:**  
 1. LOCATION OF EXISTING TELSTRA CONDUIT SHOWN IS INDICATIVE ONLY FROM DBYD. ON SITE LOCATION SHOULD BE UNDERTAKEN PRIOR CONSTRUCTION.



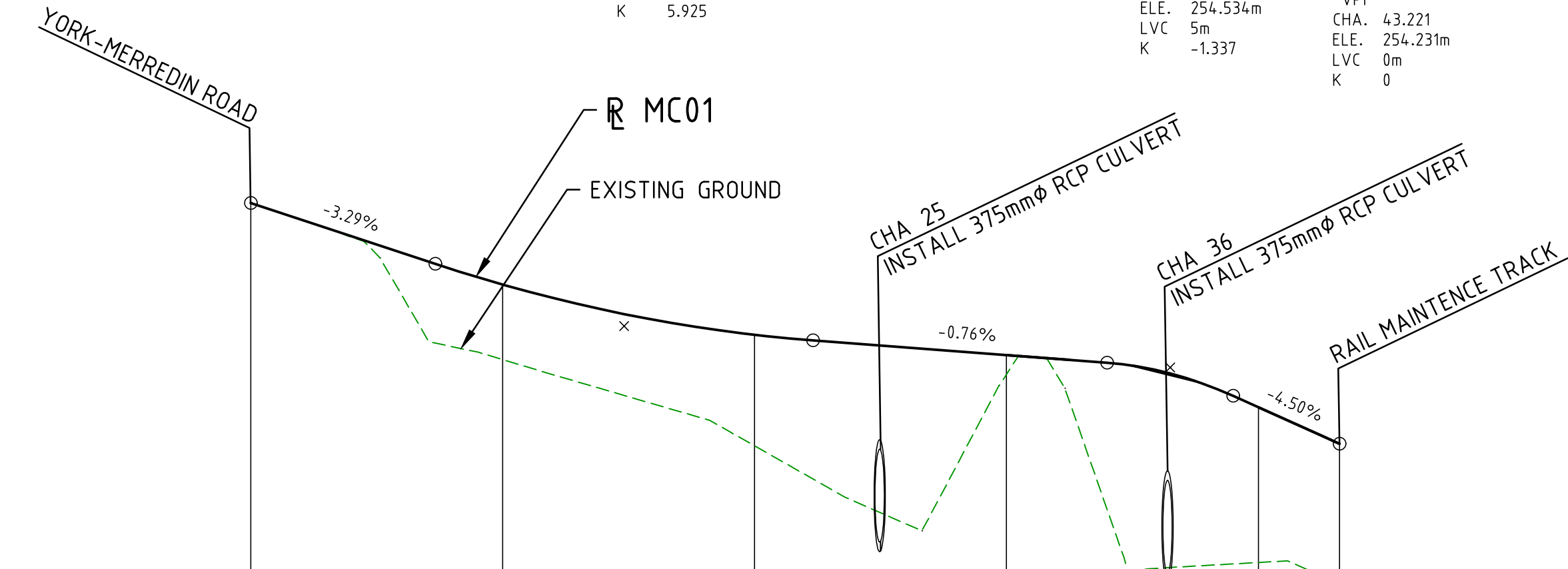
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SCALES AT A1 SIZE DRAWING SCALE 1:200 SCALE 1:20		DESIGNER <b>SMEC</b> Member of the Surbana Jurong Group © ABN 47 065 475 149		CLIENT <b>SHIRE OF Quairading</b> Take a closer look	
PROJECT TITLE YORK - MERREDIN ROAD THE GROVES - DRIVEWAY & RAIL CROSSING		SCALE AS NOTED		PHASE PRELIMINARY	
PROJECT / DRAWING No. <b>3006519-PP01</b>		REVISION A		SMEC PROJECT No 3006519	





VPI	CHA. 0.000	ELE. 255.186m	LVC 0m	K 0
VPI	CHA. 14.820	ELE. 254.698m	LVC 15m	K 5.925
VPI	CHA. 36.496	ELE. 254.534m	LVC 5m	K -1.337
VPI	CHA. 43.221	ELE. 254.231m	LVC 0m	K 0

PLAN SCALE 1:200



DATUM RL 253	
CUT / FILL	0.000 -0.298 -0.440 -0.076 -0.616 -0.556
DESIGN SURFACE LEVELS	255.186 254.863 254.663 254.376 254.231 254.231
EXISTING SURFACE LEVELS	255.187 254.565 254.223 254.176 254.176 253.760 253.675 253.675
CHAINAGE (MC01)	0 10 20 30 40 43.221
HORIZONTAL ALIGNMENT	L = 43.221
VERTICAL ALIGNMENT	G=-3.29% L=7.328, K=5.925 L=15.000, G=-0.76% L=11.676, K=-1.337 L=5.000, G=-4.50% L=6.225
SUPERELEVATION	VARIES

PROFILE SCALE H 1:200 V 1:20

- NOTES:**
- LOCATION OF EXISTING TELSTRA CONDUIT SHOWN IS INDICATIVE ONLY FROM DBYD. ON SITE LOCATION SHOULD BE UNDERTAKEN PRIOR CONSTRUCTION.
  - FOR ROAD SETOUT DATA REFER TO DESIGN MODEL.

- LEGEND**
- PROPOSED EDGE OF UNSEAL TRACK
  - PROPOSED TOE OF BATTER
  - EXISTING EMBANKMENT
  - TELSTRA MARKER/ ELEVATED JOIN
  - EXISTING SIGN
  - EXISTING TELSTRA PIT
  - PROPOSED SIGN
  - EXISTING TREE
  - EXISTING RAIL
  - CADASTRAL BOUNDARY
  - TELSTRA CABLE
  - PROPOSED CULVERT



DATUM 253.000

DESIGN FEATURES	ESIL	MC01
DESIGN LEVELS	254.363	254.376
EXISTING LEVELS	253.760	253.760
OFFSET	-6.762	0.000

CHAINAGE 40

DATUM 253.000

DESIGN FEATURES	IAIL	ESIL	MC01	ESIL	IAIR
DESIGN LEVELS	254.495	254.495	254.583	254.583	254.575
EXISTING LEVELS	254.495	254.496	254.507	254.583	254.575
OFFSET	-3.852	-3.500	-0.000	3.500	3.771

CHAINAGE 30

DATUM 253.000

DESIGN FEATURES	IAIL	ESIL	MC01	ESIL	IAIR
DESIGN LEVELS	254.176	254.176	254.663	254.742	254.249
EXISTING LEVELS	254.176	254.176	254.223	254.263	254.249
OFFSET	-5.135	-3.500	-0.000	3.500	5.471

CHAINAGE 20

DATUM 254.000

DESIGN FEATURES	IAIL	ESIL	MC01	ESIL	IAIL
DESIGN LEVELS	254.571	254.749	254.863	254.950	254.562
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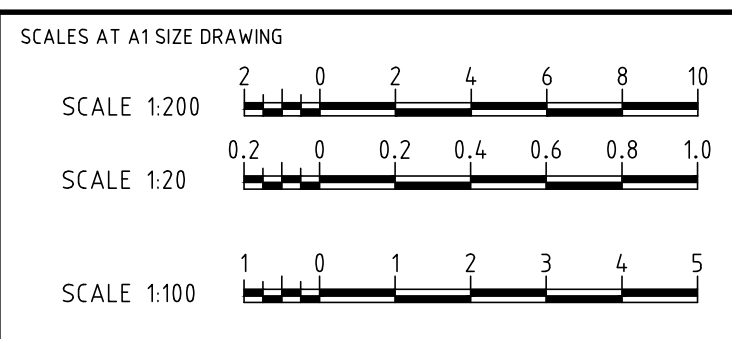
CHAINAGE 10

CROSS SECTIONS SCALE 1:100

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PROJECT MANAGER	DM
PROJECT DIRECTOR	



DESIGNER

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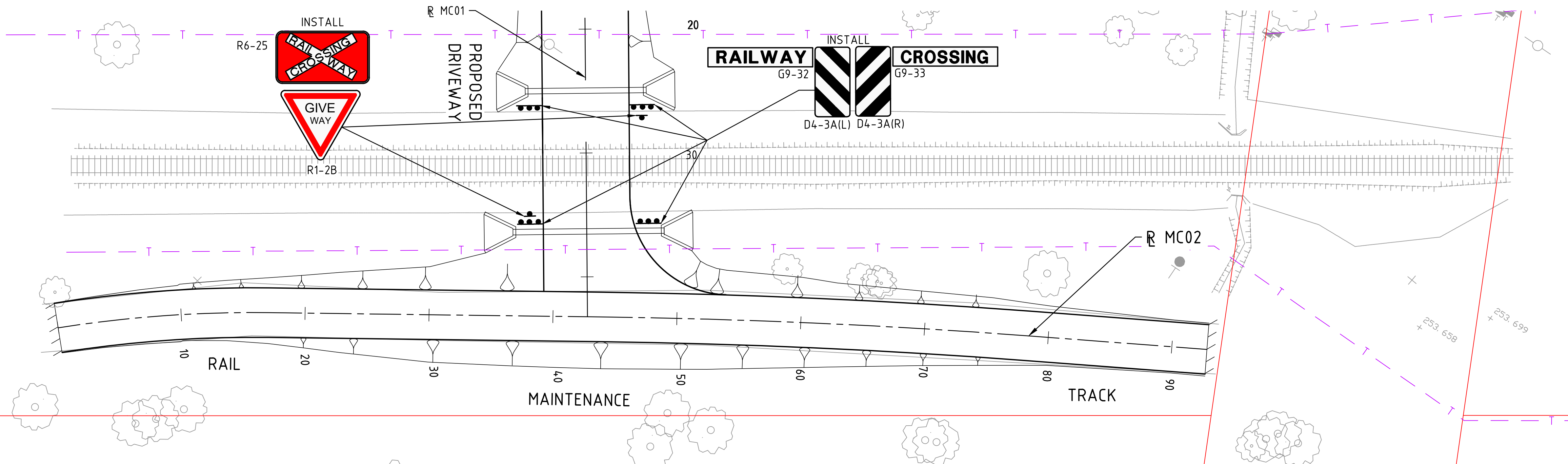
SMC PROJECT No 3006519

CLIENT

SHIRE OF Uairading

Take a closer look

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		THE GROVES - DRIVEWAY & RAIL CROSSING	
PLAN, PROFILE AND CROSS SECTIONS (MC01)			
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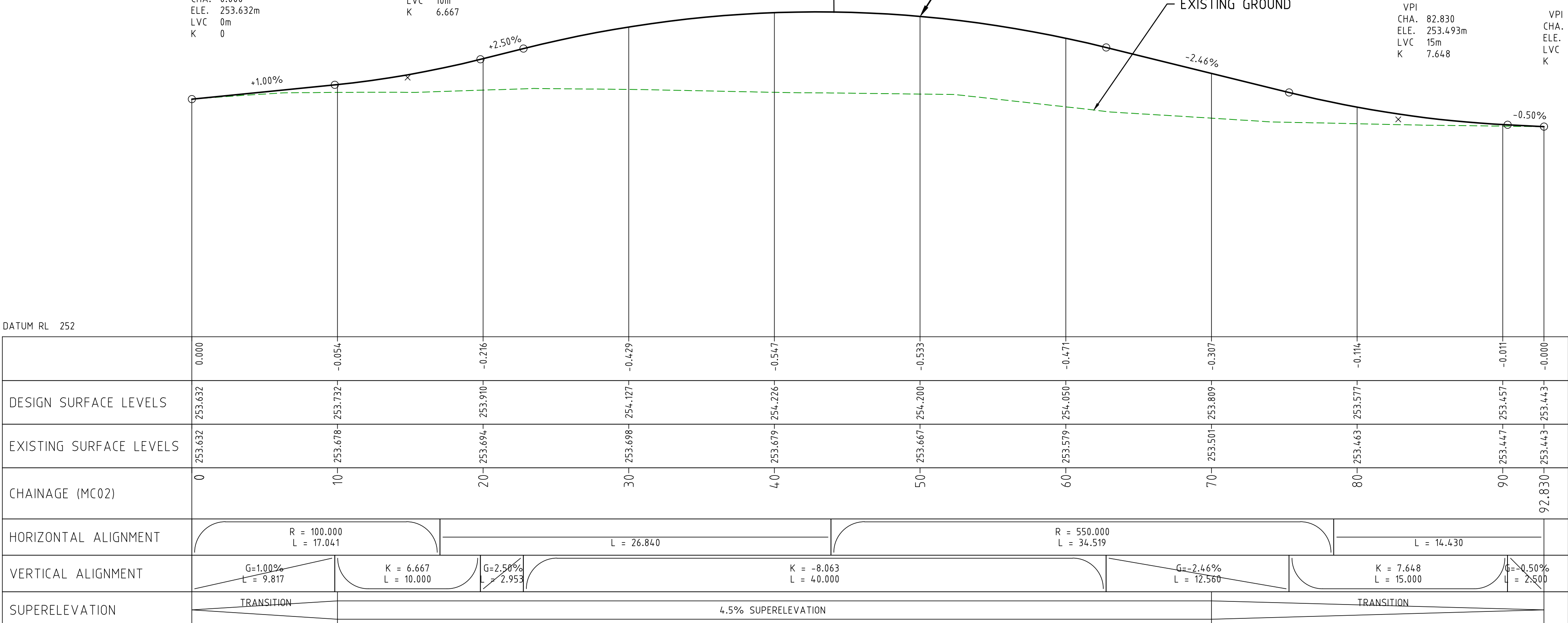
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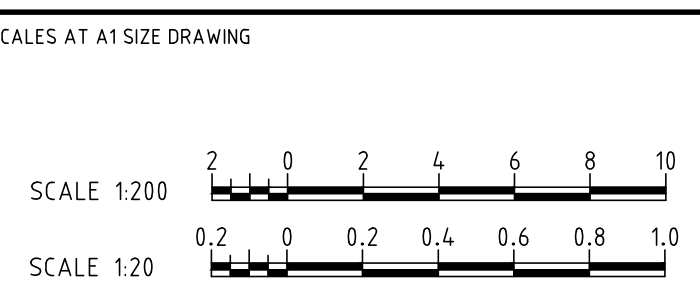


- LEGEND**
- PROPOSED EDGE OF UNSEAL TRACK
  - PROPOSED TOE OF BATTER
  - EXISTING EMBANKMENT
  - ⊕ TELSTRA MARKER/ ELEVATED JOIN
  - ⊕ EXISTING SIGN
  - ⊕ EXISTING TELSTRA PIT
  - ⊕ PROPOSED SIGN
  - ⊕ EXISTING TREE
  - EXISTING RAIL
  - CADASTRAL BOUNDARY
  - TELSTRA CABLE
  - ▷ PROPOSED CULVERT



- NOTES:**
- LOCATION OF EXISTING TELSTRA CONDUIT SHOWN IS INDICATIVE ONLY FROM DBYD. ON SITE LOCATION SHOULD BE UNDERTAKEN PRIOR CONSTRUCTION.
  - FOR ROAD SETOUT DATA REFER TO DESIGN MODEL.

**PROFILE**  
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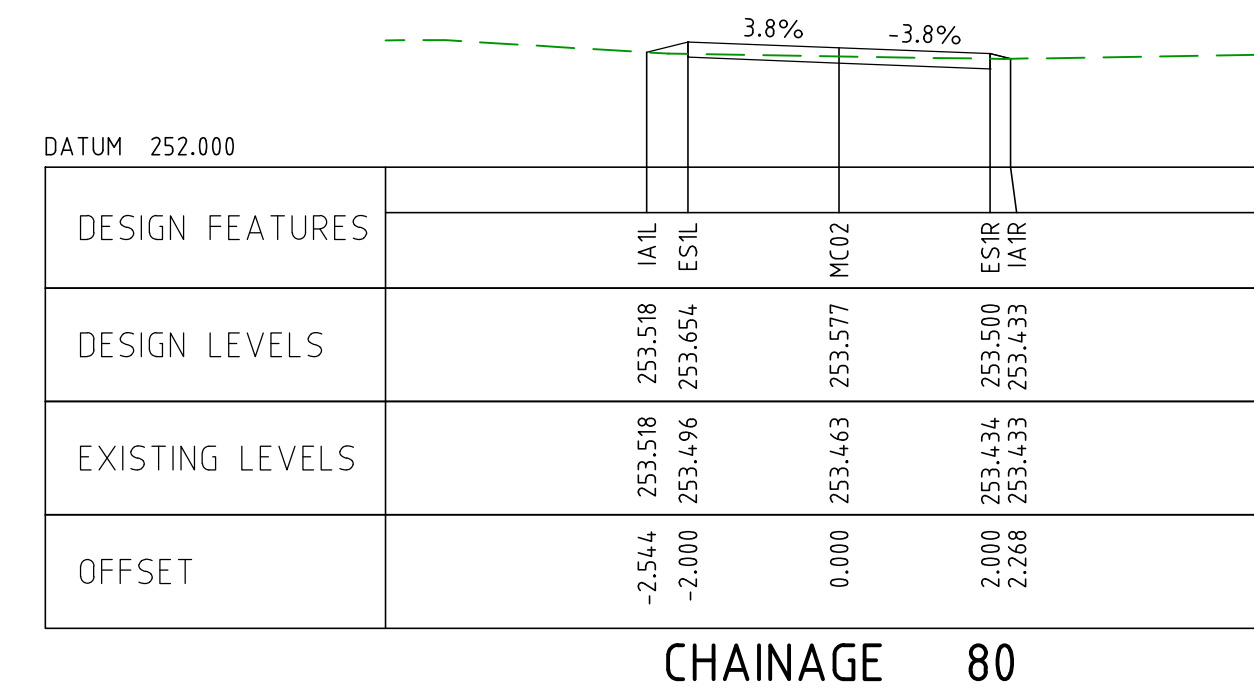
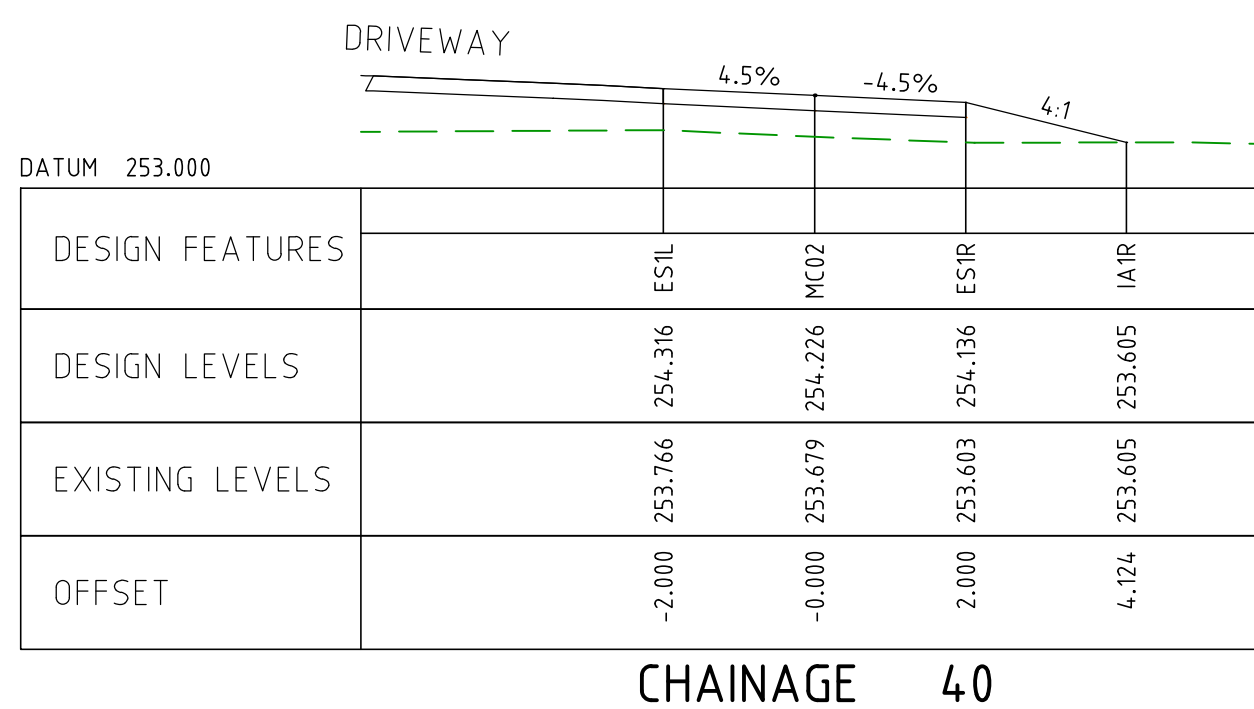
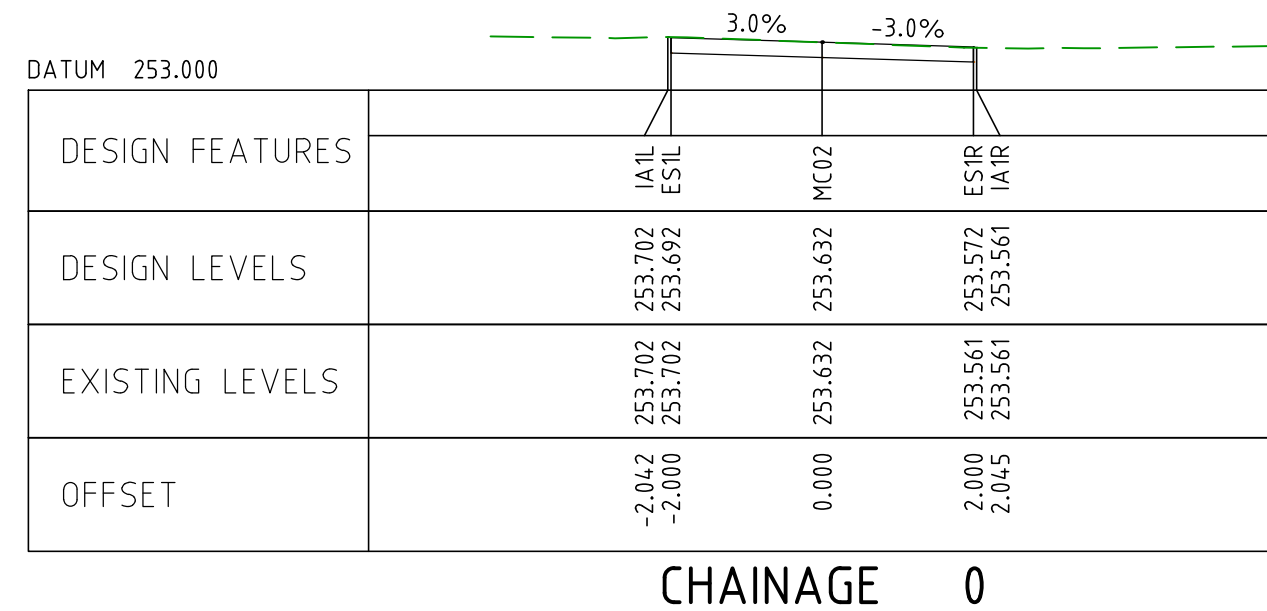
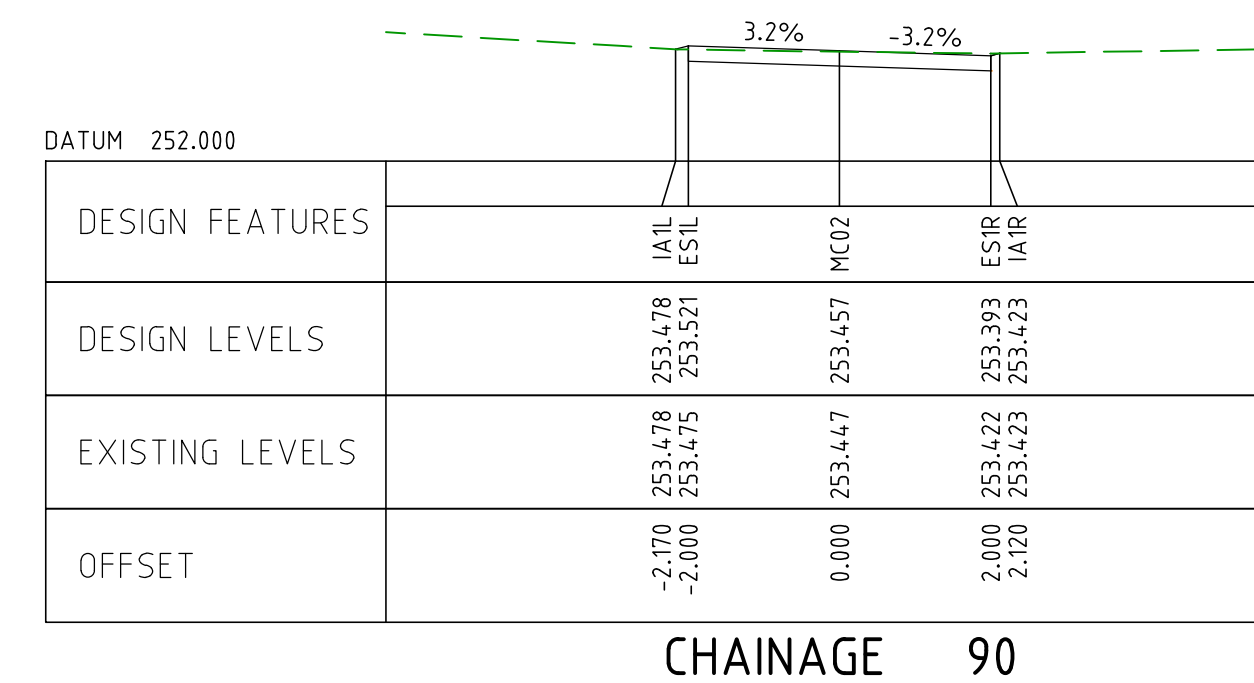
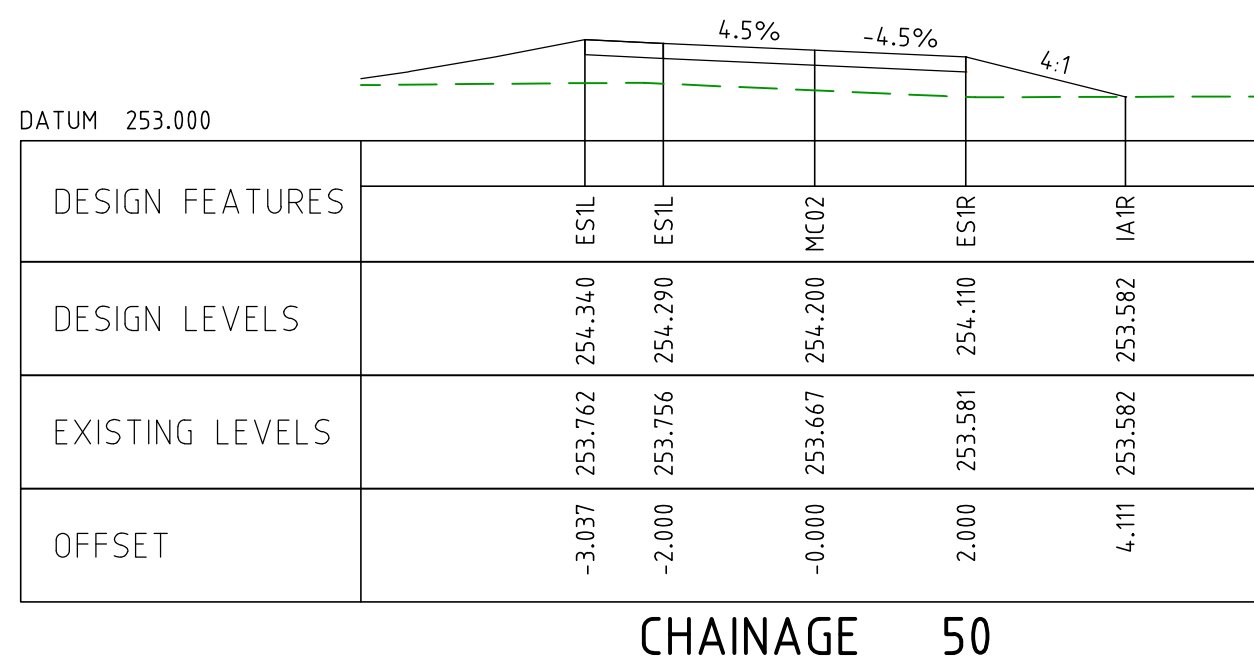
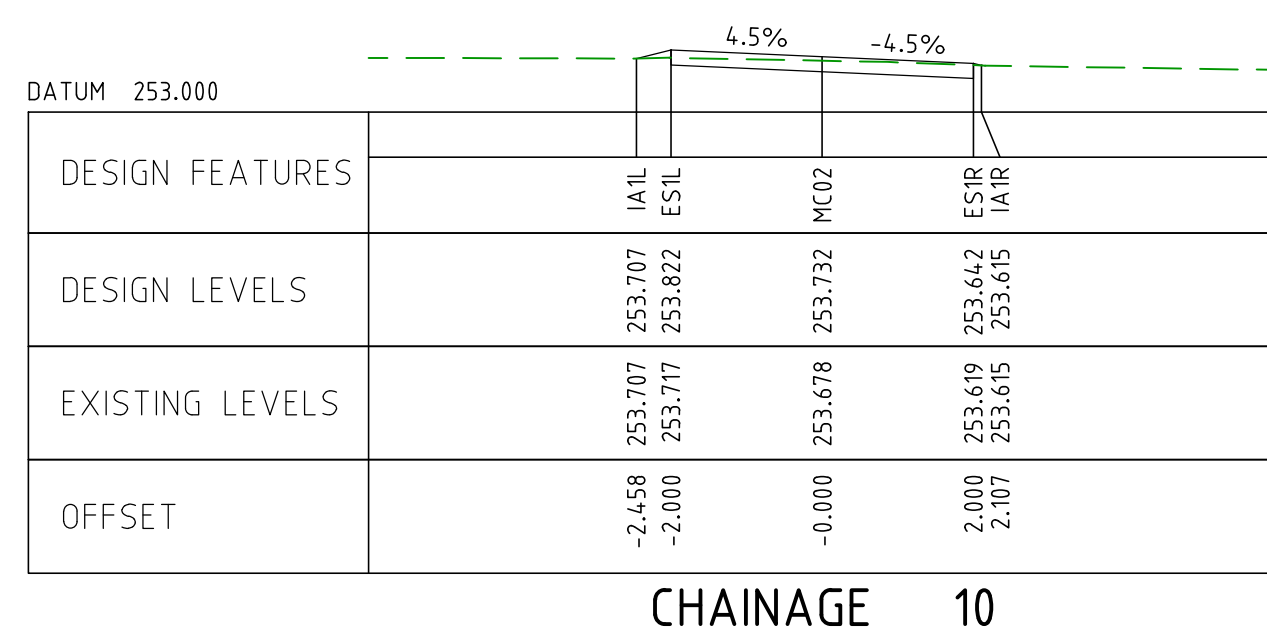
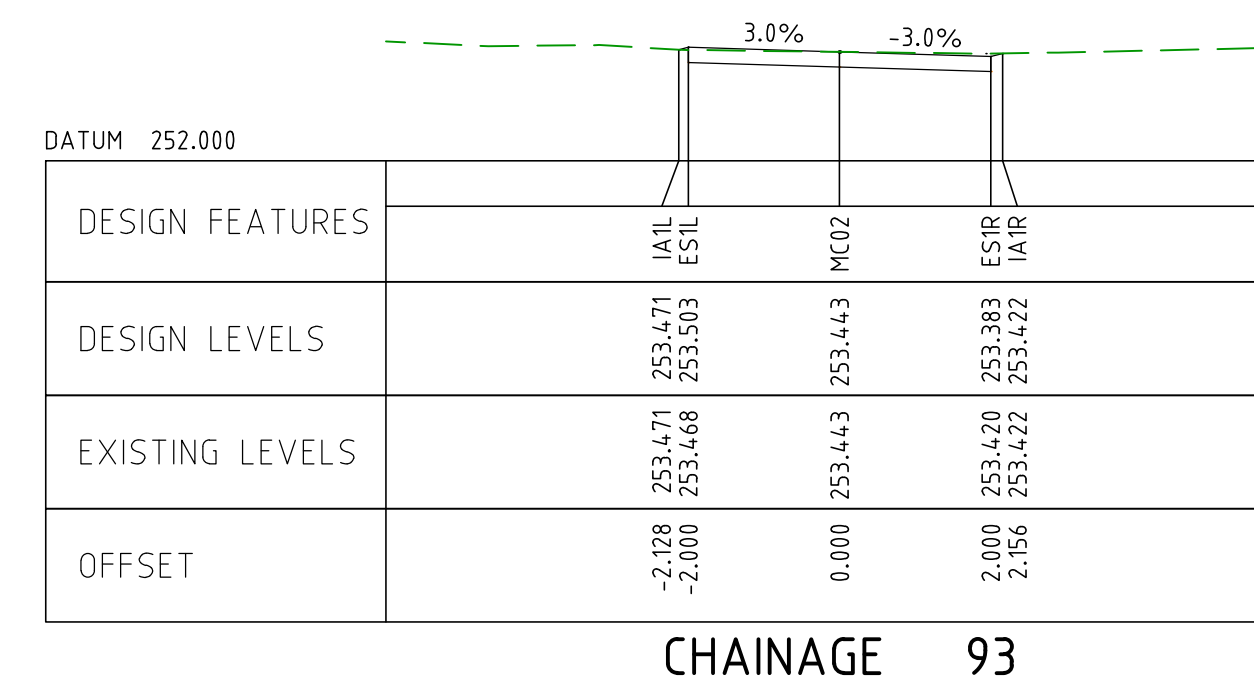
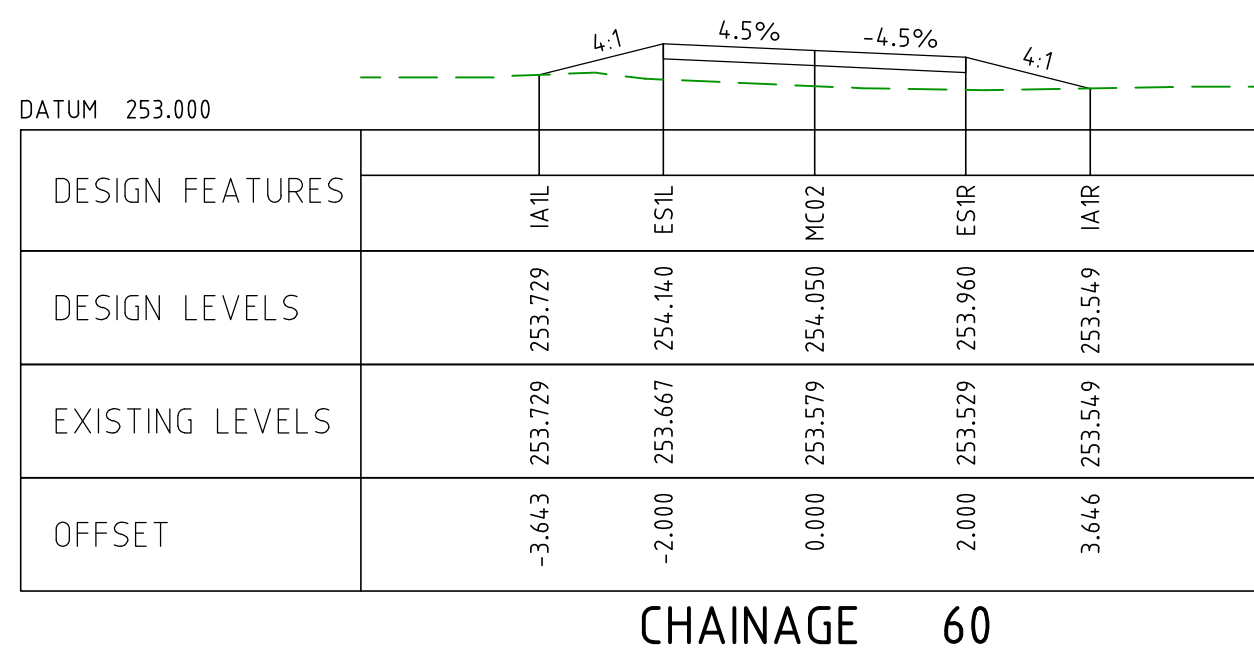
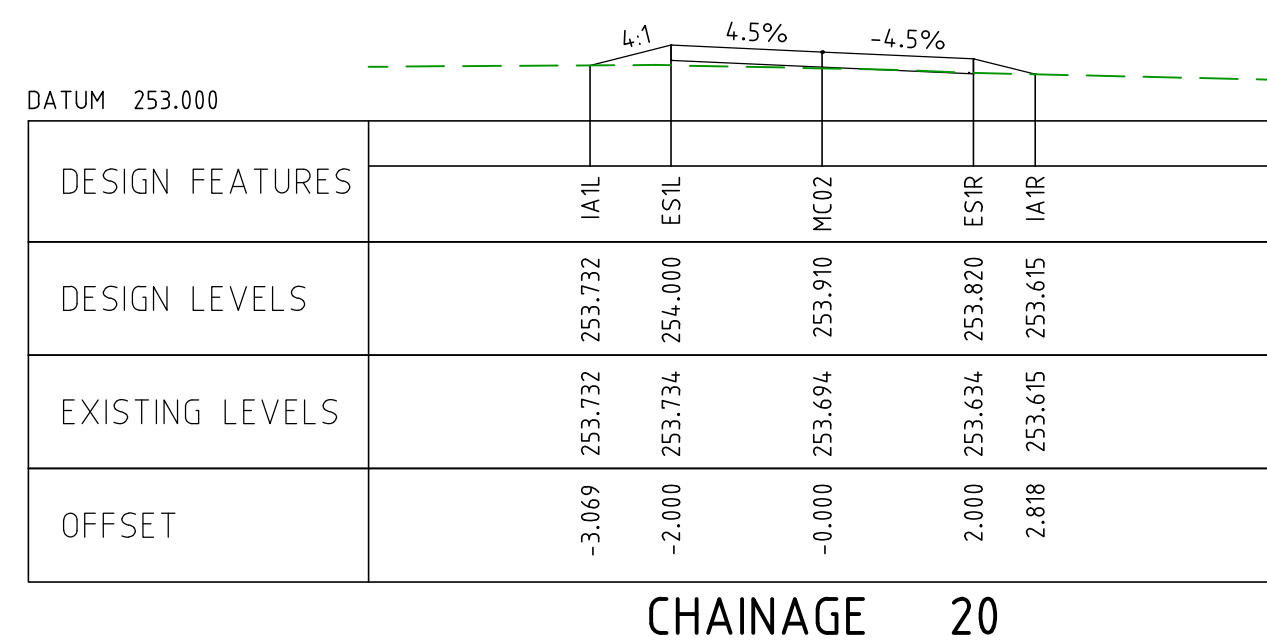
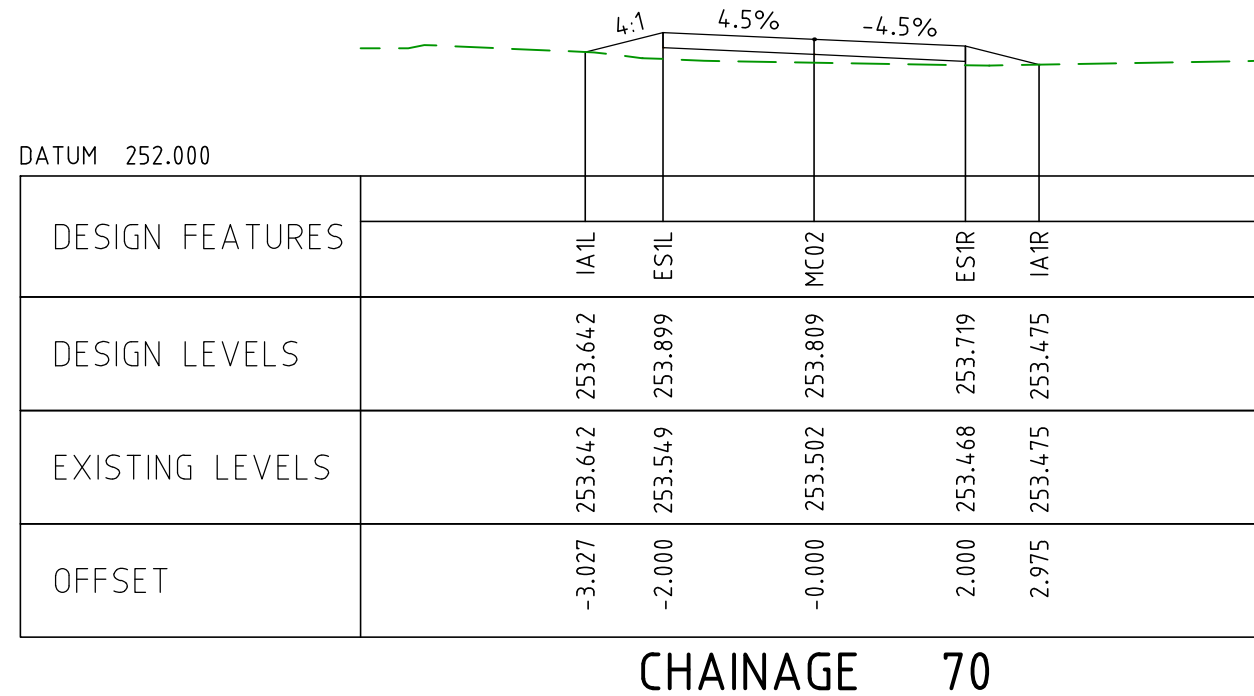
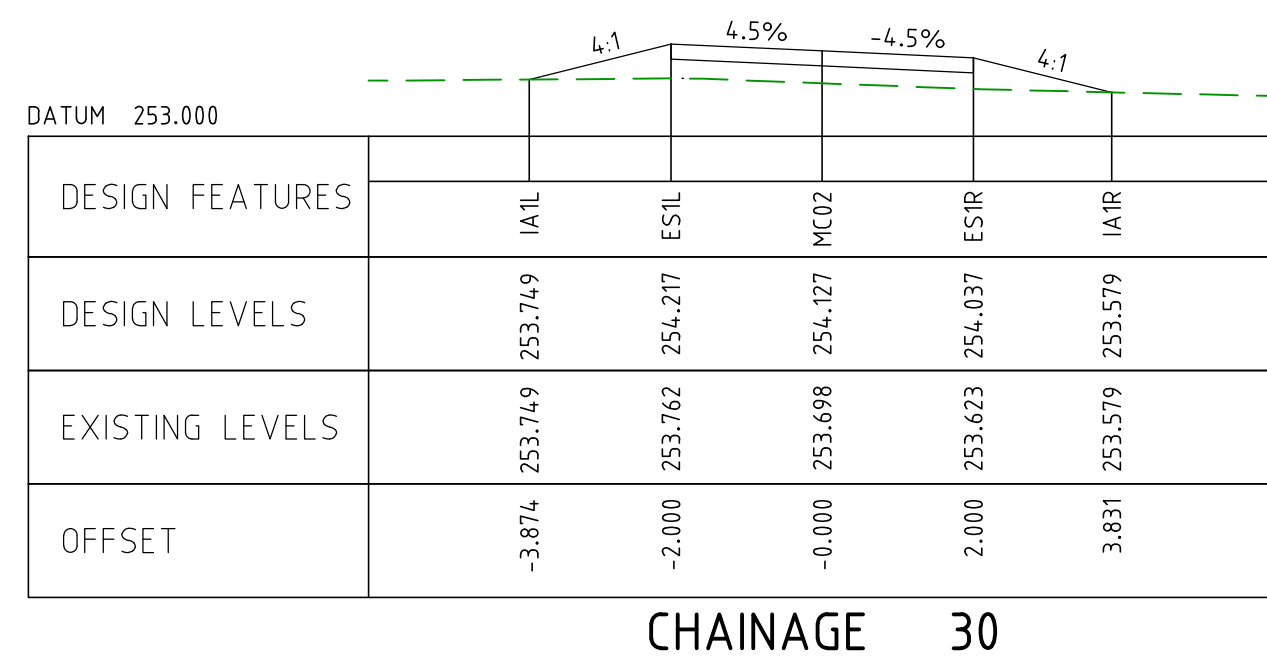
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					DESIGN CHECK	TM
					PROJECT MANAGER	DM
					PROJECT DIRECTOR	

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SCALE 1:20	SMC PROJECT No 3006519	PROJECT TITLE YORK - MERREDIN ROAD THE GROVES - DRIVEWAY & RAIL CROSSING

PROJECT TITLE YORK - MERREDIN ROAD THE GROVES - DRIVEWAY & RAIL CROSSING	PLAN AND PROFILE (MC02) CHA 0 TO CHA 130	SCALE AS NOTED	PHASE PRELIMINARY	PROJECT / DRAWING No 3006519-PP03	REVISION A
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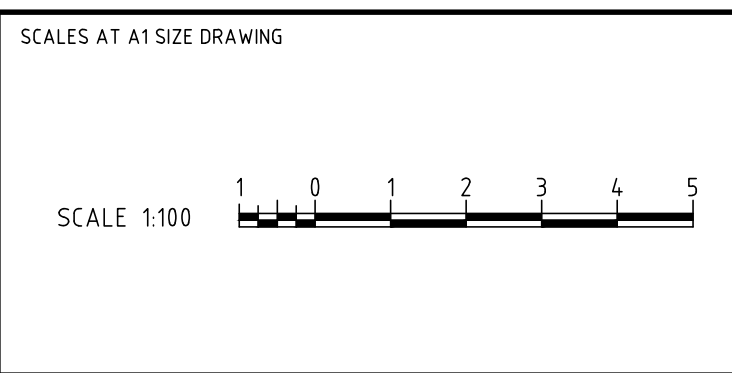
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						DESIGN CHECK	TM
						PROJECT MANAGER	DM
						PROJECT DIRECTOR	

PLOT DATE  
08 Mar 2022

TIME  
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DESIGNER

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SMC PROJECT No 3006519

CLIENT

SHIRE OF Uairading  
Take a closer look

PROJECT TITLE	YORK - MERREDIN ROAD THE GROVES - DRIVEWAY & RAIL CROSSING		
	CROSS SECTIONS (MC02)		
SCALE	PHASE	PROJECT / DRAWING No.	REVISION
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## 9.1.2 Electric Vehicle Station

### OFFICER RECOMMENDATION

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

*STRATEGIC PLANNING COMMITTEE RECOMMENDATION: SP19-21/22*

That the Strategic Planning Committee recommend to Council: -

That the motion to discuss and progress the electric vehicle charger project is deferred until the Strategic Planning Committee Meeting of 9th August 2022, to allow the officers to conduct additional investigation.

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

**VOTING REQUIREMENTS** – Simple Majority

*Strategic Planning Committee report and attachments Item: 7.1 - Electric Vehicle Station*

### IN BRIEF

- The Grants Team were requested by Council to investigate the purchase and installation of electric vehicle charging infrastructure within the town site.
- Two quotes have been sourced and a proposal prepared detailing the preferred infrastructure option and the upfront and ongoing project costs.
- There is currently no external grant funding available to support this project and Council may need to consider funding the entire project.

### MATTER FOR CONSIDERATION

Introducing electric vehicle charging infrastructure into the Shire of Quairading.

### BACKGROUND

With an increasing adoption of EV vehicles being purchased in Western Australia, there has been a strong shift towards providing the infrastructure to facilitate travel all over Western Australia.

As Western Australian's embrace the electric vehicle technology, it is imperative for EV charging infrastructure to be available to encourage visitors to change their travel route to the South West Great Southern and Eastern Wheatbelt, off the main highways and through small towns such as Quairading. An EV station opens many opportunities including economic benefits for small local business, not to mention the overall environmental benefits of encouraging renewable energy.

The attached Project Proposal outlines the background, costs, potential benefits and business models for funding the project.

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

- Nil in the 2022-23 Financial year
- Submitted for 2022-23 budget deliberations

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021-2031

- 2.1 Economy: 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)
- 4.3 Natural Environment: Demonstrate sustainable practices of water, energy and waste management
- 5.1 Governance: Shire communication is consistent, engaging and responsive
- 5.3 Governance: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

## COMMUNITY CONSULTATION

The Quairading Community Resource Centre (CRC) Manager has indicated their full support of the project, including the use of car spaces adjacent to the switchboard in the CRC car park.

## RISK ASSESSMENT

	Rating
Financial	Low <i>The project is currently in design phase. If accepted by Council, a detailed budget submission will be drawn up to be submitted to the Council Budget 2022/23.</i>
Health	n/a
Reputation	Low <i>Progression with the project would be seen by the community as i) encouraging more travellers to pass through Quairading with an economic multiplier impact, and ii) the Shire's commitment to reducing its carbon footprint and addressing climate change.</i>
Operations	n/a
Natural Environment	Low <i>A reduction in carbon footprint is beneficial to the natural environment.</i>

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

- A Project Proposal has been developed for the purchase and installation of a 50kw Fast Charging Electric Vehicle Station.
- Four potential locations within Quairading have been identified.
- Providing a public charging station has many potential benefits for tourism and local business.
- There is currently no external grant funding available to cover the cost of the project.

Cr Haythornthwaite commended Jen Green on the quality of the business case attached to the agenda item.

Consideration, debate and discussion included:

- Approaching local businesses to ascertain whether they would be interested in contributing to the project.
- Whether it would be a long time into the future before an electric car station was required because there are minimal electric cars in use at this time. There was group discussion and different views on the timing of all (or most) people moving across to electric vehicles.
- Whether Quairading would be one of the few local governments without a charging station if action was not taken.
- Whether Council had time to act on the motion. The station would be a 12-week build and there was the potential for the price to drop with time. Potential grant funding could become to be available at a later date. Electrical vehicle stations are currently powered by coal generated power. The Shire could invest in cleaner power to make a point of difference.
- It was acknowledged that encouraging people to purchase an electric vehicle is the “right move” environmentally.
- Whether the Shire could legally a loan to a business to purchase a station or to buy the station back after a certain amount of time.
- Whether Council should include the sum of \$50,000 in the 2022/23 budget to allow for the option for the electric vehicle station to be purchased should the revised business case and cost-benefit analysis support the project.

Council requested a higher level of investigation, to be tabled at the April 2022 or May 2022 Ordinary Council Meeting, dependent on the availability of the information.





# PROJECT PROPOSAL

## ELECTRIC VEHICLE CHARGING STATION

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April, 2022

Prepared by Jen Green, Grants & Projects Officer

## Contents

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## BACKGROUND

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Globally, electric vehicle (EV) uptake is on the rise. This decade has witnessed about 10 million electric cars on the road with a 41% increase of EV registrations in 2020. A further acceleration in uptake is expected as EV prices reaching equivalence with conventional vehicles. Governments around the world are supporting the transition to EVs as a fundamental action in achieving their emission reduction goals and many countries have now set dates for the phase out of traditional combustion engine (ICE) vehicle sales.

With global commitments to address climate change and limit the rise in global temperatures to 1.5°C, zero emissions vehicles are becoming a critical part of a lower-carbon society. Transport contributes 16% of Western Australia's greenhouse gas emissions. Petrol and diesel internal combustion engine (ICE) vehicles also produce nitrogen oxide (NOx) and particulate matter emissions that cause adverse health impacts. On average, Western Australians drive about 11,400 kilometres every year, each generating over 3 tonnes of carbon dioxide (CO<sub>2</sub>).

With an increasing adoption of EV vehicles being purchased in Western Australia, there has been a strong shift towards providing the infrastructure to facilitate travel all over our vast State.

As Western Australian's embrace the electric vehicle technology, it is imperative for EV charging infrastructure to be available to encourage visitors to change their travel route to the South West Great Southern and Eastern Wheatbelt, off the main highways and through small towns such as Quairading. An EV station opens many opportunities including economic benefits for small local business, not to mention the overall environmental benefits of encouraging renewable energy.

Currently, EV stations are installed in surrounding towns including York, Beverley, Brookton, Bruce Rock and Corrigin. They vary between slow and fast charging, funded through crowd funding, local business or purely Local Government Council funded.

## PROPOSAL

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To install a fast charging 50kw EV station with the Shire of Quairading town site. There are two proposed locations (map below):

1. Quairading BH Station or Quairading Tyre & Battery Supplies. Should one of these business' want to contribute 50% of the project cost in exchange for operating, managing and maintaining the asset this may be of longer-term financial benefit to the Shire.
2. Public carpark opposite Golden Grain Café. This location is ideally just off the main road and visible passing through town. However, access to electrical infrastructure means a line would have to be brought down from the nearest power pole. This could require an upgrade of the pole plus line connection fees which can range upwards of \$2000/m.
3. Quairading CRC Carpark. This location benefits from being close to the main street shops and Community Park. There is electrical infrastructure already present (meter box and transformer) which would cut down the cost of moving power cables. However, this site is not easily recognisable or easily accessible from the main street.

A 50kw charging station requires 100amp 3 phase supply from the electrical switchboard. While, initial indications from meeting with EV installers suggests the current loading on the CRC switchboard will

be sufficient, we are waiting on an official response from the Western Power Projects Team to confirm this. local trades will be used for the installation of circuit breaker and conduit and for the construction of a concrete plinth for the station to sit on.



It is proposed at first that charging would be provided free of charge. On average it costs \$0.45c/kWh to charge an electric vehicle. As most vehicles who stop and charge will not have an 'empty' tank, the average top-up will be about 20 minutes (approximately \$5-6). Credit card charging ports can be integrated into the charging machine also if needed.

## BENEFITS

1. Undisrupted and even increased commerce through local tourism and regular traveller stopovers, as EV owners from urban areas will naturally avoid small towns where they don't have access to charging stations. On average an EV owner will spend 20 minutes re-charging their car to get to the next location. A full charge will take about one hour giving approximately 400km range.
2. A stable source of additional revenue for the community (dependent on whether we assume ownership after installation).
3. A boost to individual businesses nearby, as potential customers who drive EVs will choose to do business where they can also conveniently charge their vehicles.
4. Cleaner, greener vehicles passing through town.
5. Potential to recover costs through direct charging.
6. Positioning the Shire for the real fact that in the near future everyone will have electric vehicles.

## COST


The Shire has sourced two quotes for the supply and installation of a fast charging station. Both quote options include the use of locally employed electrician and builder to carry out site preparations.

### Quote 1 (Gemtek)

The Shire of Quairading met with John Boyd, representative from Gemtek, an EV charging infrastructure & utility resource management solutions provider in March, 2022. Gemtek was provided with a scope of work to provide the supply and installation of a fast charging station. The total cost for Supply and install is \$45,751.69. Additional costs include local electrician (Est \$2,000) and concrete plinth construction (Est \$1,500).

<b>50kw DC EV charging station - Tritium50kw RTM - supply</b>	
<p><b><u>Supply of:</u></b></p> <ul style="list-style-type: none"> <li>• 1 x Tritium RTM 50kw DC EV charging stations which has RFID 6m dual CCS2 leads and network capabilities.</li> </ul> <p><b><u>Notes:</u></b></p> <p>This charging station has a 16-20 week lead time from date of order.  Site electrician to install an 80amp 3 phase electrical circuit from the electrical switchboard to the EV charging station.  This charging station will be capable of charging 1 car at 50kw or 2 cars simultaneously at 25kw per car.  Charging station will be programmed to be free to use.  This does not include installation of the station, this is to be done by the site electrician.</p>	
Sub-Total ex GST	\$42,948.00

<b>50kw DC EV charging station - Install budget</b>	
<p><b><u>EV charger install budget</u></b></p> <p><b><u>Scope of works:</u></b></p> <ul style="list-style-type: none"> <li>• SWMS and site inductions if required</li> <li>• Hiab to be used to install EV charging stations</li> <li>• Install of EV charging stations onto concrete pads using chemi anchors, nuts &amp; bolts</li> <li>• Complete electrical tests on installation</li> <li>• Power up EV charging station circuits</li> <li>• Test EV charging stations</li> <li>• Procure handover documentation and test results</li> <li>• Notes:</li> </ul> <p>Site electrician is to install an 80amp 3 phase circuit from the electrical switchboard to EV charging station location.  Circuit to be installed, tested and tagged out in the electrical switchboard ready for installation of the charging station.  Require the circuit to be coming out of the ground in a concrete pad using a 40mm conduit.  Customer is to install an 800 x 800 x 200mm concrete pad for the EV charger to be mounted to.</p>	
Sub-Total ex GST	\$2,803.69

Tritium RTM 50kW/75kW	Main features
	<ul style="list-style-type: none"> <li>• Slim, Compact, Stylish</li> <li>• Modular Design</li> <li>• Available in 50kW &amp; 75kW</li> <li>• Liquid Cooled &amp; IP65 rated</li> <li>• 3rd party certified</li> <li>• Latest Safety Standards</li> <li>• Durable, low maintenance</li> <li>• Increased reliability</li> <li>• Brandable exterior</li> <li>• Whisper quiet operation mode</li> <li>• Detailed specifications available on request</li> </ul>

## Quote 1 Project Budget Estimate:

Item	Cost (ex GST)
Supply of EV infrastructure	\$42,948.00
Installation fee	\$2,803.69
Local electrician pre work (est)	\$2,000.00
Concrete plinth (est)	\$1,500.00
<b>TOTAL</b>	<b>\$49,251.69</b>

## Quote 2 (EVSE)

The Shire of Quairading engaged EVSE to provide a quote for EV infrastructure. EVSE was provided with a scope of work to provide the supply and installation of a fast charging station. The total cost for Supply and install is \$54,237.00 which includes the use of local trades for site preparation. EVSE offer a software package to monitor and track electricity at \$540 per year plus a maintenance check at \$250 per visit.

### Rapid DC Charging Stations (Tritium & Ocular)



- Tritium 50kW RTM50 - \$ 39,987.00 ex GST

### Quote 2 Project Budget Estimate:

Item	Cost (ex GST)
Supply of EV infrastructure	\$ 39,987.00
Installation (including local trade input)	\$ 14,000
Software Platform (monitoring, billing etc)	\$250
<b>TOTAL (ex GST)</b>	<b>\$54,237.00</b>

## ONGOING COSTS

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The Tritium RTM 50kW EV charging station has a 20 year life as long as the machines are regularly maintained and monitored. Both companies offer an annual service pack and the machines can be remotely tested if a fault occurs. For a long-term capital investment, the running costs will be covered as electric car number increase, but it is unlikely for Council to recover the capital costs of the infrastructure in that time.

Item	Annual Cost	Cost over 20 years (lifespan)
Servicing/maintenance	\$1,040	\$20,800
Public charging costs (27c/kW, average charging time of 20 minutes/vehicle)	Average \$5.40 per charge @ ~100 charges per year	\$10,800
<b>TOTAL (ex GST)</b>		<b>\$31,600</b>

Item	Annual Income	Income over 20 years (lifespan)
Public charging costs (45c/kW, average charging time of 20 minutes/vehicle)	Average \$8.00 per charge @ ~100 charges per year	\$16,000
<b>TOTAL (ex GST)</b>		<b>\$16,000</b>

## FUNDING OPPORTUNITIES

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### OPTION 1 – Fully funded through Council

Several funding options to cover the cost of an EV charging station have been explored, however, there is currently no competitive or non-competitive funding available. Currently Council have committed \$10,000 to the project with no current expenditure.

1. State NRM Office Community Stewardship Program. This project covers many environmental based projects, however, upon enquiry, the outcomes of an EV station project would not fit the program.
2. Grant Guru: Searching the subscription based service did not reveal any opportunities in Western Australia.
3. State Government Electric Vehicle fast charging network: The McGowan Government is creating Australia's longest electric vehicle fast charging network by installing charging stations at 45 locations across the state. This funding was not available to the Shire of Quairading and all locations were chosen by energy providers and the State Government.

### OPTION 2 – Local business partnership, crowd funding etc

If Council chose not to fully fund the project, in the absence of external grant funding, there are other models of purchase that could be explored. Partnering with a local business by way of the Small Business Support Grants or other financial partnership could reduce the outlay for Council and allow the infrastructure to be placed within a business (BP, Quairading Tyre & Battery, Quairading Farmer's Co-op etc). The business would be responsible for maintenance and upkeep, while reaping the benefits of increased trade through visitation from EV drivers. This option would require an official

Expression of Interest process. It is unlikely that Council would get an interested party due to the large cost upfront and potential for requiring costly power upgrades.

Crowdfunding is the use of small amounts of capital from a large number of individuals to finance a new business venture. An EV station could be marketed to local Quairading businesses as the EV stations have room for branding/sponsorship logos. However, this option unlikely to yield the capital required in a short amount of time due to the limited amount of businesses locally that would be motivated to participate and their return on investment may never be reached.

## REFERENCES

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1 [www.wa.gov.au/sites/default/files/2020-12/Western\\_Australian\\_Climate\\_Policy.pdf](http://www.wa.gov.au/sites/default/files/2020-12/Western_Australian_Climate_Policy.pdf)

2 [www.iea.org/reports/global-ev-outlook-2021?mode=overview](http://www.iea.org/reports/global-ev-outlook-2021?mode=overview)

3 [www.wa.gov.au/government/publications/western-australias-future-battery-industry-strategy](http://www.wa.gov.au/government/publications/western-australias-future-battery-industry-strategy)



### 9.1.3 Organisational Culture and Capacity Building

#### OFFICER RECOMMENDATION

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

*STRATEGIC PLANNING COMMITTEE RECOMMENDATION: SP20-21/22*

That the Strategic Planning Committee recommend to Council: -

That Council notes the information provided and is advised that the 2022/2023 budget will propose the funding of professional development strategies for Works & Services employees.

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

**VOTING REQUIREMENTS** – Simple Majority

*Strategic Planning Committee report Item: 8.6 - Organisational Culture and Capacity Building*

#### Investment into Works & Services Employees

##### IN BRIEF

The Shire of Quairading's Works & Services employees must be well-positioned to compete for employment positions with a larger local government in preparation of the amalgamation of Western Australian local governments (whether this occurs in two, five or more years). This is not currently the case.

Without immediate investment in professional development for nominated Works & Services employees, there is a high-level risk that the employees will be forced to leave the Wheatbelt area to obtain employment elsewhere.

##### BACKGROUND

Historically the Shire of Quairading has employed executive members of staff through a mix of residential and 'drive in-drive out' models. Over the past 10 years it has been solely a 'drive in-drive out' model until the recent employment of the current Executive Manager, Corporate Services and CEO. Conversely, operational employees have tended to reside permanently in Quairading or surrounding Shires.

A recent analysis of employee training and other professional development records indicates that the primary investment for professional development has been directed towards executive members of staff while little investment in operational employees have been afforded. Of concern, employees (including long-term employees) working in the Works & Services area have been provided **only** with the opportunity to obtain base qualifications to be able to legally perform in the role. This is a high-level risk for the sustainability of the Quairading community.

The amalgamation of Western Australian local governments is inevitable (whether this occurs in two, five or more years) and our employees must be positioned to be competitive when this occurs. At this point in time our Works & Services employees are not positioned well to compete for positions with a larger local government. The larger local government after amalgamation will be either a Band 1 or Band 2 local government, so there will be high-level competition for the resulting well paid employment positions.

If Shire of Quairading employees do not secure positions with the new local government, the risk is a reduction of people residing in Quairading and the potential decline of associated businesses.



**MATTER FOR CONSIDERATION**

The matter for consideration is the level of priority Council places on the immediate need to assist in the professional development of our Works & Services employees.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Work Health & Safety Act 2020*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

A proposed schedule of professional development will be tabled at the May 2022 Council Meeting.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

- 1.1 Community: Work collaboratively with local and regional service providers to engage the community as active citizens.
- 2.1 Economy: 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).
- 2.4 Economy: Encourage local workforce participation.

**COMMUNITY CONSULTATION**

Nil

**RISK ASSESSMENT**

	Option 1	Retain Current Status
Financial	Low	Potentially Extreme
Health	Low	High
Reputation	Low	High
Operations	Low	High
Natural Environment	n/a	n/a

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

Ms Gibbs said she is currently working with the Works & Services staff to determine the skills, qualifications and knowledge gaps and the funding required to fill these gaps with internal staff.

Cr Stacey said he was concerned that road works would fall behind if an Executive Manager, Works & Services (EMWS) was not engaged as soon as possible. Ms Gibbs said:

- That she had worked with Mr Darren Wallace prior to his departure to gain a higher level of understanding of the works schedule.
- That there were systems (and other issues) impacting on meeting the works schedule that needed to be addressed within and outside of the Works & Services area.
- That it was the EMWS' role to develop schedule of works and the Leading Hand's role to ensure the schedule of works was achieved. The EMWS role was not operational.

Ms Gibbs said the successful applicant must have a strong background in managing and acquitting grants, project and program delivery and financial management or a strong desire and ability to develop these skills internally.

## 9.1.4 Community Grants Program (2022/23)

### OFFICER RECOMMENDATION

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

*STRATEGIC PLANNING COMMITTEE RECOMMENDATION: SP21-21/22*

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Officer's Report on Round 1 of the 2022/23 Community Grants and supports the Grant Assessment Document submitted by the Grants and Project Officer.
2. That Council allocates funds and resources in the 2022/23 Budget for Round 1 to the value of \$13,223.33 to the Clubs listed in the Grant Assessment Document; and
3. That Council allocates \$12,000 in the 2022/23 Budget for Grant 1 In-Kind funding and Round 2 of the Community Grant Program 2022/23.

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

**VOTING REQUIREMENTS** – Simple Majority

*Strategic Planning Committee report and attachments Item: 8.9 - Community Grants Program (2022/23) – Round 1*

### IN BRIEF

- Community Grant Process was reviewed, updated and endorsed by the Council in December 2021.
- Eight applications were received for Round 1 to the value of \$13,223.33.
- Details of each Application have been provided for Committee Consideration and Recommendation to Council.
- All applications were evaluated by the Grant Team based on criteria in the Grant Guidelines.

### MATTER FOR CONSIDERATION

1. Evaluation of Community Grant Applications received by Grants Project Officer on 31<sup>st</sup> March 2022.
2. Allocation of financial resources in the 2022/23 Shire's Annual Budget.
3. Allocation of financial resources in Round 1 of Community Grant Program.
4. Allocation of financial resources for Grant 1 – In-Kind funding 2022/23.
5. Allocation of financial resources for Round 2 of Community Grant Program 2022/23.

### BACKGROUND

At the December 2021 Council Meeting the Council adopted a revised Community Grants Policy and supporting documentation.

Round 1 of the Community Grant Program was opened on 4<sup>th</sup> January 2022 with Policy and Grant Application forms forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

Follow-up promotion of the Grants Program was circulated on the Shire's Facebook page on a regular basis and email.

Closing date for the submission of applications for grant funding was on 31<sup>st</sup> March 2022.

Four categories of Grant Funding were promoted:

Grant 1 - up to \$500 per annum – in-kind contributions from Council.

Grant 2 – Minor Projects \$500 to \$2500.

Grant 3 – Major Projects over \$2500.

Grant 4 – Annual / Recurrent Funding.

A total of eight applications was received to the value \$13,223.33.

Grant Type	Number	Amount
1	0	\$0.00
2	4	\$3,023.33
3	2	\$6,000.00
4	2	\$4,200.00
<b>Grand Total</b>	<b>8</b>	<b>\$13,223.33</b>

Grant 1 (in-Kind) funding will be open throughout the year

A second round of Grant 2 - (Minor projects) funding will be open from 1<sup>st</sup> July 2022 to 30<sup>th</sup> September 2022.

## STATUTORY ENVIRONMENT

*Local Government Act 1995.*

## POLICY IMPLICATIONS

Community Grant Policy

## FINANCIAL IMPLICATIONS

Nil – 2022/23 Financial year

Submitted for 2022-23 Budget deliberations

## ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.1 Community: Work collaboratively with local and regional service providers to engage the community as active citizens.
- 1.2 Community: Provide social and cultural activities for all members of the community.
- 1.4 Community: Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience
- 5.1 Governance: Shire communication is consistent, engaging and responsive
- 5.3 Governance: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

## COMMUNITY CONSULTATION

Policy and Grant Application forms were forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

## RISK ASSESSMENT

	Option 1:
Financial	Low Will reduce risk to Council and the clubs/organisations through better planning and delivery of projects supported by the Shire.
Health	Low
Reputation	Low
Operations	Low
Natural Environment	Low

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

- Eight grant applications were received and assessed. Assistance was provided to a number of clubs to ensure the applications were completed correctly. All grant applications met the selection criteria outlined in the Grant Guidelines. The number of applications and amount requested in Round 1 has decreased compared to last year's figures (13 applications for Round 1, 2021). The Bowling Club's \$10,000 annual loan repayment ended in 2021 which has significantly reduced the overall requested figure (Grant 4 – Annual recurrent funding).
- A Grant Writing Seminar was facilitated by the Shire during February run by 'Whitney Consulting' which helped build capacity for clubs to complete competitive applications. It is planned to hold this workshop annually as part of the program. It has been raised that the Shire could consider running the Community Grants Program to be open all year round (similar to the Business Support Grants).



# Community Grants Program Assessment

Grants 2,3,4 | 2022-23 Round 1

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Jennifer Gren

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## REQUESTS SUMMARY

Club	Grant	Amount	Project	Criteria 1 (40%)	Criteria 2 (20%)	Criteria 3 (40%)	Weighted Total
<b>Wamenusking Sports Club Inc</b>	2	\$1,000.00	Seeking funds to purchase targets for an Open Club Day in 2022	5	5	5	5.0
<b>Quairading P&amp;C</b>	2	\$500.00	Seeking funds for to assist running the 'Crunch & Sip' program.	5	5	4	4.8
<b>Quairading Belles Netball Club</b>	2	\$1,000.00	Seeking funds to assist in holding a Community event and Fundraiser	5	5	5	5.0
<b>Quairading RSL</b>	2	\$523.33	Seeking funds to install 2 additional flag poles at the Memorial	5	5	3	4.2
<b>Quairading Agricultural Society Inc</b>	3	\$3,000.00	Seeking funding to assist in the running of the 2022 Ag Show	5	5	5	5.0
<b>Quairading Aquatic Club</b>	3	\$3,000.00	Seeking funds to assist in the purchasing of new race timing software	5	5	5	5.0
<b>Wamenusking Sports Club Inc</b>	4	\$700.00	Annual Recurrent Funding – Maintenance Activities	5	5	5	5.0
<b>Tourist &amp; Tidy Towns Committee</b>	4	\$3,500.00	Annual Recurrent Funding – Maintenance Activities	5	5	3	4.2
<b>TOTAL REQUESTED</b>		<b>\$13,223.33</b>					



## BUDGET BREAKDOWN SUMMARY

Council's position is to fund to a maximum of one third of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.

It must be noted, however, that external funding is not always available to local groups. The resourcing and capacity of small regional community groups are not able to sustain their Clubs at the current rate of participation and Club income. They rely heavily on funding opportunities like this to run successful, well equipped clubs that align and complement the Shire's Strategic Community Plans and Policies.

Club	Grant	Council		Club		External		Total	Comment
		Amount	%	Amount	%	Amount	%		
Wamenusking Sports Club Inc	2	\$1000.00	29%	\$1,200.00	35%	\$1,250.00	36%	\$3,450.00	
Quairading P&C	2	\$500.00	33%	\$0.00	0%	\$1,000.00	66%	\$1,500.00	
Quairading Belles Netball Club	2	\$1000.00	30%	\$1,495.00	46%	\$768.00	24%	\$3,263.00	
Quairading RSL	2	\$523.33	33%	\$1046.67	66%	\$0.00	0%	\$1,570.00	
Quairading Agricultural Society Inc	3	\$3,000.00	9%	\$22,500.00	64%	\$9,500.00	27%	\$35,000.00	
Quairading Aquatic Club	3	\$3,000.00	33%	\$4,195.00	45%	\$2,000.00	22%	\$9,195.00	
Wamenusking Sports Club Inc	4	\$700.00	24%	\$2,237.00	76%	\$0.00	0%	\$2,937.00	Percentage contributions N/A (Annual Recurrent Grant).
Tourist & Tidy Towns Committee	4	\$3,500.00	63%	\$2,000.00	36%	\$0.00	0	\$5,500.00	Percentage contributions N/A (Annual Recurrent Grant).
<b>TOTAL REQUESTED</b>		<b>\$13,223.33</b>		<b>\$34,673.67</b>		<b>\$14,518.00</b>		<b>\$62,415</b>	

<b>Grant Type:</b>	1	2	3	4
<b>Applicant Information</b>				
<b>Name of Club/ Organisation</b>	Wamenusking Sports Club			
<b>Contact Person</b>	Alyson Groves	<b>Position</b>	Secretary	
<b>Contact Phone</b>	0488 722 463			
<b>Project Description</b>	Seeking funds to purchase to assist in hosting an Archery Open Day in 2022.			

<b>Criteria 1 – Community (40%)</b>	<b>SCORE</b>	<b>5</b>
• Does the request align with Shire's Strategic Community Plan?	Yes S1.1 & S1.2.	
• Identified and demonstrated need?	This club provides a way for local people to come together with a common interest to share experiences and learn new skills. The	
• Benefits to the Community	Provides a unique sporting facility and promotes increased participation in the social and cultural life of the community. The Open Day Event will attract many people from around WA to Quairading.	

<b>Criteria 2 – Organisation (20%)</b>	<b>SCORE</b>	<b>5</b>
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM & regular meetings, regular archery and tennis	
• Membership Numbers	28	
• Financial Management ( <i>strong v weak</i> )	Strong	
• Capacity to Complete Project ( <i>strong v weak</i> )	Strong	

<b>Criteria 3 – Project Cycle (40%)</b>	<b>SCORE</b>	<b>5</b>
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$3,450	
<b>Applicant Group / Club</b>	\$1,200	
<b>Council</b>	\$1,000	
<b>Other External Funding</b>	\$1,250	
• Capacity to meet any ongoing costs of project	Yes	

<b>Comments:</b>	Wamenusking provides Archery to its members and is hosting an Open Day in July this year which will attract approx. 40 locals plus Clubs from around WA. They are requesting assistance to purchase targets for this one off event. Budget meets Council's Grant Programme Policy.
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<b>Grant Type:</b>	1	2	3	4
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<b>Applicant Information</b>			
<b>Name of Club/ Organisation</b>	Quairading P&C		
<b>Contact Person</b>	Jo Mills	<b>Position</b>	Treasurer
<b>Contact Phone</b>	9645 3500		
<b>Project Description</b>	Seeking funds for to assist running the 'Crunch & Sip' program.		

<b>Criteria 1 – Community (40%)</b>	<b>SCORE</b>	<b>5</b>
• Does the request align with Shire's Strategic Community Plan?	Yes S2 & S4	
• Identified and demonstrated need?	The Program supports the town's most 'at risk' and vulnerable students, increasing attendance rates	
• Benefits to the Community	Promotes health and nutrition and is an inclusive program.	

<b>Criteria 2 – Organisation (20%)</b>	<b>SCORE</b>	<b>5</b>
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM, regular meetings	
• Membership Numbers	10	
• Financial Management ( <i>strong v weak</i> )	Strong	
• Capacity to Complete Project ( <i>strong v weak</i> )	Strong	

<b>Criteria 3 – Project Cycle (40%)</b>	<b>SCORE</b>	<b>4</b>
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$1,500	
<b>Applicant Group / Club</b>	\$0	
<b>Council</b>	<b>\$500</b>	
<b>Other External Funding</b>	\$1,000	
• Capacity to meet any ongoing costs of project	Yes	

<b>Comments:</b>	The 'Crunch & Sip' program is proven to be successful over the last three years, aligning with the current 'Breakfast Club funded by Foodbank WA. The program will benefit greatly with the addition of fresh fruit rather than the 'long-life' options currently offered by Foodbank WA. This is a joint project with Quairading DHS.
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<b>Grant Type:</b>	1	2	3	4
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<b>Applicant Information</b>			
<b>Name of Club/ Organisation</b>	Quairading Belles Netball Club		
<b>Contact Person</b>	Tamara Stacey	<b>Position</b>	Team Coordinator
<b>Contact Phone</b>	0437 978 644		
<b>Project Description</b>	Seeking funds to assist in a Fundraiser Event in 2022.		

<b>Criteria 1 – Community (40%)</b>	<b>SCORE</b>	<b>5</b>
• Does the request align with Shire's Strategic Community Plan?	Yes S1.1, S1.2, S2.2 and S4.2	
• Identified and demonstrated need?	This club provides a way for local people to come together with a common interest to share experiences and learn new skills. Social recreation outcomes for a wide range of age groups.	
• Benefits to the Community	Provides a unique sporting facility and promotes increased participation in the social and cultural life of the community. Social inclusion benefits, promoting physical and mental health and making sport available to all socio-economic groups by reducing costs. Actively supporting youth and Noongar groups. A fundraiser will complement the above benefits and ensure a sustainable Club	

<b>Criteria 2 – Organisation (20%)</b>	<b>SCORE</b>	<b>5</b>
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM & regular meetings, regular Netball games through Association	
• Membership Numbers	8	
• Financial Management ( <i>strong v weak</i> )	Strong	
• Capacity to Complete Project ( <i>strong v weak</i> )	Strong	

<b>Criteria 3 – Project Cycle (40%)</b>	<b>SCORE</b>	<b>5</b>
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$3,263	
Applicant Group / Club	\$1,495	
<b>Council</b>	<b>\$1,000</b>	
Other External Funding	\$768	
• Capacity to meet any ongoing costs of project	Yes	

<b>Comments:</b>	The Quairading Netball Club caters for many sectors of the community. The Club has actively sought external funding to assist in fundraising to keep the Club sustainable into the future. The Event is open to the whole community to attend.
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<b>Grant Type:</b>	1	2	3	4
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<b>Applicant Information</b>			
<b>Name of Club/ Organisation</b>	Quairading RSL Sub-Branch		
<b>Contact Person</b>	Eugene Stone	<b>Position</b>	Secretary/Treasurer
<b>Contact Phone</b>	0429 645 121		
<b>Project Description</b>	Seeking funds to install 2 additional flag poles at the Quairading Memorial		

<b>Criteria 1 – Community (40%)</b>	<b>SCORE</b>	<b>5</b>
• Does the request align with Shire's Strategic Community Plan?	Yes S1.2	
• Identified and demonstrated need?	The RSL requires two additional flag poles to display the Aboriginal Flag and the original Quairading RSL Flag	
• Benefits to the Community	The RSL want to acknowledge the contribution of past serving Aboriginal people of Quairading by installing a flag pole to display the Aboriginal Flag. This will provide historical significance and remembrance of local people who have served their country.	

<b>Criteria 2 – Organisation (20%)</b>	<b>SCORE</b>	<b>3</b>
• Incorporated body? Does it have a Constitution?	No	
• Structure & activities	Regular commemorative ceremonies	
• Membership Numbers	2	
• Financial Management ( <i>strong v weak</i> )	Strong	
• Capacity to Complete Project ( <i>strong v weak</i> )	Strong	

<b>Criteria 3 – Project Cycle (40%)</b>	<b>SCORE</b>	<b>5</b>
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$1,570.00	
Applicant Group / Club	\$1,046.67	
<b>Council</b>	<b>\$523.33</b>	
Other External Funding	\$0	
• Capacity to meet any ongoing costs of project	Yes	

<b>Comments:</b>	The Quairading RSL Sub-Branch is a small group, providing important acknowledgement of service through numerous annual commemorative events including ANZAC Day and Remembrance Day.
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<b>Grant Type:</b>	1	2	3	4
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<b>Applicant Information</b>			
<b>Name of Club/ Organisation</b>	Quairading Agricultural Society		
<b>Contact Person</b>	Jo Hayes	<b>Position</b>	Treasurer
<b>Contact Phone</b>	0428 466 219		
<b>Project Description</b>	Seeking funding to assist running the 2022 Quairading Agricultural show, in particular the entertainment costs.		

<b>Criteria 1 – Community (40%)</b>	<b>SCORE</b>	<b>5</b>
• Does the request align with Shire's Strategic Community Plan?	Yes S1.1, S1.2, 4, 4.2	
• Identified and demonstrated need?	The Ag Society has a long and successful history of providing and running the Quairading Ag Show for 99 years.	
• Benefits to the Community	Encourages an active community, inclusiveness, participation in the social and cultural life of the community and actively supports youth development.	

<b>Criteria 2 – Organisation (20%)</b>	<b>SCORE</b>	<b>5</b>
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM and volunteer committee meets monthly. One major event per year.	
• Membership Numbers	320	
• Financial Management ( <i>strong v weak</i> )	Strong	
• Capacity to Complete Project ( <i>strong v weak</i> )	Strong	

<b>Criteria 3 – Project Cycle (40%)</b>	<b>SCORE</b>	<b>5</b>
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$35,000	
<b>Applicant Group / Club</b>	\$22,500	
<b>Council</b>	\$3,000	
<b>Other External Funding</b>	\$9,500	
• Capacity to meet any ongoing costs of project	N/A	

<b>Comments:</b>	Run by a dedicated group of volunteers, they continue the tradition of the 'local show' for the benefit of community and visitors. Budget meets Council's policy of maximum 30% contribution of project costs and the group is actively seeking external funding.
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<b>Grant Type:</b>	1	2	3	4
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<b>Applicant Information</b>			
<b>Name of Club/ Organisation</b>	Quairading Aquatic Club		
<b>Contact Person</b>	Renee Anderson	<b>Position</b>	President
<b>Contact Phone</b>	0427 704 036		
<b>Project Description</b>	Seeking funding to purchase modern race timing software.		

<b>Criteria 1 – Community (40%)</b>	<b>SCORE</b>	<b>5</b>
• Does the request align with Shire's Strategic Community Plan?	Yes S1.1, S1.4	
• Identified and demonstrated need?	Provides opportunities for youth to learn valuable swimming/racing skills. Seeking to modernise the Club equipment and their operating practices as well as assist hard working volunteers who run it.	
• Benefits to the Community	Provides a unique and modern sporting facility and promotes increased participation in the social and cultural life of the community. Social inclusion benefits, promoting physical and mental health and making sport available to all socio-economic groups.	

<b>Criteria 2 – Organisation (20%)</b>	<b>SCORE</b>	<b>5</b>
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	AGM and volunteer committee	
• Membership Numbers	63	
• Financial Management ( <i>strong v weak</i> )	Strong	
• Capacity to Complete Project ( <i>strong v weak</i> )	Strong	

<b>Criteria 3 – Project Cycle (40%)</b>	<b>SCORE</b>	<b>5</b>
• Planning and design of project	Completed	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$9,195	
Applicant Group / Club	\$4,195	
<b>Council</b>	<b>\$3,000</b>	
Other External Funding	\$2,000	
• Capacity to meet any ongoing costs of project	Yes – committed to using reserve funding to upgrade the system every 10 years.	



<b>Comments:</b>	The Aquatic Club provides important opportunities for Youth in competitive Swimming. A new laptop/race timing software system will modernise club equipment and increase efficiency for club volunteers.
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<b>Grant Type:</b>	1	2	3	4
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<b>Applicant Information</b>			
<b>Name of Club/ Organisation</b>	Wamenusking Sports Club		
<b>Contact Person</b>	Alyson Groves	<b>Position</b>	Secretary
<b>Contact Phone</b>	0488 722 463		
<b>Project Description</b>	Annual Recurrent funding - Maintenance activities		

<b>Criteria 1 – Community (40%)</b>	<b>SCORE</b>	<b>5</b>
• Does the request align with Shire's Strategic Community Plan?	S1.1 & S1.2.	
• Identified and demonstrated need?	This club provides a way for local people to come together with a common interest to share experiences and learn new skills. Facilities require regular maintenance.	
• Benefits to the Community	Provides a unique sporting facility and promotes increased participation in the social and cultural life of the community.	

<b>Criteria 2 – Organisation (20%)</b>	<b>SCORE</b>	<b>5</b>
• Incorporated body? Does it have a Constitution?	Yes	
• Structure & activities	Regular social tennis and archery for the community.	
• Membership Numbers	28	
• Financial Management ( <i>strong v weak</i> )	Strong	
• Capacity to Complete Project ( <i>strong v weak</i> )	Strong	

<b>Criteria 3 – Project Cycle (40%)</b>	<b>SCORE</b>	<b>5</b>
• Planning and design of project	Complete	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$2,937	
<b>Applicant Group / Club</b>	\$2,237	
<b>Council</b>	\$700	
<b>Other External Funding</b>	\$0	
• Capacity to meet any ongoing costs of project	Yes	

<b>Comments:</b>	A well-established Club with ongoing building maintenance costs. Shire funding crucial for sustainability of the club and others like it, to keep up with rising insurance and other costs. Club active in seeking external funding.
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<b>Grant Type:</b>	1	2	3	4
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<b>Applicant Information</b>			
<b>Name of Club/ Organisation</b>	Quairading Tourist & Tidy Towns Committee		
<b>Contact Person</b>	Phyllis Brown	<b>Position</b>	Secretary
<b>Contact Phone</b>	0429 451 245		
<b>Project Description</b>	Annual allowance to operate by enhancing the town of Quairading by keeping it clean, tidy and inviting to passing tourists.		

<b>Criteria 1 – Community (40%)</b>	<b>SCORE</b>	<b>5</b>
• Does the project align with Shire's Strategic Community Plan?	S1.1, S1.2, S2	
• Identified and demonstrated need?	The Tourist & Tidy Towns Committee require continued support to be able to beautify the town with their projects and run the Tourist Centre.	
• Benefits to the Community	Volunteers work on making the town an inviting place for visitors to stop and spend money. Saturday morning markets and an annual garden day plus clean up days are of large benefit to the community.	

<b>Criteria 2 – Organisation (20%)</b>	<b>SCORE</b>	<b>5</b>
Incorporated body? Does it have a Constitution?	Constitution.	
• Structure & activities	Regular meetings and events, Tourist Centre open on set days.	
• Membership Numbers	16	
• Financial Management ( <i>strong v weak</i> )	Strong	
• Capacity to Complete Project ( <i>strong v weak</i> )	Strong	

<b>Criteria 3 – Project Cycle (40%)</b>	<b>SCORE</b>	<b>3</b>
• Planning and design of project	Yes	
• Management and delivery of project (incl. schedule)	Yes	
• Project Budget Breakdown – Total Project Cost	\$5,500	
Applicant Group / Club	\$2,000	
<b>Council</b>	<b>\$3,500</b>	
Other External Funding	\$0	
• Capacity to meet any ongoing costs of project	Yes	

<b>Comments:</b>	Essential volunteer service beautifying the town plus encouraging passing tourist trade and running events for the community.
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## Community Grants Application Form Grant 3 – Major Grants – Over \$2500 2022/23

### APPLICANT DETAILS

Name of Organisation	Quairading Agricultural Society Inc.
Contact Person	Jo Hayes
Position	Treasurer
Contact Phone Number	0428466219
Email Address	quairadingagshow@outlook.com
Postal Address	PO Box 143 Quairading WA 6383
Organisation's ABN:	25513527279
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	BSB 036172 Account # 760422

*The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount*

Please provide membership numbers for the previous financial year.			
Adults	320	Juniors	Part of family membership
Volunteers	30+	Paid Staff	0
Have you received support from Council previously?	Yes		
Year: 2021	Amount: \$3000		
Does your organisation receive any other source of funding? If yes, what?	Grants & Sponsorship		
What is your club's current financial position?	Transaction Account \$6021	Cash Reserves \$26597	

**PROJECT / EVENT DETAILS:****PROJECT TITLE: 2022 Quairading Ag Show****Please provide a description of the project or event for which you are seeking financial assistance.****You should include:-**

- The main services / activities your Club / Organisation provides and how this project / event works to progress those
- How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);
- How your organisation is going to manage and deliver your project;
- How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)
- Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.

**OUR ORGANISATION**

**The Quairading Agricultural Society is a vibrant, well organised, incorporated, not for profit group of like-minded locals who are dedicated to continuing the tradition of the "local show" for the benefit of all community members of Quairading and visitors.**

**The Quairading Agricultural Society hosts the annual Agricultural Show each year. The aim of the show is to provide affordable, friendly competition for individuals & families of all age groups, plus entertainment and information in an agricultural setting.**

**This annual event brings the whole community together for one day each year. Recent gate numbers have been 850 to 1,100. Together with the competition, entertainment is provided to all age groups, with a focus on the younger members of the community. To ensure inclusivity the show committee provides a good percentage of free rides and entertainment for children and teenagers, along with some paid rides**

**FUNDING OUR ACTIVITIES**

**The Ag Show is funded by some fundraising, annual membership, show day entry fees, requests for sponsorship and donations and income from some show day activities. Grants play the largest role in funding the ag show and we need to seek these from several sources including Shire of Quairading Community Grants Program to ensure the annual ag show is the best it can be.**

**PROJECT DELIVERY**

**The Quairading Agricultural Society consists of an executive committee and show committee which meets monthly, along with a good number of fabulous volunteers who step up at show time. The committee has successfully managed a range of projects recently and in years gone by.**



Describe how your event or project delivers benefit to the Quairading community or your target group.  
How does your proposal align with the Shire's Strategic Plans and Policies?



The *Strategic Community Plan 2017-2027* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (*starting on Page 25*).

[Click Here to view the Shire's Strategic Community Plan 2021-2031](#)

**The Quairading Agricultural Society and its associated activities meet three (3) critical outcomes contained in the Strategic Community Plan 2017-2027.**

## S1 - Active Community

### S1.1 Provide facilities and support participation in sport and recreational activities, facilities and clubs.

The show provides the facilities and encouragement for community members of all ages to participate on show in many different competitions and activities. The Ag Society also encourages community members to participate in the Agricultural Society and volunteer to help run a successful show.

### S1.2 Promote increased participation in the social and cultural life of the community.

This annual "social" event thrives and survives on the participation of the community members - from primary school age to mature age. 850 to 1,100 people through the gate in recent normal years.

### S4.2 Actively support youth development

The committee ensures both fun and educational activities are on offer as well as encouraging the submission of entries for the Exhibition Hall. The committee liaises with Quairading District High School via a teacher committee member to improve youth development outcomes, using the Ag Show as a way to deliver these.

Would it be possible to share your project with another group?

(i.e. Is there someone you can partner with? Does your proposal duplicating an existing service?) *Please Comment*

Yes

No

## MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date
Seek grants and sponsorship	Treasurer	March 2022	June 2022
Monthly meetings	Committee	March 2022	Sept 2022
Book entertainment providers	Committee	March 2022	Sept 2022
Book food vendors	Committee	March 2022	Sept 2022
Invite stall holders	Committee	March 2022	Sept 2022
Marketing & Promotions	Committee	March 2022	Sept 2022



<b>BUDGET BREAKDOWN:</b>		
<b>Description</b>	<b>Funding amount (ex GST)</b>	<b>Percentage (%)</b>
Applicant Club / Organisation	\$ 22500	64
External Funding (Grants / Loans / Donations)	\$ 9500	27
Council	\$ 3000	9
<b>Total</b>	<b>\$ 35000</b>	<b>100%</b>

How will you acknowledge the support received from the Shire of Quairading?	Local publications, Online & Social Media, Show day publications
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## CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

## DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Jo Hayes

Signed: .....

Date: 10/3/2022

## SUBMISSION INFORMATION:

All applications must be received BEFORE 4pm, 31<sup>st</sup> March 2022. **Late applications will not be accepted.**

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au) or post to PO Box 38, Quairading WA 6383.

## CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email [gpo@quairading.wa.gov.au](mailto:gpo@quairading.wa.gov.au).



<b>2022 Quairading Agricultural Society Ag Show Budget</b>				
<b>EXPENDITURE</b>		<b>Budget</b>	<b>Ag Society</b>	<b>Other</b>
Kids Tent	Face painters, etc	\$ 2,500.00	\$ 1,000.00	\$ 1,500.00
Equipment Hire	Sound, Stage, etc	\$ 3,000.00	\$ 1,000.00	\$ 2,000.00
Fireworks		\$ 5,000.00	\$ 2,000.00	\$ 3,000.00
Live Music	Band and Duo/Soloist	\$ 4,000.00	\$ 2,500.00	\$ 1,500.00
Rides		\$ 10,000.00	\$ 8,000.00	\$ 2,000.00
Demonstrations/Displays		\$ 6,000.00	\$ 6,000.00	
Security	2 personnel	\$ 1,000.00	\$ 1,000.00	
Promo, Printing & Postage	Membership, Schedule etc	\$ 2,500.00	\$ 500.00	\$ 2,000.00
Curtin Volunteers	Accom, meals	\$ 1,000.00	\$ 500.00	\$ 500.00
		<b>\$ 35,000.00</b>	<b>\$ 22,500.00</b>	<b>\$ 12,500.00</b>
				<b>\$ 35,000.00</b>
<b>INCOME</b>				
Membership	200 x \$12	\$ 2,400.00		
Gate Takings	350 x \$15	\$ 5,250.00		
Show Bags		\$ 500.00		
Site Fees		\$ 2,000.00		
Dad's Bar		\$ 4,000.00		
All day rider	100 x \$25	\$ 2,500.00		
		<b>\$ 16,650.00</b>		

**Quairading Agricultural Society Inc.**  
**AGM Minutes**  
**Tuesday 15<sup>th</sup> February 2022**  
**Starting 7:10pm at the Quairading CRC**

**ITEM 1: Attendance & Apologies**

**Attendees:** Jill Hayes, Helen Fraser, John Hards, Geoff Hall, Janet Hall, Geoff Stone, Philip Raymont, Jo Hayes, Peter Smith, Carolynne Thornton, Roger Davies, Britt Hadlow, Russell Stacey, Stacey Harris, Helen Fraser.

**Apologies:** Tamara Stacey, Kate Walker, Terryle Bartlett, Scott Richards.

**ITEM 2: Confirmation of previous AGM Minutes**

Pending alteration of date from Tuesday 18<sup>th</sup> February 2020 to 2021, moved that the minutes are a true and accurate record of the 2021 AGM.

Moved: Jo Hayes. Seconded: Helen Fraser. Carried.

**ITEM 3: Treasurer's Report**

As tabled by Treasurer Jo Hayes and inserted below.

Points of discussion:

- Expensive but successful 2021 show, leaves us still in a favourable financial position.
- Still awaiting some funds to be returned from Jetpack Entertainment after they cancelled after border restrictions. \$1500 of \$6000 returned so far. Hold up due to vendor's cash flow issue due to may cancelled shows.
- Nearly \$10k through the gate in entry fees
- Jo presented figures from last two shows in order for us to set a budget for the next show

Moved that the Treasurer's Report be accepted.

Moved: Jo Hayes. Seconded: Geoff Hall. Carried.

<b>Quairading Agricultural Society Inc.</b>					
As at 31st December 2021					
<b>Opening Balance 1/1/21 - \$77253 (1/1/20 - \$39757)</b>					
<b>Account</b>	<b>Debit</b>	<b>Credit</b>	<b>2021</b>	<b>2019</b>	<b>2018</b>
Interest Income		85.78			
Dad's Bar		10,515.51	6607	5351	7635
Grants		28,350.15	28350	16178	10000
Donations & Sponsorship		12,922.36	12922	5054	3814
Membership		3,864.00	3864	2424	2928
Site Fees		2,180.00	2180	2235	2702
Show Bags		730.00	730	951	1388
Entry Fees (inc float)		12,587.81	9987	6400	6786
Fundraising		5,517.48			
Info Booth (cash out Show Day)		3,470.00			
<b>TOTAL</b>		<b>80,223.09</b>	<b>64640</b>	<b>38593</b>	<b>35253</b>
Marketing & Promotions	4,285.99				
Show Day Costs	26,199.68				
Fundraising Costs	3,755.67				
Entertainment	43,557.40				
Office Expenses	1,571.50				
Printing & Stationery	1,389.33				
Federal Grant	42,376.00				
<b>TOTAL</b>	<b>123,135.57</b>				
Cash Reserve Account	16,453.89				
Term Deposit	10,146.57				
Cheque Account	5,214.81				
Accounts Receivable (Club)	3,139.20				
<b>CLOSING BALANCE 31/12/21</b>	<b>34,954.47</b>				
diff \$614.04 (GST)					

#### ITEM 4: President's Report

As read in meeting by President Peter Smith, and inserted below:

*2021 Quairading Agricultural Society Presidents Report Committee*

*The committee in place to organise the 100th show scheduled for 10 October 2020, and subsequently postponed due to COVID, agreed to stay on to continue their good work to ensure the 100th show was a success in 2021.*

*Jill Hayes continued as Secretary, Jo Hayes stayed on as Treasurer, Roger Davies Vice President and co-grounds coordinator along with Geoff Hall. Geoff also organised the photography and fire works.*

*Scott Richards controlled the gate with his band of volunteers while Geoff Stone organised the Showbag truck volunteers.*



*Helen Fraser was once again chief stewardess in the Exhibition Hall. Helen also put in many, many hours of volunteer time coordinating the collection, display and publication of the "100 Years Memorabilia".*

*Grant Mills looked after the Ram Shed sheep display and Greg Hayes looked after the wool entries. Stacey Harris took care of our young show-goers in the kids tent and Wendy Honey was stewardess for the chook entries again this year.*

*Russell Stacey stocked and organised the manning of Dad's Bar which was very well patronised for a cooling refreshment later in the day.*

*Tamara Stacey coordinated the "new" shelter providing an under-cover location for the life-style vendors.*

*Mervyn and Andrew Caporn coordinated the vintage machinery display and classic cars and trucks.*

*David Collard organised a display of Beryl Dick's art work and a display of Noongar Balladong culture. Murray Yarran, a local Noongar Balladong elder, gave a Welcome to Country address at afternoon tea in the Community Building.*

*The hard working committee, including many not named in the report, spent many hours through the year organising and raising funds to provide the best possible show we could. All of the above mentioned members, and others, were on hand through out the long day and night to ensure the show ran smoothly and was enjoyed by all who attended.*

#### *Show Day Planning*

*There were several themes discussed at the monthly committee meetings as ways to potentially make the 100th show inviting to all age groups and interest back grounds.*

*In a move away from previous years, COVID and the uncertainty of shearer representation, made the difficult decision of cancelling the Quickshear a reality for Helen Breeding and Don Handscombe.*

*In an attempt to attract young families to the show with the thought they may be able to stay a little later, gate opening was put back to 1200pm. It was also decided that along with free entry for under 16 YO's, the rides would be free of charge.*

*The later opening also supported the idea that fire works would be an excellent way to celebrate "100 Years" with families.*

*The 100th show was advertised as a way to bring ex-residents of Quairading, and descendants of the original 1913 committee, back to town. This proved very successful with many people commenting on how good it was "to catch up with people we hadn't seen for quite a while".*

*The committee also took this day as an opportunity to recognise and acknowledge the outstanding contribution made by Robin Comely, not only to the Quairading Ag Society but also to the Eastern Districts Committee and the Royal Ag Society WA, over nearly sixty years.*

*The 100th show was extensively advertised on social media, in local print and the local weekly Passion Sheet and Banksia Bulletin. GWN also ran a television advertising campaign in the weeks leading up to the show.*

#### *Show day*

*The exhibition hall was full with excellent displays of cake decorating, quilting and sewing, arts and crafts, vegetables and produce, school children's exhibits plus a special display of local artists and long-time contributors work.*

*With the support of the Quairading District High School, school children of all ages again participated in the show, displaying their very talented work in the exhibition hall.*

*The photography section, again well supported this year, was displayed in the exhibition hall dining room.*

*Congratulations to Helen and all her helpers and judges!*

*Grant Mills, with the help of Chad, organised past and present sheep breeders and property owners to bring their wool stencil in to be stencilled on to display boards. These complemented a fabulous display of photos, placards, ribbons and trophy's won over many years of competition at Quairading and the Royal. The ram shed looked very special on show day.*

*The new shelter, constructed with the assistance of local builder Adam May, was filled with life-style vendors displaying and selling their wares. The shire was represented in the shelter also.*

*Roger and Geoff worked hard all morning positioning the rides and displays which were to take up the show grounds area.*

*The show grounds, basically confined to the grassed area in front of the exhibition hall and Ag shed, was packed with rides, sideshows, kids tent, show bag truck, work horse display, bouncy castles, agricultural machinery, vintage machinery, classic cars and trucks, working sheep dog display, 10th Light Horse display and two mounted police officers.*

*Sabrina Hahn was very popular and entertained with her gardening knowledge and stories. Caroline Taylor provided the very informative cooking demonstrations in the Ag. shed*

*There was a variety of food vans on hand to feed and water the crowd plus the "Rest-a-While" coffee van. Dad's Bar opened after midday.*

#### *Afternoon Tea*

*Guests Grahme Fuchsbichler, Eastern Districts President, and wife Noreen, along with Beth McDonnell, Royal Ag Society WA Councillor, joined Robin Comely and his family, along with many locals and visitors, in the community building for afternoon tea.*

*Murray Yarran, a local Noongar Balladong elder, gave a Welcome to Country address to begin the formalities.*

*It was during afternoon tea that Robin Comley's contribution was acknowledged in a short address by his daughter Sue, outlining his many years of service. Robin and Sue then unveiled the Honour Board listing all the Quairading Ag Society Life Members.*

*The Lady Cake Decorators of Quairading presented a beautiful cake commemorating the 100th Quairading Show. It was ceremoniously cut by Jo, Helen and Jill.*

*The community building also housed the 100 Years Memorabilia display coordinated by Helen Fraser and contributed to by many members of the community. Helen also produced a booklet "From then 1913.....To now 2021 Celebrating 100 Years of the Quairading Agricultural Society Inc. The booklet was made freely available by the Ag Society to all members of the public.*

*Congratulations To Helen, her contributors and the CRC, for the outstanding work in putting the display together and producing the booklet.*

#### *Show Day Evening*

*One of the show highlights was the fireworks. Starting at 7:30pm and running for almost ten minutes, the fireworks were a very popular and spectacular display enjoyed by many families and show-goers, young and old.*

*Continuing well into the night, the band "The Steigers", entertained the crowd. The bar remained open, as did several food vendors. The new shed floor proved very popular with the dancers!*

#### *2021 Show Summary*

*With the crowd approaching 1,600 people, the day was a great success, enjoying very positive feedback from show goers and vendors. The review meeting, held the following week, was very positive with only a few opportunities for improvement raised.*

*The main concern for the reviewers was "where to from here?" Discussion included seeking feedback from the Quairading community on their expectations for a future show or annual event. I hope the show, or an equivalent annual event, continues to have the support of the committee and community.*

*The show was a great success, for the most part, enabled by the work of the committee and the support of the Quairading community - almost 320 members signed up this year.*

*The committee was very fortunate to secure funding from Lotterywest, Healthway, Collgar, CBH, CSBP, Shire of Quairading, Mia's Local Hero Grant, Baxters Rural, Ag Implements, Spearwood Wools, Road Safety Commission, Quairading Vintage Club and Quairading LCDC.*

*The committee was also supported by many local and district businesses and local families.*



*A very grateful thank you to all of the sponsors, businesses and families for their support.*

*A huge thank you to Jo for securing the funding and to Jill who coordinated the Ag Society monthly meetings and correspondence, the show day entertainment, the food vans plus all the publicity and printing for show day and the lead-up advertising. Various cancellations from different sideshows kept Jill very busy, right up to and including on show day.*

*Thanks also to Roger, Geoff, Wayne, Adam, Russell, Grant, Mark, Braden and the Stacey family for their support and help in erecting the new shelter.*

*Thanks also to the Shire for its support and grounds preparation for show day.*

#### *Eastern Districts Rural Ambassador Competition*

*Two entrants from Eastern Districts Ag Societies competed in this year's Rural Ambassador event. Quairading was very capably represented by Britt Hadlow who won the Eastern Districts section and competed in Claremont at the Royal.*

*Congratulations to Britt and all the Rural Ambassador entrants for caring about their communities and taking the time to compete.*

*Noel and Shauna Stone*

*I would also like to acknowledge the 40+ years of service provided to the QAS by Noel Stone. Noel and Shauna have left Quairading to begin their next adventure and I thank them for their years of service and wish them all the very best for their future endeavours.*

*Peter Smith*

*President, Quairading Agricultural Society.*

Move that the President's Report be accepted.

Moved: Geoff Stone. Seconded: John Hards. Carried.

### **ITEM 5: Election of Office Bearers**

All positions declared vacant by current President Peter Smith.

Guest Returning Officer Philip Raymont called for nominations for each position below:

#### **Executive Committee**

President: Peter Smith, nominated by Jo Hayes. Accepted.

Vice President: Roger Davies, nominated by Peter Smith. Accepted.

Secretary: **VACANT** Carolynne Thornton, nominated by Roger Davies. Declined.

Treasurer: Jo Hayes, nominated by John Hards. Accepted.

#### **Coordinator Roles**

Grounds: Roger Davies & Geoff Hall (succession plan needed)

Grants & Sponsorship: Jo Hayes

Marketing: **VACANT**

Food Vendors: **VACANT**

Entertainment Vendors: **VACANT**

Trade Sites: Tamara Stacey (pending acceptance)

Exhibition Hall: Helen Fraser

Kids Tent: Kate Walker

Gate: Scott Richards

Wheels: Andrew Caporn

Sheep: Grant Mills (pending acceptance)

Wool: Greg Hayes (pending acceptance)

Show bags: Geoff Stone

Bar: Russell Stacey & Ann Marie McWhirter

Poultry: Helen Fraser

#### **ITEM 6: General Business**

1. Show Date: Saturday 8<sup>th</sup> October 2022 (last weekend of October school holidays). *Moved Russell Stacey. Seconded Roger Davies. Carried.*
2. Membership: Jo Hayes moved that membership remain at \$12 per adult aged 16 and over. *Seconded Geoff Stone. Carried.*
3. Show Gate Price: Jo Hayes moved that entry price remains at \$15 per adult aged 16 and over and free for children. *Seconded Helen Fraser. Carried*
4. Jo Hayes moved motion of thanks to President Peter Smith, and in particular for ensuring the finalisation of the shed floor.
5. Geoff Stone moved a motion of thanks to outgoing Secretary Jill Hayes for her five years of commitment to the role of Secretary.

Meeting closed: 7:47pm

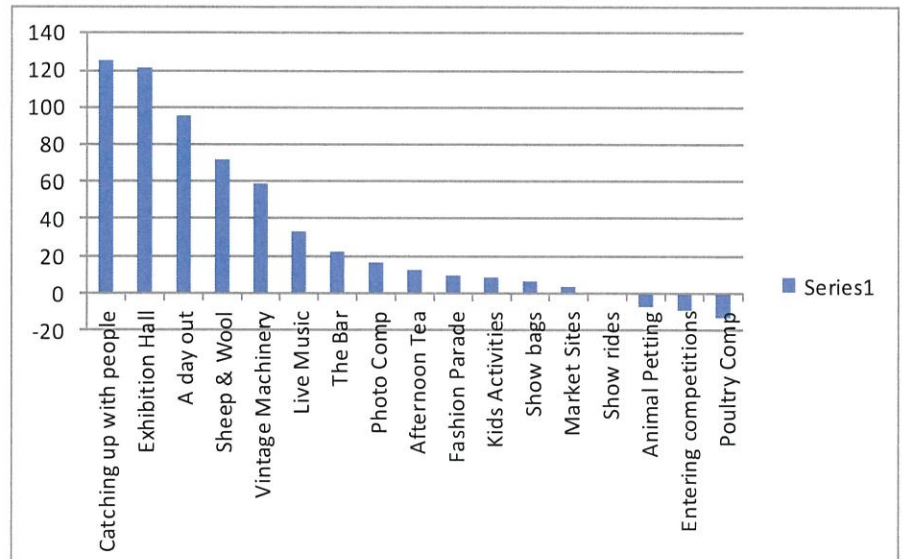
# Summary of Feedback Cards from 2021 Quairading Ag Show Page 130 of 271

~418 feedback cards received

~328 feedback cards completed

Circle which 3 aspects of the Ag Show you enjoy the most:		Circle which 3 aspects of the Ag Show you enjoy the least:	
Exhibition Hall	130	Show rides	42
Catching up with people	130	Poultry Comp	36
A day out	100	Kids Activities	34
Vintage Machinery	83	Animal Petting	34
Sheep & Wool	79	Fashion Parade	33
The Bar	54	The Bar	32
Live Music	51	Show bags	30
Fashion Parade	42	Vintage Machinery	24
Kids Activities	42	Market Sites	22
Show rides	42	Live Music	18
Show bags	36	Sheep & Wool	17
Photo Comp	29	Afternoon Tea	17
Afternoon Tea	29	Entering competitions	17
Animal Petting	27	Photo Comp	13
Market Sites	25	Exhibition Hall	9
Poultry Comp	23	Catching up with people	5
Entering competitions	8	A day out	5
	930		388

"Least Fav" votes subtracted from "Fav" votes allows us to rank the aspects in popularity	
Catching up with people	125
Exhibition Hall	121
A day out	95
Sheep & Wool	72
Vintage Machinery	59
Live Music	33
The Bar	22
Photo Comp	16
Afternoon Tea	12
Fashion Parade	9
Kids Activities	8
Show bags	6
Market Sites	3
Show rides	0
Animal Petting	-7
Entering competitions	-9
Poultry Comp	-13







## Community Grants Application Form Grant 3 – Major Grants – Over \$2500 2022/23

### APPLICANT DETAILS

Name of Organisation	Quairading Aquatic Club
Contact Person	Renee Anderson
Position	President
Contact Phone Number	0427042036
Email Address	jarmanderson@skymesh.com.au
Postal Address	PO Box 173, Quairading WA 6383
Organisation's ABN:	47279002182
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	036172 760019

*The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount*

Please provide membership numbers for the previous financial year.			
Adults	4	Juniors	53
Volunteers	10	Paid Staff	
Have you received support from Council previously?	Yes		
Year: 2022	Amount: In kind		
Does your organisation receive any other source of funding? If yes, what?	Yes. Kidsport grant funding, community donations.		
What is your club's current financial position?	Transaction Account \$7264.51	Cash Reserves \$6427.64	

## PROJECT / EVENT DETAILS:

**PROJECT TITLE:** [Click or tap here to enter text.](#)

Please provide a description of the project or event for which you are seeking financial assistance.  
You should include:-

- The main services / activities your Club / Organisation provides and how this project / event works to progress those
- How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);
- How your organisation is going to manage and deliver your project;
- How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)
- Attach any supporting documentation such as meeting minutes, project plans, photos, or diagrams to illustrate your request.

**The Quairading Aquatic Club provides opportunities for the youth in our community to learn valuable swimming skills. We provide them the experience of swimming competitively at a club, intertown and regional level. The club also hosts an annual intertown swim meet in which over one hundred swimmers from at least ten other clubs attend. The funding from the shire will assist the club in purchasing a laptop and race timing system. The club are looking to modernise our operating practices as well as optimise our time efficiency levels with up to date race timing software. With fewer volunteers available and a turnover of volunteers every few years, we are looking at alternate methods of keeping all of our current practices running without volunteer burnout, but also at making them easy to hand over to future committees and volunteers.**

**Our club is currently funded by member fees, fundraising in the form of an annual swim meet, as well as the occasional grant or donation from organisations such as Kidsport. Due to the large initial outlay of the operating system we are seeking funding from other avenues, including the shire and CBH Grassroots, so we can subsidise a portion of our cost and not leave our club financially vulnerable.**

**We anticipate that this system will need upgrading every ten years in which we will be able to put money aside for in our reserve account through our fundraising efforts.**

Describe how your event or project delivers benefit to the Quairading community or your target group.  
How does your proposal align with the Shire's Strategic Plans and Policies?

The *Strategic Community Plan 2017-2027* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (*starting on Page 25*).



[Click Here to view the Shire's Strategic Community Plan 2021-2031](#)

**Our project aims to continue sustaining our high participation numbers from the 2021/2022 season but to make it easier for our volunteers and committee to deliver quality swimming outcomes and opportunities by decreasing the workload placed upon them. Our project aligns with the Shire's Strategic Community Plan under the Community priorities of-**

**1.2 Provide social and cultural activities for all members of the community- Sporting and recreational facilities, increased participation; &**

**1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience- volunteers feel supported by the Shire.**

Would it be possible to share your project with another group?

(i.e. Is there someone you can partner with? Does your proposal duplicating an existing service?) *Please Comment.* **We are unable to share this project with any other group, however we would offer the use of our equipment to the school for the running of their swimming carnival and would be open to loaning the equipment for relevant community events.**

Yes

No





<b>BUDGET BREAKDOWN:</b>		
<b>Description</b>	<b>Funding amount (ex GST)</b>	<b>Percentage (%)</b>
Applicant Club / Organisation	\$ 4195	45
External Funding (Grants / Loans / Donations)	\$ 2000	22
Council	\$ 3000	33
<b>Total</b>	<b>\$ 9195</b>	<b>100%</b>

How will you acknowledge the support received from the Shire of Quairading?	Club noticeboard, club Facebook page, Banksia Bulletin write ups.
---	---

## CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

## DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Click or tap here to enter text. Renee Anderson

Signed: ..... R Anderson

Date: Click or tap here to enter text.

## SUBMISSION INFORMATION:

All applications must be received BEFORE 4pm, 31<sup>st</sup> March 2022. **Late applications will not be accepted.**

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au) or post to PO Box 38, Quairading WA 6383.

## CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email [gpo@quairading.wa.gov.au](mailto:gpo@quairading.wa.gov.au).

**Aquatic Club Treasurer Report****Credits**

Memberships	\$852.65	
Grants	\$1,200.00	Kidsport grant approved \$500. Not in bank account until mid April so 2021/22 season
Swim Meet	\$1,210.00	

**Debits**

Registration and affiliation	\$854.70	note :only just making even with \$495 affiliation
Co Op and CRC swim meet and coaching clinic	\$322.41	
medallions	\$2,030.00	
flippers	\$372.62	
pace clock and installation	\$1,067.00	

**opening balance main account****\$4,230.81****closing balance main account****\$5,079.65** \$848.84 total credit for season**Comm Soln cash reserve**

opening balance 1st April 2020

\$6,424.42

credit interest total

\$2.63

closing balance 31th March 2021

\$6,427.05



Size

- 15" (15)
- 14" (10)
- 13.3" (4)
- 13" (2)

Type

- 29)
- C (2)

Laptop (21)

(6)

Laptop Flex 5 (1)

Laptop Slim 1 (1)

Laptop Slim 5i (1)

Deals

Price Matched (31)

Price Guarantee (11)

(1)

At The Good Guys (1)

Guides

...

Compare

**Lenovo IdeaPad Flex 5 14" Win 11 2-in-1 Laptop**  
82HS00RTAU

**\$764.00**

PayPal 4 payments of \$191.00

★★★★★ Read 7 reviews

Compare

**Lenovo IdeaPad Slim 3i 14" Laptop**  
81V/A00E0AU

**\$799.00**

PayPal 4 payments of \$199.75

★★★★★ Read 29 reviews

Compare

**Lenovo IdeaPad Slim 3i 14" Win 11 Laptop**  
81V/A00N1PAU

**\$849.00**

PayPal 4 payments of \$212.25

★★★★★ Read 1 review

ADVERTISED

Compare

**Lenovo IdeaPad 3i 15.6" Gaming Laptop**

ADVERTISED

Compare

**Lenovo IdeaPad Slim 5i 14" Laptop**

ADVERTISED

Compare

**Lenovo IdeaPad Flex 5 14" Win 11 2-in-1 Laptop**

**NOTE: Meet Manager 8.0 has been released for production on February 14, 2020.**

[Click here for more information](#)

### Product Description

### Price

### Returning Customers

#### Meet Manager Upgrade

- ▶ Any additional features previously purchased will be automatically included in your new version
- ▶ For customers who currently have versions 7.0,6.0,5.0, 4.0, 3.0, 2.0 and 1.4
- ▶ Over 17 new features: [list of new features](#)
- ▶ This \$20.00 fee entitles you to two years year of telephone and email support.

\$269.00

\$20.00

### Returning Customers

#### Product Replacement for MM 8.0

- ▶ For customers who currently have version 8.0

\$25.00

### First Time Purchase

#### Meet Manager Start Up

- ▶ [Click here](#) for more information

\$349.00

#### Meet Manager Standard Package

- ▶ Includes Start Up & ribbon and entry labels

\$499.00

- ▶ This \$20.00 fee entitles you to two years year of telephone and email support.

\$20.00

### Extended Technical Support

- ▶ Purchase 2 year of extended technical support for Swim Meet Manager version 7.0

\$20

**NOTE:** This option is only available to customer who have an installed copy of SWMM7, if you need help reinstalling SWMM7 please call 877-692-0111 ext 3 or email [HyTekSupport@active.com](mailto:HyTekSupport@active.com) before making this purchase.

**QUAIRADING AQUATIC CLUB**  
**ANNUAL GENERAL MEETING MINUTES**  
**WEDNESDAY 20<sup>TH</sup> OCTOBER 2021 AT QUAIRADING CLUB**

**Meeting opened:** 3.30pm

**PRESENT:** Claire Gelmi, Renee Anderson, Stacey Harris, Sarah Caporn, Scott Fairhead, Shondelle Stone, Rebecca van der Wacht, Anthony Horton, Father Phillip (Anglican Minister)

**APOLOGIES:** Jo Mills, Jaimie Garrett, Kylie Squiers,

**MINUTES OF PREVIOUS MEETING:** Meeting of Wednesday 21<sup>st</sup> October 2020. Handed round and taken as read.

*Motion: To confirm the minutes as a true and accurate record.*

Moved Stacey Harris    Seconded Sarah Caporn CARRIED

**PRESIDENT REPORT:** See attached. Moved: Claire Gelmi    Seconded: Stacey Harris CARRIED

**TREASURER'S REPORT:** See attached. Moved: Stacey Harris    Seconded: Scott Fairhead CARRIED

**ELECTION OF OFFICE BEARERS**

Position	2020/21	2021/22
<b>President</b>	<i>Claire Gelmi</i>	Renee Anderson
<b>Vice President</b>	<i>Renee Anderson</i>	Meagan Hall
<b>Secretary</b>	<i>Sarah Caporn</i>	Sarah Caporn
<b>Treasurer/Registrar</b>	<i>Stacey Harris</i>	Stacey Harris
<b>Bank Signatories</b>	<i>Claire Gelmi, Renee Anderson, Sarah Caporn, Stacey Harris. Remove Carol Dall and Melanie Mills</i>	Renee Anderson, Meagan Hall, Sarah Caporn, Stacey Harris. Remove Claire Gelmi
<b>MPIO</b>	<i>Renee Anderson</i>	Renee Anderson
<b>Patron/s</b>	<i>Sarah Hadlow</i>	Shondelle Stone
<b>Coach/es</b>	<i>Kylie Squiers, Renee Anderson</i>	Renee Anderson, Shondelle Stone
<b>Starter</b>	<i>Scott Fairhead</i>	Scott Fairhead
<b>Race Coordinator</b>	<i>Claire, Sarah</i>	Sarah Caporn
<b>Marshall</b>	<i>Mel/ Stacey</i>	Stacey Harris
<b>Chief Timekeeper</b>	<i>Deanna Hathaway</i>	Anthony Horton
<b>Points Recorder</b>	<i>Claire &amp; Sarah</i>	Sarah Caporn
<b>Intertown Coordinator</b>	<i>Scott Fairhead</i>	Scott Fairhead
<b>Qdg Meet Coordinator</b>	<i>Claire Gelmi / Stacey Harris</i>	Claire Gelmi / Stacey Harris
<b>Catering - Swim Meet</b>	<i>Ros Fraser</i>	Meagan Hall
<b>Catering – Windup</b>	<i>Renee Anderson</i>	Renee Anderson



## OTHER ITEMS FOR DISCUSSION

**SUBS 2021/2022-** \$75 per swimmer to be paid by or on first training day. Our members fit the category of 'social fitness' rather than 'seasonal member' (other than those on the earlier pathways memberships). Registrations are now open. Sarah to post links to Facebook page. New members / swimmers must attend the Registration Day (refunding people who register but ultimately do not participate in Swimming Club is a pain).

## FIXTURES

EVENT	2020/21	2021/22
Registration Day	Thursday 6th November	Thursday 4 <sup>th</sup> November
Qdg Swim meet	Sunday 21st February	Saturday 26 <sup>th</sup> February
Club Championships	Thursday 11th March	TBC – Thursday 17 <sup>th</sup> March

## CONTINUATION OF TRAINING PRIOR TO TIME TRIALS:

The meeting discussed the pros and cons of an extra 20 min training session prior to Time Trials. It was ultimately decided to continue with the training for the Intermediate and Junior groups.

## SWIM MEET CHANGES & IMPROVEMENTS:

Corrigin will not be running their usual meet this season as they will be hosting the Great Southern Championships.

The meeting then discussed the Quairading Swim Meet. Those who attended the meeting voted to continue with running a Quairading Swim Meet and also moving to trial a Twilight timeslot (4pm-ish). There should be less to set up as we won't need so many shade shelters and will be a nice point of difference to the other meets our swimmers usually attend. The event should also highlight the amazing lights of the Quairading Pool. The Committee will work on how to shorten the programme to fit into a shorter timeframe.

## ENGAGEMENT OF OLDER SWIMMERS:

This item was discussed at the request of a member. It was resolved that it is not up to the Club to panda to the attitudes of swimmers who no longer want to actively engage with Swimming Club in the way it's always been run. The club and coaches' focus will remain on the current swimmers who want to be there.

## END OF SEASON ACTIVITY:

There is traditionally a Muck Up Day for those swimmers leaving the club mid-season for continuing school away from QDHS. Contract Aquatic Services usually offer a special floaty or inflatable for this day. Renee to approach the Pool Manager to coordinate this for Thursday 16<sup>th</sup> December 2021.

**Meeting closed:** 4.12pm



## Community Grants Application Form

### Grant 2 – Small Grants \$500 - \$2500

### 2022/23

#### APPLICANT DETAILS

Name of Organisation	Quairading Belles Netball Team
Contact Person	Tamara Stacey
Position	Team Coordinator
Contact Phone Number	0437 978 644
Email Address	quairadingbelles@gmail.com
Postal Address	1 Parker Street Quairading WA 6383
Organisation's ABN:	N/A
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	036-172 136267

*The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.*

Please provide membership numbers for the previous financial year.			
Adults	8	Juniors	5
Volunteers	15+	Paid Staff	0
Have you received support from Council previously?		Yes	
Year: 2020 and 2021		Amount: 2020: In kind use of the Town Hall 2021: \$1125 Community Grant (uniforms & Equipment)	
Does your organisation receive any other source of funding? If yes, what?		Membership income to cover registration costs to WA Netball, Avon Football Association and Quairading Football Club. Sponsorship from local businesses and individuals to cover award expenses.	
What is your club's current financial position?		Transaction Account \$4918.87	Cash Reserves \$ 0



## PROJECT / EVENT DETAILS:

<b>PROJECT TITLE:</b> Belles Fundraiser: Dean Misdale performs 'Life's a Drag'
<b>Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-</b>
<ul style="list-style-type: none"> <li>• The main services / activities your Club / Organisation provides and how this project / event works to progress those</li> <li>• How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);</li> <li>• How your organisation is going to manage and deliver your project;</li> <li>• How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)</li> <li>• Attach any supporting documentation such as meeting minutes, project plans, photos, or diagrams to illustrate your request.</li> </ul>
<p><b>The Quairading Belles Netball Club have for many years in the past held a Quiz Night as our main annual fundraising event but were recently offered the opportunity to host Dean Misdale with their Variety show - Life's A Drag.</b></p> <p><b>The show is an auto biographical story of Dean's life and everything that comes with it, it's a very tongue in cheek, very heart felt show with lots of laughs and very cheeky! Dean is one of the most well known drag performers in Perth, and his show Life's A Drag recently won the award for best Cabaret &amp; Variety show at the 2022 Perth Fringe Festival.</b></p> <p><b>Quairading, along with the rest of the world, has had to make very considered decisions while navigating the past two years with COVID-19. This has meant that many have avoided or declined to attend concerts and other forms of entertainment. The Belles in collaboration with the Quairading CRC look forward to bringing a world class cultural experience to the Quairading community while also actively creating a great sports club fundraising opportunity.</b></p> <p><b>The project will be jointly managed and delivered by the Belles and the CRC, with the responsibilities of each clearly defined and listed in the milestones and timeframe below.</b></p> <p><b>The club has steadily built strength over the past 3-4 years after coming off the back of several tough years of low club and player numbers and a very depleted bank account. The financial assistance requested in this application will provide leverage to the Belles to make this event a successful club fundraiser. We would like to push ourselves while being able to improve the overall financial position of the Belles and ensure future security for the inevitable ebbs and flows of club numbers. The Quairading CRC are happy to provide their in-kind services for marketing and ticketing and allow the Belles to fundraise through bar sales.</b></p> <p><b>The Belles are a very youthful squad, with the average age of a player in 2021 being 18 but as young as 14. We have historically and proudly had strong Noongar representation every year and truly believe the relationships and rapport built as members of this team contribute to overall improved relationships between Noongar and Wadjelas in everyday community life.</b></p>

[Click Here to view the Shire's Strategic Community Plan 2021-2031](#)

**Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire's Strategic Plans and Policies?**



The *Strategic Community Plan 2017-2027* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (*starting on Page 25*).

**The overall aim of the Quairading Belles is to provide a safe, inclusive club environment for all, to improve health by engaging in an enjoyable physical activity and to promote cross cultural interaction and respect. We promote and encourage healthy competition, sportsmanship, leadership, and commitment to a cause. We are in a building phase and really want to ensure succession of the club to utilise the proposed future redevelopment of sport and recreation facilities that is part of Shire of Quairading's Strategic Plan 2021-2031.**

**This event is open to the entire community and will be a fun cultural experience with an underlying theme of acceptance, inclusivity, and open-mindedness.**

**Would it be possible to share your project with another group?**

(i.e. Is there someone you can partner with? Does your proposal duplicate an existing service?) *Please Comment*

Yes

No

**We are partnering with the Quairading CRC to deliver this event.**

## MILESTONES & TIMEFRAME:

*Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?*

Item / Activity	Completed By Who?	Start Date	Completion Date
<b>Tentatively book preferred date with Performer (11 June)</b>	Quairading CRC	17 February 22	22 March 22
<b>Meeting with Quairading Belles representative to create a collaborative event plan</b>	Quairading CRC & Quairading Belles Rep	24 February 22	24 February 22
<b>Submit Shire of Quairading Community Grant application</b>	Quairading Belles	01 March 22	31 March 22
<b>Submit Shire of Quairading In-Kind grant application</b>	Quairading Belles	31 March 22	31 March 22
<b>Outcome of Grant to be received</b>	Quairading Belles	N/A	01 June 22
<b>Book the Town Hall with the Shire</b>	Quairading CRC	30 March 22	30 Mar 22
<b>Apply for Occasional liquor licence</b>	Quairading Belles	April 12 22	April 12 22
<b>Create and disperse marketing (print, radio and social media)</b>	Quairading CRC	30 April 22	11 June 22
<b>Ticketing</b>	Quairading CRC	30 April 22	11 June 22
<b>Order liquor from Club/Pub</b>	Quairading Belles	11 May 22	11 May 22
<b>Collect and return Hall Keys from Shire</b>	Quairading Belles	11 June 22	13 June 22
<b>Collect liquor &amp; manage the bar</b>	Quairading Belles	11 June 22	11 June 22
<b>Pack up</b>	Quairading Belles	11 June 22	11 June 22
<b>Event evaluation, acquittal and report writing for local publications</b>	Quairading Belles	11 June 22	30 June 22



## PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
<b>Entertainment</b>	Dean Misdale, Proud Entertainment	\$1000	\$540	\$ 0
<b>Venue Hire</b>	Shire of Quairading (Town Hall)	\$0	\$ 0	\$ 180 (Shire in-kind)
<b>Marketing and Promotion</b>	Quairading CRC (in-kind, 4 hours work @ \$40 per hour, printing 10 x A3 posters @ \$2 each, printing colour mail drop \$168, mail drop cost \$80)	\$ 0	\$ 0	\$ 428 (CRC in-kind)
<b>Hall Set Up and Pack Down</b>	Quairading Belles Netball (in-kind, 4 volunteers, 2 hours each at \$20 per hour)	\$ 0	\$	\$ 160 (Belles in-kind)
<b>Bar Stock</b>	Quairading Club and the Quairading Hotel	\$ 0	\$ 900	\$0
<b>Liquor licence</b>	DLGSC	\$ 0	\$ 55	\$ 0
<b>Sub-Total Budget</b>		<b>\$ 1000</b>	<b>\$ 1495</b>	<b>\$ 768</b>
<b>Total Budget</b>		<b>\$3263</b>		

### External Funding - Grants / Loans / Donations

Please provide details of any other funding your group has applied for or received that will contribute to this project: We are simultaneously applying for an in-kind Grant from the Shire of Quairading for use of the Town Hall.

Name of organisation/funding source/type	Status (e.g. Received, pending)
Shire of Quairading In-kind grant application	Pending
Ticket Sales	Pending
Bar Sales Income	Pending



<b>BUDGET BREAKDOWN:</b>		
<b>Description</b>	<b>Funding amount (ex GST)</b>	<b>Percentage (%)</b>
Applicant Club / Organisation	\$ 1495	46%
External Funding (Grants / Loans / Donations)	\$ 768 in-kind	24%
Council	\$ 1000	30%
<b>Total</b>	<b>\$ 3263</b>	<b>100%</b>

How will you acknowledge the support received from the Shire of Quairading?      Mentioned on all promotional material (print and online), thanked on the night and in any post event write ups.

## CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

## DECLARATION:


I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Tamara Stacey

Signed:



Date: 31/03/2022

## SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31<sup>st</sup> March 2022 (Round 1) or 30<sup>th</sup> September 2022 (Round 2).

**Late applications will not be accepted.**

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au) or post to: PO Box 38, Quairading WA 6383

## CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email [gpo@quairading.wa.gov.au](mailto:gpo@quairading.wa.gov.au)

# Profit and Loss

## Belles Netball Club

Date Range: Jan 01, 2022 to Dec 31, 2022



ACCOUNTS	Jan 01, 2022 to Dec 31, 2022
<b>Income</b>	
Direct Public Support – Business Contributions	\$1,800.00
<b>Total Income</b>	<b>\$1,800.00</b>
<b>Total Cost of Goods Sold</b>	
	<b>\$0.00</b>
<b>Gross Profit</b>	<b>\$1,800.00</b>
As a percentage of Total Income	100.00%
<b>Operating Expenses</b>	
Equipment Lease or Rental	\$1,275.00
Uncategorized Expense	\$509.98
<b>Total Operating Expenses</b>	<b>\$1,784.98</b>
<b>Net Profit</b>	<b>\$15.02</b>
As a percentage of Total Income	0.83%

# Profit and Loss

## Belles Netball Club

Date Range: Jul 01, 2021 to Jul 01, 2022



ACCOUNTS	Jul 01, 2021 to Jul 01, 2022
<b>Income</b>	
Direct Public Support – Business Contributions	\$1,800.00
Direct Public Support – Corporate Contributions	\$1,225.00
Direct Public Support – Individual Contributions	\$2,210.00
Indirect Public Support	\$123.90
Miscellaneous Revenue	-\$340.00
Program Income – Membership Dues	\$60.00
Sales	\$50.00
<b>Total Income</b>	<b>\$5,128.90</b>
<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>
<b>Gross Profit</b>	<b>\$5,128.90</b>
As a percentage of Total Income	100.00%
<b>Operating Expenses</b>	
Contract Services	\$2,124.82
Equipment Lease or Rental	\$450.00
Office Supplies	\$280.00
Printing and Reproduction	\$78.00
Uncategorized Expense	\$509.98
<b>Total Operating Expenses</b>	<b>\$3,442.80</b>

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<b>Net Profit</b>	<b>\$1,686.10</b>
As a percentage of Total Income	32.87%

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## Quairading Netball Association

### AGM held at Quairading Club

October 20<sup>th</sup>, 2021

**Meeting Opened** : 4pm

**Present** : Claire Gelmi, Stacey Harris, Renee Anderson, Sarah Caporn, Meagan Hall, Bec Van de Wacht, Anthony Horton,

**Apologies** : Jo Mills, Deanna Hathaway, Tamara Spark

**Minutes of Last AGM** : Moved Stacey Harris                      Seconded : Claire Gelmi

**Business Arising from AGM Minutes** : Nil

**President's Report** : See attached.

**Treasurer's Report** : See attached. Stacey moved that her report be accepted as true and correct. Seconded Sarah Caporn.

Correspondence In : Nil

Correspondence Out : Nil

### **Nominations**

Position	Person Nominated	Nominated By	Accepted
President	Jo Mills	Stacey Harris	Yes
Secretary	Meagan Hall	Renee Anderson	Yes
Treasurer	Stacey Harris	Claire Gelmi	Yes
Vice President	Bec van Der Wacht	Sarah Caporn	Yes
Match Co Ordinator	Renee Anderson	Claire Gelmi	Yes
Fergie Caterer	Junior Netball	Rosie / Emma	TBC
Wind Up Caterer	Junior Footy		
Coaches Yr 4 +	TBC		Yes
Net Set Go Coach	Amy Wilson	Stacey Harris	Yes

### **General Business**

- 1) Fees for 2022. Fees to be confirmed and set by the committee. Netball WA have moved to a new payment/portal system.
- 2) Registration Day and Training Day to be held at end of Term 1.
- 3) Online and Cheque Book Signatories - Stacey Harris, Jo Mills and Meagan Hall.



At least 2 signatories to sign.

Online administrator to be Stacey Harris. Remove Claire Gelmi and Sarah Caporn.

4) Belles

Belles Signatories - Tamara Spark and Stacey Harris

Belles Online Banking –Tamara Spark and Stacey Harris

Belles Coordinators - Tamara Spark

Meeting closed at 4.47pm

## Avon Football Association Netball Competition

### General Committee Minutes of meeting 29<sup>th</sup> July 2021



#### 1. Welcome and Apologies

Meeting Opened by Coordinator at 6:38 pm (Cunderdin Hotel)

##### Attendance:

Ally Turnbull (AFA Secretary), Kimberley Burton (Cunderdin), Fiona Matheson (York), Jen Murray and Bec Smith (Beverley), Lisa Blair (Federals),

**Apologies:** Chantelle Mead (Beverley), Dakota Narrier (Railways), Tamara Stacey (Quairading), Carol Dall (AFA Treasurer)

#### 2. Minutes of Previous Meeting

- Minutes of the previous General Meeting held March 23 2021 (tabled) were presented and accepted as a true and correct record. Bec Smith / Maddy O'Brien
- Actions arising from the previous meeting
  - Directed to General Business

#### 3. Finance

- Registrations & Affiliation
  - Registration – outstanding payments followed up. Most have cash held by clubs.
  - Invoice from Netball WA – queried and being followed up as first invoice was incorrect.
- Sponsorship 2022
  - Sponsor for the 2022 season required. All clubs to be actively looking for a major sponsor for the netball competition.

#### 4. Netball WA & Regional Update

Netball WA	Action	Who
<ul style="list-style-type: none"> <li>• Covid updates</li> <li>• Meetings</li> </ul>		
Regional	Action	Who
<ul style="list-style-type: none"> <li>• Umpires – Green shirt program 2022</li> <li>• Coaching courses (August 8) or 2022</li> <li>• Rules discussion &amp; game management workshops 2022</li> </ul>		

#### 5. General Business

Discussion	Action	Who
<b>Finals</b>		
<b>Dates</b>		
Cunderdin 21 August	<ul style="list-style-type: none"> <li>• Refer finals checklist in Handbook</li> <li>• New balls – using Belt up balls, AFA secretary has and will distribute</li> <li>• Paperwork – all clubs have their own distributed at commencement of the year.</li> </ul>	Host Teams
Kellerberrin 22 August		
Railways 29 August		
Federals 5 September		
<b>Umpires</b>		
<ul style="list-style-type: none"> <li>• Preferably acquire umpires that can do the whole finals series.</li> <li>• Umpires contacted on the list and either unavailable or haven't replied. Contacted Shirley Nichols and Sheridan Carlson on 2 June 2021. Not able to assist. Have contacted Rheannon Turton and Geraldine Taseff, still waiting to hear back.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Steph Walsh Merredin</li> <li>• Follow up contacts               <ul style="list-style-type: none"> <li>○ Rheannon</li> <li>○ Geraldine</li> <li>○ Gerri Tassef</li> </ul> </li> </ul>	Coordinator
•		

- May need to break finals series up
  - Cunderdin & Kellerberrin Games
  - Wendy McNeil and Melinda White (Kbn) and Steph Walsh (Mdn) are all badged Kellerberrin.
- Federals/Railways Games (Kalamunda Assoc and Eastern Hills umpires)
- Umpire fees + travel allocation

#### By Laws

#### Discussion on amendments/updates for 2022.

- Whole document – ANL changed to Avon Football Association Netball Competition
- Remove yellow highlighted areas
- 7 Alteration to a fixtured game
- 10 Final Matches
- 11 Team Officials

#### Handbook

- Feedback sought, amendments to be completed.

#### Start times – Finals and 2022

- Finals – By Laws state 12.30pm
- Discussion about crossover time and if clubs have a team playing Reserves and Netball
- Start time – discussed an 11.30 start time for Netball 2022.

#### Round the Table

2022 – Play each team only twice – all agreed

2022 – Country Week

Netball Game Envelopes – a few are missing as they have not gone into the game envelope.

Avon Netball Rep at AFA meetings - Coordinator is at all Secretary and President meetings however not at Director meetings.

#### Teams asked to review and submit approval and any recommendations by 20 August 2021

Remove #1 and replace with 7.1, 7.2, 7.3  
10.1 Feedback on “ALL finals must be played on the scheduled day at 12.30pm.” - this will depend on Agreed that whole section (in green) should go directly into the finals section.

Information from handbook comes from By-laws and will be updated accordingly. Anyone with additional information/links for Handbook to advise coordinator.

Game should be 12.30pm as per By-laws. Agreed game could change to 11.30am however this would have to be agreed to in advance by both clubs and following the change of fixtured time procedures in the handbook and the AFA advised. All clubs to discuss and advise for 2022

- Feedback to AFA Directors
- Coordinator to be appointed
- Sponsor to be sought
- Uniforms
- Accommodation
- Umpire

Those that have any envelopes to get to Ally Turnbull ASAP

Date

#### 6. Next Meeting & Meeting Close

- 2022
- 7.44pm



## Community Grants Application Form

### Grant 2 – Small Grants \$500 - \$2500

### 2022/23

#### APPLICANT DETAILS

Name of Organisation	Quairading DHS P&C Association
Contact Person	Jo Mills
Position	Treasurer
Contact Phone Number	9645 3500
Email Address	Chad.mills@bigpond.com
Postal Address	1455 Mills Road, Aldersyde 6306
Organisation's ABN:	42383255882
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	Westpac BSB: 036-172, Account: 760326

*The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.*

Please provide membership numbers for the previous financial year.			
Adults	10	Juniors	0
Volunteers	25	Paid Staff	0
Have you received support from Council previously?	Not Sure		
Year: Click or tap here to enter text.	Amount: Click or tap here to enter text.		
Does your organisation receive any other source of funding? If yes, what?	None other received		
What is your club's current financial position?	Transaction Account \$5699	Cash Reserves \$10358	



## PROJECT / EVENT DETAILS:

<b>PROJECT TITLE: Breakfast Club support for students at Quairading DHS</b>
<b>Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-</b>
<ul style="list-style-type: none"> <li>• The main services / activities your Club / Organisation provides and how this project / event works to progress those</li> <li>• How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);</li> <li>• How your organisation is going to manage and deliver your project;</li> <li>• How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)</li> <li>• Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.</li> </ul>
<p>The QDHS P&amp;C Association is run by a volunteer committee to support all students in Quairading District High School (QDHS). We provide both financial support and support through volunteering at events such as catering &amp; rewards days.</p> <p>Quairading DHS has a current student enrolment of 136 students, over 50% are Aboriginal. We have students from low-socio backgrounds along with students who reside on rural properties and within Quairading town.</p> <p>We would like to request Shire support with the Crunch &amp; Sip program. This aligns with the provision of Breakfast Club which is supported by Food Bank WA. This currently assists students who have not been able to have breakfast at home and have not brought food to school for the day. We have been providing this service to our students for several years and regularly see 15-20 students accessing the program each day.</p> <p>Students are currently served tinned fruit, baked bean, tinned spaghetti, Weetbix, milk and orange juice – these foods are provided by Food Bank WA. Foodbank WA offer us long-life food provisions 4 times a year, this is a donation of product only (no cash). As we are not located on the delivery route we are unable to access fresh produce in this program.</p> <p>We believe it is in the interest of promoting student health that we provide fresh fruit and veg as part of the program offered at QDHS, we also see an increase in the student numbers accessing the program when we are able to offer fresh fruit and veg.</p> <p>School staff are rostered on each recess to run the Breakfast Club along with Student Councillors. This program has been provided to students for the last 4 years and will continue to be run over coming years as long as we have student/family demand. QDHS ensure that rosters include staff to run the program each day providing continuity for students who then know they will be able to access food each day at school. Food Bank is a long term program which we foresee being a support for us well into the future.</p> <p>The P&amp;C would like to assist the school with the purchase of fresh fruit and veg each week and would greatly appreciate a Shire of Quairading grant approval.</p>

[Click Here to view the Shire's Strategic Community Plan 2021-2031](#)



**Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire's Strategic Plans and Policies?**



The *Strategic Community Plan 2017-2027* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (starting on Page 25).

The provision of the Crunch & Sip and Breakfast Club programs support our most 'at risk' and vulnerable students. It promotes health and nutrition and helps to increase attendance rates of these students. Although aimed at 'at risk' students any student may access this program ensuring inclusion of all students.

**This contributes to the Shire Strategic Community Plan – Objective 1.3 – Advocate for the provision of quality health services, health facilities and programs in the Shire**

**Would it be possible to share your project with another group?**

(i.e. Is there someone you can partner with? Does your proposal duplicating an existing service?) *Please Comment* **N/A**

Yes

No

## MILESTONES & TIMEFRAME:

*Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?*

Item / Activity	Completed By Who?	Start Date	Completion Date
Purchase fruit and veg	Jo Mills	1/2/22	15/12/22
Order Foodbank supplies (4 times a year)	Jo Mills	1/2/22	15/12/22
Prepare foods at 10.40am each school day, supervise service and clean up afterwards	Jo Mills, Penny Johnston, Kendra Baker, Rochelle Osborne, Kylie Squiers & student councillors	1/2/22	15/12/22

## PROJECT BUDGET & COSTINGS:

*Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.*

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
Fresh fruit and veg	Quairading Co-Op	\$ 500	\$	\$
Long life foods	Foodbank WA			\$1000
<b>Sub-Total Budget</b>		<b>\$ 1500</b>	<b>\$</b>	<b>\$</b>
<b>Total Budget</b>		<b>\$ 1500</b>		

External Funding – Grants / Loans / Donations	
Please provide details of any other funding your group has applied for or received that will contribute to this project:	
Name of organisation/funding source/type	Status (e.g. Received, pending)
Foodbank WA	Dry and long life foods – delivered 4 times a year.

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$	
External Funding (Grants / Loans / Donations)	\$ 1000	66.6%
Council	\$ 500	33.3%
<b>Total</b>	<b>\$ 1500</b>	<b>100%</b>

How will you acknowledge the support received from the Shire of Quairading?	Support would be publicly acknowledged in our newsletter, social media posts etc.
---	---

### CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

### DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Johanna Mills

Signed: .....  .....

Date: 22/3/22.

### SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31<sup>st</sup> March 2022 (Round 1) or 30<sup>th</sup> September 2022 (Round 2).

**Late applications will not be accepted.**

Please forward your application form and all attachments to:

Shire of Quairading – Community Grants Process  
Grant 2 Application Form

## P&C Annual General Meeting Minutes

Thursday 28 February 2022

**Meeting opened:** 2.06pm

**Present:** Sarah Caporn, Jo Mills, Stacey Harris, Lara Hayes, Anthony Horton

**Apologies** Pauline Wray, Amy Wilson, Shae Johnston

**Minutes of previous meeting:** Handed round and taken as read.

*Motion: To confirm the minutes.*

Moved: Stacey Harris                      Seconded: Jo Mills                      CARRIED

**Business arising from minutes:**

- Nothing arising that still needs to be addressed.

### ELECTION OF OFFICE BEARERS

All positions were declared clear and vacant.

**President:** Anthony Horton

Nominated Lara Hayes, seconded Jo Mills, endorsed by consensus.

**Vice President:** Sarah Caporn

Nominated Lara Hayes, seconded Stacey Harris, endorsed by consensus.

**Treasurer:** Jo Mills

Nominated Sarah Caporn, seconded Anthony Horton, endorsed by consensus.

**Secretary:** Lara Hayes

Nominated Sarah Caporn, seconded Jo Mills, endorsed by consensus.

**Uniform Shop:** Amy Wilson

Nominated Sarah, seconded Jo, endorsed by consensus.

### REPORTS

**President's Report** (Sarah Caporn, Tabled)

**Treasurer** (Jo Mills, Tabled):

*Motion: To accept Treasurer's report.*

Moved Jo Mills, seconded Stacey Harris, carried.

**Appointment of Auditor** (Jo Mills)

Jo reported that she had the books audited by Mel Mills and that no issues were raised.

**Meeting closed:** 2.20pm.



## **P&C Meeting Minutes**

**Thursday 17 February 2022**

**Meeting opened:** 2:20pm

**Present:** Sarah Caporn, Jo Mills, Lara Hayes, Stacey Harris, Anthony Horton

**Apologies:** Pauline Wray, Amy Wilson, Shae Johnston

**Minutes of previous meeting:** Confirmed minutes of 4 November 2021 as true and accurate record.

**Moved:** Lara Hayes                      **Seconded:** Sarah Caporn                      **CARRIED**

### **Correspondence In:**

- Nothing to report.

### **REPORTS**

**Treasurer Jo Mills, Report tabled**

**Moved:** Jo Mills                      **Seconded:** Lara Hayes                      **CARRIED**

### **GENERAL BUSINESS**

#### **New School Hats:**

Sarah passed around samples of new school hats that have been ordered for the Uniform Shop.

Sarah also presented options for new girls dresses and school polo shirts for the future. It was agreed that once the current uniform stocks start lowering, the committee will look into other suppliers and new uniform options.

#### **First Aid Kits Fundraiser:**

Sarah suggested selling First Aid Kits for the next P&C Fundraiser. Sarah will liaise with the Quairading St John Ambulance on costs and availability and will provide the Committee with information when it becomes available.

\* Jonathan Hippisley briefly entered the meeting for 10 minutes. Left at 2:45pm.

#### **Funding Requests:**

Nil

**Meeting closed:** 2:50pm

# Profit and Loss

## Quairading District High School P & C Assn For the 12 months ended 31 December 2021

JAN-DEC 2021

<b>Trading Income</b>	
2nd Hand Uniform	75.00
Canteen income	470.00
Carnival catering income	1,468.15
Catering - other	1,135.79
Container Return Scheme	288.20
Faction shirt	20.00
Float re-banked	200.00
Fundraiser - Cherries	3,835.00
Funeral Catering	4,030.00
H/S Rugby Jumper	585.00
Hats	480.00
Interest Income	1.23
Jumper - Primary	1,570.00
Kindy/PP Jumpers	260.00
Kindy/PP Shirt	360.00
Other Revenue	388.00
Sausage sizzle income	58.00
Shorts	54.00
Skorts	60.00
Subs	10.00
Track pants	180.00
Uniform prepayment	114.00
<b>Total Trading Income</b>	<b>15,642.37</b>
<b>Gross Profit</b>	<b>15,642.37</b>
<b>Other Income</b>	
Leftovers purchased at cost	20.70
Polo shirt	3,405.00
WA Recycling Scheme	18.10
<b>Total Other Income</b>	<b>3,443.80</b>
<b>Operating Expenses</b>	
Bus Expenses	3,973.35
Canteen food expenses	193.36
Carnival catering expense	507.13
Donations	2,718.85
Float	200.00
Fundraising expense - Cherries	2,790.00
Funeral Catering Expense	480.83
Funeral Catering Expenses	135.00
Insurance	164.00



## Profit and Loss

	JAN-DEC 2021
Printing & Stationery	130.48
Sausage Sizzle expenses	283.18
School Equipment	810.00
Uniform embroidery	61.00
Uniform expenses	11,890.67
WACCSO fees	705.38
Xero fees	100.00
<b>Total Operating Expenses</b>	<b>25,143.23</b>
<b>Net Profit</b>	<b>(6,057.06)</b>

I, Melanie Mills have reviewed the financial records of the Quairading P&C Association Inc for the period 1st January 2021- 31st December. From the random selection I have chosen I believe them to be a true and fair record



Melanie Mills

21.2.22,



## Community Grants Application Form Grant 2 – Small Grants \$500 - \$2500 2022/23

### APPLICANT DETAILS

Name of Organisation	Quairading RSL Sub-Branch
Contact Person	Eugene Stone
Position	Secretary/Treasurer
Contact Phone Number	0429 645 121
Email Address	Estone3@bigpond.com
Postal Address	Box 117, Quairading WA 6383
Organisation's ABN:	-
Are you registered for GST?	no
Please provide your Bank BSB and Account Number	036-172 157471

*The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.*

Please provide membership numbers for the previous financial year.			
Adults	8	Juniors	0
Volunteers	8	Paid Staff	0
Have you received support from Council previously?	Yes		
Year: 2019	Amount: \$2500		
Does your organisation receive any other source of funding? If yes, what?	No		
What is your club's current financial position?	Transaction Account \$9000	Cash Reserves \$0	

## PROJECT / EVENT DETAILS:

<b>PROJECT TITLE: Additional Flag Poles for the Quairading Memorial</b>		
<b>Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-</b>		
<ul style="list-style-type: none"> <li>• The main services / activities your Club / Organisation provides and how this project / event works to progress those</li> <li>• How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);</li> <li>• How your organisation is going to manage and deliver your project;</li> <li>• How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)</li> <li>• Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.</li> </ul> <p><b>The RSL wish to erect two new 6ft aluminium flag poles on the main concourse of the Shire Memorial. One pole will fly the Indigenous flag. We believe this is where it should be flown and not where it is flown at present on ANZAC Day and Remembrance Day. The other flag pole will fly the Quairading RSL flag which the sub-branch had some 20 years ago. The two existing flag poles will fly the Australian and New Zealand National Flags that have been flown on ANZAC Day and remembrance Day for some time now. The best position for the poles would be to line up with the existing poles. One 170cm left and right or two on the right/ This will depend on power wiring and water pies etc. The Project will require permission from the Shire CEO to go ahead. Initial discussions have been had with former CEO Graeme Fardon before his retirement.</b></p>		
<p><b>Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire's Strategic Plans and Policies?</b></p> <p>The <i>Strategic Community Plan 2021-31</i> provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (<i>starting on Page 15</i>).</p> <p><b>Anything to improve the memorial and it's surrounds will always be a plus for the community in many ways. Tourism, remembrance of local people who served their country and an enhancement for the main street of Quairading.</b></p> <p><b>This Project aligns with the Quairading Strategic Community Plan through strategy 1.2 (Provide social and cultural activities for all members of the community).</b></p>		
<p><b>Would it be possible to share your project with another group?</b> (i.e. Is there someone you can partner with? Does your proposal duplicating an existing service?) <b>The RSL is the only group of it's kind in Quairading.</b></p>		<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>



[Click Here to view the Shire's Strategic Community Plan](#)





<b>BUDGET BREAKDOWN:</b>		
<b>Description</b>	<b>Funding amount (ex GST)</b>	<b>Percentage (%)</b>
Applicant Club / Organisation	\$ 1046.67	66
External Funding (Grants / Loans / Donations)	\$0.00	0
Council	\$ \$523.33	33
<b>Total</b>	<b>\$ 1570.00</b>	<b>100%</b>

How will you acknowledge the support received from the Shire of Quairading?

Acknowledgment in announcements on ANZAC Day and in local news outlets i.e. Banksia Bulletin

### CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

### DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: **EUGENE STONE**

Signed: *Eugene Stone*

Date: **29-3-2022**

### SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31<sup>st</sup> March 2022 (Round 1) or 30<sup>th</sup> September 2022 (Round 2).

**Late applications will not be accepted.**

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au) or post to: PO Box 38, Quairading WA 6383

### CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email [gpo@quairading.wa.gov.au](mailto:gpo@quairading.wa.gov.au)





# *Tudor House*

## *The Flag Manufacturers of W.A.*

282 Albany Hwy, Victoria Park 6100  
Telephone: (08) 9470 2717 Fax: (08) 9470 2918  
Email: [ryan@tudorhouse.com.au](mailto:ryan@tudorhouse.com.au)

15<sup>th</sup> March 2022

**Quairading RSL**

**Attn: Eugene Stone**

Please see below our quotation to supply:

**Tudor House Standard Flag Poles: (See attached)**

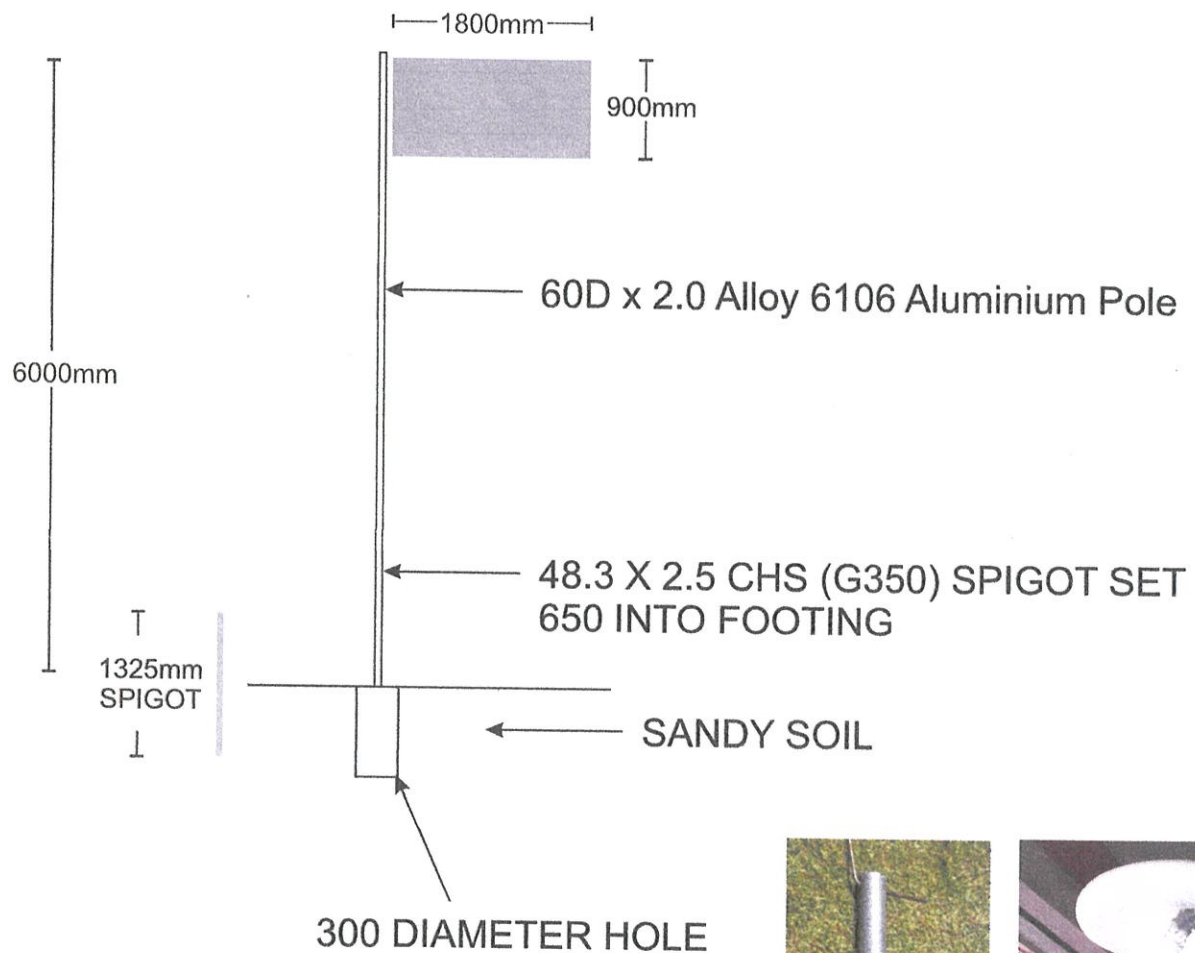
- 2 of
- 6m x 60mm Diam. Aluminium Flag Pole
- Powder Coated White
- Mushroom Cap
- External Halyard to Suit 1800 x 900mm Flags
- Spigot (To enable pole to be unbolted/ dropped down for maintenance)
- Production Time 2 – 3 Days
- Certified for Region A – Terrain Category 2
- Designed for Easy DIY Installation
- @ \$325.00 Each
- Total @ \$650.00

All prices include GST.

Regards  
Ryan McCallum

Registered Proprietor Tudor House (WA) PTY LTD.  
ACN 611 964 384 ABN 58 611 964 384

# 6m POLE WITH 1800 x 900 FLAG



## INSTALLATION

- Dig hole 300mm Diameter x 650mm Deep
- Place Spigot in hole
- Add 3 Bags Rapid Set Cement (See instructions)
- Spirit level the Spigot
- Leave 2 hours to set
- Place pole on Spigot
- Secure with tech screw at the base
- Ready to fly the flag in 24 hrs



**TUDOR HOUSE**  
[www.tudorhouse.com.au](http://www.tudorhouse.com.au)

## Community Grants Application Form Grant 4 – Annual Recurrent Funding 2022/23

### APPLICANT DETAILS

Name of Organisation	Quairading Tourist & Tidy Town Committee
Contact Person	Phyllis Brown
Position	Secretary
Contact Phone Number	0429 451 245
Email Address	djbrown@wn.com.au
Postal Address	Box 141, Quairading WA 6383
Organisation's ABN:	N/A
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	BSB 036172 A/c 764597

*The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount*

Please provide membership numbers for the previous financial year.			
Adults	16	Juniors	
Volunteers	16	Paid Staff	
Have you received support from Council previously?	Yes		
Year: 2021	Amount: \$ 3500		
Does your organisation receive any other source of funding? If yes, what?	No		
What is your club's current financial position?	Transaction Account \$7150.34	Cash Reserves \$5000	

## PROJECT DETAILS

**Please provide a description of your Club's annual maintenance and running costs that require financial assistance. You should include:-**

- The main services / activities your Club / Organisation provides. • How do you fund your activities currently and why is funding assistance from the Shire necessary;

- List and justify all proposed repairs, maintenance, activities and events for 20/21 for your Club.

- **The Tourist & Tidy Towns Committee's main aim is to enhance the town of Quairading by keeping it clean, tidy and inviting to visitors.**
- **We have quite a lot of projects on the go and require continued support from the Shire.**
- **We will hold the annual Quairading clean up day later in the year.**



## BUDGET &amp; COSTINGS

Item/Activity	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
Fly's are Gone Pest Treatment	\$200.00	0.00	\$ 0
Courtyard re-planting	\$200	0.00	\$ 0
Membership, printing, rules of Association, Australia Post fees etc	\$ 0	\$500.00	\$ 0
Shop costs	\$ 0	\$1400.00	\$ 0
Clean up day costs	\$ 0	\$100.00	\$ 0
New guttering	\$ 1000	\$ 0	\$ 0
New external lighting	\$ 2100	\$ 0	\$ 0
<b>Sub-Total Budget</b>	<b>\$ 3500</b>	<b>\$ 2000</b>	<b>\$ 0</b>
<b>Total Budget</b>	<b>\$ 5500.00</b>		

**External Funding – Grants / Loans / Donations**

Please provide details of any other funding your group has applied for or received that will contribute to your Club's annual running costs:

Name of organisation/funding source/type	Status (e.g. Received, pending)
Shop income	\$300




### CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements ✓
2. Minutes of latest AGM with listed office bearers (X) ✓
3. Photographs and quotes for proposed works to be completed (if relevant) N/A.

### DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: *Phyllis Brown*  
Click or tap here to enter text.

Signed: *Phyllis Brown*

Date: *20-2-22*  
Click or tap here to enter text.

### SUBMISSION INFORMATION

All applications to be received BEFORE 4pm, 31<sup>st</sup> March 2021. **Late applications will not be accepted.**

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au) or post to: PO Box 38, Quairading WA 6383

### CONTACT

For further information or assistance with this Application Form, please contact the Shire's Grants & Projects Officer ph. 9645 1607 or email [gpo@quairading.wa.gov.au](mailto:gpo@quairading.wa.gov.au)

TOURIST AND TIDY TOWN COMMITTEE  
ANNUAL GENERAL MEETING HELD ON 23/08/2021 At 10am

**Attendance:** I Osborne P Brown G Hards G Powell R Wilson  
E Atkinson J Flanigan B West V Hayes S Bracher

**Apologies:** S Briggs L Mills S Anderson J O'Hare P Caporn D  
Hayes

**Confirmation of previous minutes:** Moved E Atkinson Sec.G  
Hards that they be a true and correct record.

**Treasure Report:** Presented by R Wilson sec G Hards copy  
attached.

**Presidents Report:** Presented by I Osborne copy attached.  
Sec J Flanigan.

**Election of Office Bearers:**

**President:** I Osborne nominated by R Wilson Sec P Brown

**Vice President:** G Hards nominated by I Osborne sec S  
Bracher

**Secrtrary:** P Brown nominated by J Flanigan Sec G Powell

**Treasurer:** R Wilson nominated by G Hards Sec B West

**Reporter:** S Briggs nominated by I Osborne sec P Brown

Meeting closed 10.20.

**QUAIRADING TOURIST & TIDY TOWNS FINANCIAL REPORT FOR AGM (23.08.2021)**

Financial period from 29.02.2020 – 31.05.2021

**Income**

Balance in cheque a/c	6,490.30	
Interest Cheque a/c	4.94	
Interest for Term Deposit	33.05	
Donations	570.80	
Shire	3,500.00	
Shop Stock	707.00	
Market Stalls	67.50	
Market fees	20.00	
Garden Party	<u>910.00</u>	
	5,813.29	\$12,303.59

**Expenditure**

PO Box rental	41.00	
CRC	1,185.62	
Town Cleanup	60.00	
Shop stock	1,285.50	
Station toilet	1,073.40	
Connolly	561.00	
Stationery	17.95	
Pest Control	110.00	
Oxter services	354.86	
Agri Services	66.00	
Galaxy Embroidery	290.24	
Co-op	<u>107.68</u>	
	5,153.25	\$7,150.34

**Balance in Cheque a/c 31.05.2021 is \$7,150.34**

**Term Deposit \$5,000.00 Maturing 13<sup>th</sup> November, 2021 0.4% per annum05**



## Community Grants Application Form Grant 2 – Small Grants \$500 - \$2500 2022/23

### APPLICANT DETAILS

Name of Organisation	Wamenusking Sports Club (INC)
Contact Person	Alyson Groves
Position	Secretary
Contact Phone Number	0488 722 463
Email Address	wamenusking@gmail.com
Postal Address	4600 Old Beverley Road, Shackleton WA 6386
Organisation's ABN:	12905780969
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	036172 121727

*The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.*

Please provide membership numbers for the previous financial year.			
Adults	26	Juniors	2
Volunteers		Paid Staff	
Have you received support from Council previously?	Yes		
Year: 2021	Amount: 1975.00		
Does your organisation receive any other source of funding? If yes, what?	Occasional small amounts for groups/individuals hiring/camping at the grounds. Container refunds.		
What is your club's current financial position?	Transaction Account \$1,888.20	Cash Reserves \$70,000.00	



## PROJECT / EVENT DETAILS:

**PROJECT TITLE: Archery Open Day**

**Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-**

- The main services / activities your Club / Organisation provides and how this project / event works to progress those
- How you fund your organisational activities currently and why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);
- How your organisation is going to manage and deliver your project;
- How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)
- Attach any supporting documentation such as meeting minutes, project plans, photos or diagrams to illustrate your request.

**The Wamenusking Sports Club Inc provides facilities to support the playing of tennis and archery. Players of both sports are from the Quairading, Corrigin, Bruce Rock and Cunderdin Shires.**

**The Archery club is currently funded by players fees and with support from the Wamenusking Sports Club. This is enough to cover general supplies. The club is asking for financial assistance to help purchase 3D targets, which are quite costly. The Wamenusking sports club has applied for a CBH community grant for \$1,000 for targets. This is pending.**

**The Archery members are holding an Open Day on the 9<sup>th</sup> and 10<sup>th</sup> July 2022. They hope to attract approximately 40 shooters from the local area and other clubs throughout the state. They would like to gradually purchase 12 x 3D targets. This would enable them to increase the shooting field and add to the variety and difficulty of the course. In the past the club has had to hire additional targets to hold some of the events during these weekends**

**All the members of the Wamenusking Sports Club contribute to managing and delivering this event. The archers organise the itinerary for the weekend, liaising with other archery clubs, the targets and course preparation. Other members clean and tidy the clubhouse, toilets, surrounds and assist with catering. The committee organise the grant funding requests and advertising.**

**The main cost for the event is the purchasing and/or hiring of targets and target faces and catering. Once the required number of 3D targets have been acquired, the ongoing cost to the club should be contained to the occasional replacement. A large storage container was sourced and purchased this year at a cost of \$4250.00, supplied and transported. This is used to store the archery equipment in a safe and secure environment.**

**Due to the ongoing Covid situation it was deemed necessary to purchase paper towel dispensers for the bathroom and kitchen to replace towels.**

[Click Here to view  
the Shire's Strategic  
Community Plan  
2021-2031](#)



Describe how your event or project delivers benefit to the Quairading community or your target group. How does your proposal align with the Shire's Strategic Plans and Policies?



The *Strategic Community Plan 2017-2027* provides long-term vision for the community, our aspirations for the future and the key strategies and outcomes Council and wider Quairading community will focus on. Your project should complement one of the outcomes listed in the Plan (starting on Page 25).

Hosting an Open Day will support outcomes 1.1 by supporting the participation of all ages to participate in sport and recreational activities. It will also support 1.2 by offering a social activity for all members of the community.

The event will also contribute to 2.2, to build upon the "Take a Closer Look" brand by promoting an event within the shire. This will attract competitors and visitors to the district who will be able to see Quairading, it's attractions and businesses.

Would it be possible to share your project with another group?

(i.e. Is there someone you can partner with? Does your proposal duplicating an existing service?) Please Comment **No as the course at Wamenusking is the only Archery course in the region.**

Yes  No

## MILESTONES & TIMEFRAME:

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date	Completion Date
Purchase chainsaw for raffle	Andrew Szczenski	Mar/Apr	April
Advertising	Andrew Szczenski	Apr/May	Jun/July
Target Preparation	All members	June	Jun/July
Course Prep	All Members	8 <sup>th</sup> July 22	8 <sup>th</sup> July 22
Organise Registrations	Dave Griffiths	May	9 <sup>th</sup> July 22
Catering supplies	Andrew Szczenski	8th July 22	8 <sup>th</sup> July 22

## PROJECT BUDGET & COSTINGS:

Please ensure all relevant quotes are attached to your application. Volunteer labour can be included at a cost of \$20/hour.

Item/Activity	Supplier	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
2 x Archery targets		\$ 1000.00	\$	\$
2 x Archery targets		\$	\$	\$ 1000.00
Paper towel dispensers + volunteer labour (2.5 hrs) to research and install.	Officeworks	\$	\$ 300.00	\$
Volunteer labour –\$35 hours course prep, target prep, advertising & registration prep.		\$	\$ 700.00	\$
Chainsaw for raffle	Andrew Szczenski	\$	\$	\$ 250.00

<b>Catering Supplies</b>		\$	\$ 200.00	\$
				\$
		\$	\$	\$
		\$	\$	\$
<b>Storage Container (already purchased)</b>	Jeferey Erceg	\$	\$ 4250.00	\$
<b>Sub-Total Budget</b>		<b>\$ 1,000.00</b>	<b>\$ 1,200.00</b>	<b>\$ 1,250.00</b>
<b>Total Budget</b>			<b>\$ 3450.00</b>	

#### External Funding – Grants / Loans / Donations

Please provide details of any other funding your group has applied for or received that will contribute to this project:

Name of organisation/funding source/type	Status (e.g. Received, pending)
<b>CBH Community Grants</b>	Pending

#### BUDGET BREAKDOWN:

Description	Funding amount (ex GST)	Percentage (%)
<b>Applicant Club / Organisation</b>	<b>\$ 1,200.00</b>	<b>35%</b>
<b>External Funding (Grants / Loans / Donations)</b>	<b>\$ 1,250.00</b>	<b>36%</b>
<b>Council</b>	<b>\$ 1,000.00</b>	<b>29%</b>
<b>Total</b>	<b>\$ 3,450.00</b>	<b>100%</b>

How will you acknowledge the support received from the Shire of Quairading?

Announcement at the event and written reports in the Quairading "Banksia Bulletin", The Corrigin "Windmill" and social media.

#### CHECKLIST OF REQUIREMENTS:

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Any relevant supporting documentation

#### DECLARATION:

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.

Shire of Quairading – Community Grants Process  
Grant 2 Application Form

- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Alyson Groves

Signed: .....  .....

Date: 23/3/2022

### SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31<sup>st</sup> March 2022 (Round 1) or 30<sup>th</sup> September 2022 (Round 2).

**Late applications will not be accepted.**

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au) or post to: PO Box 38, Quairading WA 6383

### CONTACT:

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email [gpo@quairading.wa.gov.au](mailto:gpo@quairading.wa.gov.au)



# Profit and Loss

## Wamenusking Sports Club Inc For the year ended 30 June 2021

2021

### Trading Income

Archery Playing Fees	1,735.80
Ball Fees	227.00
Caravan Clubs/Camping	1,140.00
Catering	400.00
Donations In	433.50
Drink Sales	5,863.35
Fines	48.55
Grants	4,850.00
Interest Income	321.92
Membership	980.00
Raffles	669.00
Sponsorship	600.00
Uniforms	810.00
<b>Total Trading Income</b>	<b>18,079.12</b>

### Gross Profit

18,079.12

### Operating Expenses

Affiliation	776.62
Archery Expenses	471.00
Ball Purchases	193.50
Clubhouse Supplies	1,526.97
Consulting & Accounting	120.00
Donations Out	292.90
Drink Purchases	3,607.15
General Expenses	1,607.00
Insurance	393.00
Repairs and Maintenance	3,288.40
Subscription/Memberships	50.00
<b>Total Operating Expenses</b>	<b>12,326.54</b>

### Net Profit

5,752.58

# Balance Sheet

## Wamenusking Sports Club Inc As at 30 June 2021

30 JUN 2021

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**Assets**

---

**Bank**

CHEQUE ACCOUNT	7,110.51
TERM DEPOSIT	67,218.72
<b>Total Bank</b>	<b>74,329.23</b>

<b>Total Assets</b>	<b>74,329.23</b>
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<b>Net Assets</b>	<b>74,329.23</b>
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**Equity**

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Current Year Earnings	5,752.58
Retained Earnings	68,576.65
<b>Total Equity</b>	<b>74,329.23</b>



**Wamenusking Sports Club Incorporated AGM**

**Tuesday 7<sup>th</sup> September 2021**

**Meeting Opened:** 6.05 pm

**Present:** Becky Cowcill, Renee Anderson, Vicki Fulwood, Kelly Mills, Jenn Szczecinski, Peter Groves, Alyson Groves, Murray Williams.

**Apologies:** Merv Caporn, Andrew Caporn, Dane Bingham, Anne Bingham, Jenna Bavin, Scott Bavin, Ryan Szczecinski, Peter Fulwood, Aaron Fulwood, Vaughan Mills.

**2020/2021 AGM minutes true & accurate record:**

**Moved:** Jenn Szczecinski                      **Seconded:** Vicki Fulwood

**Business arising from minutes:** Nil

**Inwards Correspondence:**

\*Tenniswest-various

\*Shire of Quairading-Grant approval & previous grants acquittals required

\*Zone tennis

\*Safe WA registration

\*Containers for change

\*Thank you from Stone family for send off

**Outwards Correspondence:**

\*Shire of Quairading-grant applications x2 & previous grants acquitted

\*Sympathy cards- Sharon & Richard Barrett & Eileen Williams

\*Mia Davies grant application and promotion photo

\*Thank you's to archery tournament sponsors

**President Report:** see attached

**Archery captain's report:** see attached

**Tennis captain's report:** see attached

**All reports moved by:** Alyson Groves    **Seconded by:** Jenn Szczecinski

**Treasurers Report:** see attached

**Moved by:**        Vicki Fulwood                      **Seconded by:** Kelly Mills

**Election of office bearers**

<b>Role</b>	<b>Nominated</b>	<b>Nom. By</b>	<b>Seconded</b>	<b>Accepted</b>
<b>President</b>	Becky Cowcill	Peter Groves	Renee Anderson	Yes
<b>Vice president</b>	Kelly Mills	Becky Cowcill	Renee Anderson	Yes
<b>Secretary</b>	Alyson Groves	Jenn Szczecinski	Renee Anderson	Yes
<b>Treasurer</b>	Vicki Fulwood	Jenn Szczecinski	Renee Anderson	Yes
<b>Tennis Captain</b>	Jenn Szczecinski	Becky Cowcill	Renee Anderson	Yes
<b>Archery Captain</b>	Andrew Szczecinski	Becky Cowcill	Renee Anderson	TBC
<b>Drinks Manager</b>	Ryan Szczecinski	Kelly Mills	Renee Anderson	Yes
<b>Kitchen Convenor</b>	Aaron Fulwood	Becky Cowcill	Renee Anderson	Yes
<b>Reviewer of books</b>	Carol Dall	Vicki Fulwood	Renee Anderson	
<b>Fines Manager</b>	Peter Groves	Jenn Szczecinski	Renee Anderson	Yes

**Change of banking signatories-**

Renee Anderson to be removed as a signatory and from internet banking. Alyson Groves to be added as a signatory and to internet banking.

**Fees**

Vicki Fulwood moved a motion that the senior tennis fees increase from forty dollars to fifty dollars and all other fees are to remain the same. Seconded: Becky Cowcill

Senior tennis-\$50.00

Junior tennis-\$15.00

Weekly ball fee-\$2.00

Social membership-\$25.00

Archery-\$ 25.00

Weekly target fee-\$5.00

**Meeting Closed: 6.59pm**

For better looking printed reports, use the Export > Print PDF function

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## Balance Sheet

Wamenusking Sports Club Inc  
As at 23 March 2022

23 Mar 2022

### Assets

#### Bank

CHEQUE ACCOUNT 1,888.20

TERM DEPOSIT 70,278.16

**Total Bank 72,166.36**

**Total Assets 72,166.36**

**Net Assets 72,166.36**

### Equity

Current Year Earnings (2,162.87)

Retained Earnings 74,329.23

**Total Equity 72,166.36**

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For better looking printed reports, use the Export &gt; Print PDF function

## Profit and Loss

Wamenusking Sports Club Inc

For the 9 months ended 31 March 2022

Jul 2021-Mar 2022

### Trading Income

Archery Playing Fees	3,437.90
Ball Fees	141.00
Caravan Clubs/Camping	345.00
Clubhouse Hire	150.00
Donations In	701.40
Drink Sales	3,163.15
Fines	26.40
Grants	1,975.00
Interest Income	59.44
Membership	1,030.00
Sponsorship	100.00
Uniforms	90.00
<b>Total Trading Income</b>	<b>11,219.29</b>

### Gross Profit

11,219.29

### Operating Expenses

Affiliation	550.00
Archery Expenses	5,350.90
Building Improvement	4,213.00
Clubhouse Supplies	324.98
Consulting & Accounting	120.00
Drink Purchases	2,283.39
Electricity	223.44
General Expenses	93.35
Repairs and Maintenance	123.10
Trophies	100.00
<b>Total Operating Expenses</b>	<b>13,382.16</b>

### Net Profit

(2,162.87)



## Community Grants Application Form Grant 4 – Annual Recurrent Funding 2022/23

### APPLICANT DETAILS

Name of Organisation	Wamenusking Sports Club Inc
Contact Person	Alyson Groves
Position	Secretary
Contact Phone Number	048722463
Email Address	wamenusking@gmail.com
Postal Address	4600 Old Beverley Road Shackleton WA 6386
Organisation's ABN:	12905780969
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	036172 121727

*The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount*

Please provide membership numbers for the previous financial year.			
Adults	26	Juniors	2
Volunteers		Paid Staff	
Have you received support from Council previously?	Yes		
Year: 2021	Amount: \$ 1975.00		
Does your organisation receive any other source of funding? If yes, what?	Yes – Occasional small amounts from people free camping on the oval and renting the clubhouse.		
What is your club's current financial position?	Transaction Account \$1,888.20	Cash Reserves \$70,000	



## PROJECT DETAILS

Please provide a description of your Club's annual maintenance and running costs that require financial assistance. You should include:-

- The main services / activities your Club / Organisation provides. • How do you fund your activities currently and why is funding assistance from the Shire necessary;
- List and justify all proposed repairs, maintenance, activities and events for 20/21 for your Club.

The Wamenusking Sports Club Inc provides facilities to support the playing of tennis and archery.

The club is also used as a community hub. Providing premises for local groups such as the Quairading and Corrigin Rotary clubs, Wamenusking Volunteer Fire Brigade, Red Setters club, locals holding family events and a few caravan groups.

The premises was recently used to host a community BBQ on Sunday 13th Feb, to thank and support the volunteer firefighters and those affected by the fires. Approximately 70 locals attended. It is hoped to repeat this closer to seeding.

The club is funded by member fees, ongoing fundraising, volunteer labour and grant funding for major works. The club is requesting grant funding from the shire to assist with general maintenance costs. This is to ensure the premises remain fully functional.

The blinds in the clubhouse need to be replaced, this is to ensure sun protection and privacy.

## BUDGET & COSTINGS

Item/Activity	Council Funding (ex GST)	Club Funding (Ex GST)	External Funding (ex GST)
Affiliation Fees – Archery and Tennis	\$	\$ 700.00	\$
New Blinds for Interior of Clubhouse + volunteer labour 2 hrs x \$20	\$ 250.00	\$140.00	\$
Repair to water tank + volunteer labour - 2 hrs x \$20	\$	\$ 115.00	\$
WFI Insurance	\$ 150.00	\$ 243.00	\$
Synergy	\$ 400.00	\$ 800.00	\$
Annual subscription Xero cashbook	\$	\$ 132.00	\$
Sausages, onions & sauce for Community BBQ	\$	\$ 107.00	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Sub-Total Budget	\$700.00	\$ 2,237.00	\$
Total Budget		\$ 2,937.00	

**External Funding – Grants / Loans / Donations**

Please provide details of any other funding your group has applied for or received that will contribute to your Club's annual running costs:

Name of organisation/funding source/type	Status (e.g. Received, pending)
CBH Community Grant \$1000 – Targets for archery	Pending

**CHECKLIST OF REQUIREMENTS:**

1. Latest copy of financial statements
2. Minutes of latest AGM with listed office bearers
3. Photographs and quotes for proposed works to be completed (if relevant)

**DECLARATION:**

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Alyson Groves

Signed:  .....

Date: 23/03/2022

**SUBMISSION INFORMATION**

All applications to be received BEFORE 4pm, 31<sup>st</sup> March 2022. **Late applications will not be accepted.**

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au) or post to: PO Box 38, Quairading WA 6383

**CONTACT**

For further information or assistance with this Application Form, please contact the Shire's Grants & Projects Officer ph. 9645 1607 or email [gpo@quairading.wa.gov.au](mailto:gpo@quairading.wa.gov.au)

# Profit and Loss

## Wamenuking Sports Club Inc For the year ended 30 June 2021

2021

### Trading Income

Archery Playing Fees	1,735.80
Ball Fees	227.00
Caravan Clubs/Camping	1,140.00
Catering	400.00
Donations In	433.50
Drink Sales	5,863.35
Fines	48.55
Grants	4,850.00
Interest Income	321.92
Membership	980.00
Raffles	669.00
Sponsorship	600.00
Uniforms	810.00
<b>Total Trading Income</b>	<b>18,079.12</b>

**Gross Profit** 18,079.12

### Operating Expenses

Affiliation	776.62
Archery Expenses	471.00
Ball Purchases	193.50
Clubhouse Supplies	1,526.97
Consulting & Accounting	120.00
Donations Out	292.90
Drink Purchases	3,607.15
General Expenses	1,607.00
Insurance	393.00
Repairs and Maintenance	3,288.40
Subscription/Memberships	50.00
<b>Total Operating Expenses</b>	<b>12,326.54</b>

**Net Profit** 5,752.58

# Balance Sheet

## Wamenuking Sports Club Inc As at 30 June 2021

30 JUN 2021

---

### Assets

#### Bank

CHEQUE ACCOUNT	7,110.51
TERM DEPOSIT	67,218.72
<b>Total Bank</b>	<b>74,329.23</b>

<b>Total Assets</b>	<b>74,329.23</b>
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### Net Assets

74,329.23

### Equity

Current Year Earnings	5,752.58
Retained Earnings	68,576.65
<b>Total Equity</b>	<b>74,329.23</b>



**Wamenusking Sports Club Incorporated AGM**

**Tuesday 7<sup>th</sup> September 2021**

**Meeting Opened:** 6. 05 pm

**Present:** Becky Cowcill, Renee Anderson, Vicki Fulwood, Kelly Mills, Jenn Szczecinski, Peter Groves, Alyson Groves, Murray Williams.

**Apologies:** Merv Caporn, Andrew Caporn, Dane Bingham, Anne Bingham, Jenna Bavin, Scott Bavin, Ryan Szczecinski, Peter Fulwood, Aaron Fulwood, Vaughan Mills.

**2020/2021 AGM minutes true & accurate record:**

**Moved:** Jenn Szczecinski

**Seconded:** Vicki Fulwood

**Business arising from minutes:** Nil

**Inwards Correspondence:**

\*Tenniswest-various

\*Shire of Quairading-Grant approval & previous grants acquittals required

\*Zone tennis

\*Safe WA registration

\*Containers for change

\*Thank you from Stone family for send off

**Outwards Correspondence:**

\*Shire of Quairading-grant applications x2 & previous grants acquitted

\*Sympathy cards- Sharon & Richard Barrett & Eileen Williams

\*Mia Davies grant application and promotion photo

\*Thank you's to archery tournament sponsors

**President Report:** see attached

**Archery captain's report:** see attached

**Tennis captain's report:** see attached

**All reports moved by:** Alyson Groves **Seconded by:** Jenn Szczecinski

**Treasurers Report:** see attached

**Moved by:** Vicki Fulwood

**Seconded by:** Kelly Mills



**Election of office bearers**

<b>Role</b>	<b>Nominated</b>	<b>Nom. By</b>	<b>Seconded</b>	<b>Accepted</b>
<b>President</b>	Becky Cowcill	Peter Groves	Renee Anderson	Yes
<b>Vice president</b>	Kelly Mills	Becky Cowcill	Renee Anderson	Yes
<b>Secretary</b>	Alyson Groves	Jenn Szczecinski	Renee Anderson	Yes
<b>Treasurer</b>	Vicki Fulwood	Jenn Szczecinski	Renee Anderson	Yes
<b>Tennis Captain</b>	Jenn Szczecinski	Becky Cowcill	Renee Anderson	Yes
<b>Archery Captain</b>	Andrew Szczecinski	Becky Cowcill	Renee Anderson	TBC
<b>Drinks Manager</b>	Ryan Szczecinski	Kelly Mills	Renee Anderson	Yes
<b>Kitchen Convenor</b>	Aaron Fulwood	Becky Cowcill	Renee Anderson	Yes
<b>Reviewer of books</b>	Carol Dall	Vicki Fulwood	Renee Anderson	
<b>Fines Manager</b>	Peter Groves	Jenn Szczecinski	Renee Anderson	Yes

**Change of banking signatories-**

Renee Anderson to be removed as a signatory and from internet banking. Alyson Groves to be added as a signatory and to internet banking.

**Fees**

Vicki Fulwood moved a motion that the senior tennis fees increase from forty dollars to fifty dollars and all other fees are to remain the same. Seconded: Becky Cowcill

Senior tennis-\$50.00

Junior tennis-\$15.00

Weekly ball fee-\$2.00

Social membership-\$25.00

Archery-\$ 25.00

Weekly target fee-\$5.00

**Meeting Closed: 6.59pm**

For better looking printed reports, use the Export &gt; Print PDF function

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## Balance Sheet

Wamenusking Sports Club Inc

As at 23 March 2022

23 Mar 2022

### Assets

#### Bank

CHEQUE ACCOUNT	1,888.20
TERM DEPOSIT	70,278.16
<b>Total Bank</b>	<b>72,166.36</b>
<b>Total Assets</b>	<b>72,166.36</b>

#### Net Assets

**72,166.36**

### Equity

Current Year Earnings	(2,162.87)
Retained Earnings	74,329.23
<b>Total Equity</b>	<b>72,166.36</b>

---

For better looking printed reports, use the Export &gt; Print PDF function

## Profit and Loss

Wamenusking Sports Club Inc

For the 9 months ended 31 March 2022

Jul 2021-Mar 2022

### Trading Income

Archery Playing Fees	3,437.90
Ball Fees	141.00
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Interest Income	59.44
Membership	1,030.00
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Uniforms	90.00
<b>Total Trading Income</b>	<b>11,219.29</b>

### Gross Profit

11,219.29

### Operating Expenses

Affiliation	550.00
Archery Expenses	5,350.90
Building Improvement	4,213.00
Clubhouse Supplies	324.98
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Drink Purchases	2,283.39
Electricity	223.44
General Expenses	93.35
Repairs and Maintenance	123.10
Trophies	100.00
<b>Total Operating Expenses</b>	<b>13,382.16</b>

### Net Profit

(2,162.87)

## 9.1.5 Work Health & Safety Act 2020

### OFFICER RECOMMENDATION

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

*STRATEGIC PLANNING COMMITTEE RECOMMENDATION: SP22-21/22*

That the Strategic Planning Committee recommend to Council:-

That Council acknowledge the legal responsibility to follow the Work Health & Safety Act 2020 when:

- Engaging in any form of decision-making on behalf of the Shire; and
- Giving any direction to employees, contractors, rate payers or others on behalf of the Shire.

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

**VOTING REQUIREMENTS** – Simple Majority

*Strategic Planning Committee report Item: 9.1 - Work Health & Safety Act 2020*

### IN BRIEF

Western Australia has joined other states and territories (excluding Victoria) in adopting the national model work health and safety (WHS) laws.

The *Work Health and Safety Act 2020* (the Act) is the biggest overhaul of WHS laws in Western Australia in decades. The WA Act replaces the *Occupational Safety and Health Act 1984* and parts of some other legislation, including the *Mines Safety and Inspection Act 1994* and the *Petroleum and Geothermal Energy Resources Act 1967*.

The penalties for non-compliance with the Act are severe and include the potential for Council Members, Executive and other decision-makers to be sued for personal wealth and assets without the protection of insurance if the non-compliance is deemed to be negligent.

### MATTER FOR CONSIDERATION

The severity of the penalties for non-compliance with the Act are extreme in terms of risk and so warrant Council consideration of the Act when:

- Engaging in any form of decision-making on behalf of the Shire; and
- Giving any direction to employees, contractors, rate payers or others on behalf of the Shire.

### BACKGROUND

The proclamation of the *Work Health and Safety Act 2020* is the biggest overhaul of WHS laws in Western Australia in almost 30 years. With regards to local government applicability, the following inclusions are most significant:

#### Industrial Manslaughter

The most controversial difference is the inclusion of industrial manslaughter provisions in the WA Act. This inclusion follows significant public concern about workplace fatalities and the recommendations of two Commonwealth reviews. Under the Act industrial manslaughter is a criminal offence with no limitation period. Due to the seriousness of the offence it can only be prosecuted by the Director of Public Prosecutions. Only people 'Conducting a Business or Undertaking' (PCBUs) and their officers can be charged with industrial manslaughter. **Local government Councillors and local government executive employees are deemed to be PCBUs.**

Under section 30A the prosecution must establish that:

- The PCBU engaged in conduct (an act or omission) that caused the death of an individual;
- The conduct constituted a failure to comply with a health and safety duty; and
- The PCBU knew that the conduct was likely to result in death or serious harm and acted in disregard of that likelihood.

The offence carries severe penalties of up to:

- 20 years imprisonment and a fine of \$5 million for individuals, and
- A fine of \$10 million for body corporates.

Western Australia has followed the lead of the Australian Capital Territory, Queensland, Northern Territory and Victoria in introducing an industrial manslaughter offence.

### **Category 1 Offences**

Category 1 offences attract the most severe penalties under the Act. A person commits a Category 1 offence if they engage in conduct that exposes a person to whom a duty is owed to a risk of death or serious injury or illness.

To successfully prosecute a Category 1 offence a prosecutor must prove that a failure to comply with a health and safety duty likely caused the death of, or serious harm to, an individual. 'Serious harm' includes an injury or illness that endangers or is likely to endanger the individual's life, or results in or is likely to result in permanent injury or harm to the individual's health.

Category 1 offences under the WA Act carry a maximum penalty of:

- Five years imprisonment and a fine of between \$340,000 and \$680,000 for individuals, and
- A fine of \$3.5 million for body corporates.

### **Prohibition on Insurance**

Another significant departure in the Act is the prohibition on insurance policies and indemnities against fines. Under section 272A of the Act, penalties apply to:

- Those who insure or indemnify against fines under the Act;
- Those who are insured or indemnified against fines under the Act; and
- Those who pay or accept an indemnity for an offence under the Act.

The maximum penalty is:

- \$51,000 for individuals; and
- \$255,000 for body corporates.

### **New Duty of Care for WHS Service Providers**

Section 26A imposes a specific duty of care on providers of WHS services. WHS service providers (e.g. external advisors and trainers) must ensure so far as is reasonably practicable that their services do not pose a health and safety risk to persons at the relevant workplace.

### **WHS Issue Resolution**

The Act allows an inspector to attend a workplace to 'assist in resolving' and to 'make a decision resolving the issue'. The inspector must make a decision within two days or request an extension of time under section 82A of the Act.



**STATUTORY ENVIRONMENT**

*Workplace Health & Safety Act 2020*

*Local Government Act 1995*

**POLICY IMPLICATIONS**

Significant. Every Shire policy document will need to be reviewed and the new WHS provisions considered and applied accordingly.

**FINANCIAL IMPLICATIONS**

Potentially 'Extreme' to both individuals and the Shire if compliance is not rigorously monitored and managed.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

3.2 Built Environment: Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.

**COMMUNITY CONSULTATION**

Nil.

**RISK ASSESSMENT**

	Option 1:
Financial	Potentially Extreme to both individuals and the Shire if compliance is not rigorously monitored and managed, breaches occur and penalties apply. Moderate at minimum as a result of the cost of increased compliance, including increased investment in health and safety.
Health	Potentially Extreme to both individuals and the Shire if compliance is not rigorously monitored and managed, breaches occur and penalties apply.
Reputation	Potentially Extreme to both individuals and the Shire if compliance is not rigorously monitored and managed, breaches occur and penalties apply.
Operations	Moderate at minimum as a result of the operational need for increased compliance, including increased activity in health and safety.
Natural Environment	Low

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

**COMMENT**

Nil.

### 9.1.6 COVID-19 Policy: Clarification of definition of “Council Meeting”

**OFFICER RECOMMENDATION**

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

*STRATEGIC PLANNING COMMITTEE RECOMMENDATION: SP23-21/22*

That the Strategic Planning Committee recommend to Council: -

That Council adopt the reviewed and amended version of the COVID-19 Policy, noting the following insertion:

“Council Meetings: All meetings that an elected member (Councillor) attends in his or her capacity as an elected member (Councillor), unless the meeting is being held outdoors.”

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

**VOTING REQUIREMENTS** – Simple Majority

*Strategic Planning Committee report and attachments Item 9.2 – COVID-19 Policy: Clarification of definition of “Council Meeting”*

**IN BRIEF**

At the Ordinary Council Meeting of 31 March 2022, Council adopted the following Motion:

*RESOLUTION: 138-21/22*

*MOVED Cr Stacey SECONDED Cr Hippisley*

*RECOMMENDATION: AR21 – 21/22*

*That the Audit and Risk Committee recommends to Council that Council adopts COVID-19 Policy (B) including end date of Policy in line with State and Federal Government directions.*

*CARRIED 6/2*

The adopted COVID-19 Policy provides for all Shire of Quairading employees, contractors and volunteers to be fully vaccinated against the COVID-19 virus to work for the Shire. Councillors are not required to be vaccinated but can only attend Council meetings remotely. One Councillor has since requested a definition of “Council Meetings.”

## **BACKGROUND**

The Shire of Quairading is committed to its work (occupational), health and safety duty of care to ensure, as far as reasonably practicable, the health and safety of its workers and others in the workplace. It is acknowledged that COVID-19 is a highly transmissible and dangerous virus and that vaccination against COVID-19 is a safe and effective measure to minimise exposure to and spread of the virus.

The nature of our business is one where:

- (a) Workers are required to have close contact or to at least interact with people who are particularly vulnerable to the health impacts of COVID-19 (e.g. aged or unwell people entering the Shire buildings and/or public venues and/or receiving services; Medical Centre patients, hospital patients, school children).
- (b) There is frequent interaction between workers and other people such as customers, other workers or the public in the normal course of employment.
- (c) We are currently operating in an area with ongoing community transmission and heightened risk of exposure to COVID-19.
- (d) There is a public health order in place mandating the vaccination of workers operating in the medical, aged care, construction, maintenance, aquatics and ranger services industries.
- (e) The Shire has a comparatively smaller work force than other Shires and workers.

To this end, the Shire has determined that all workers covered by this policy are required to be fully vaccinated against COVID-19 as a necessary measure to ensure the safety of everyone in the workplace.

In addition to the vaccination requirements of this policy, workers are reminded of their obligations to comply with all other safety protocols, including:

- (a) Continued use of face masks;
- (b) Social distancing; and
- (c) Personal hygiene (e.g. washing hands).

## **MATTER FOR CONSIDERATION**

Given that the State and Commonwealth Governments are in agreement with the World Health Organisation that COVID-19 is a highly transmissible and dangerous virus and that vaccination against COVID-19 is a safe and effective measure to minimise exposure to and spread of the virus, and given both levels of Government have embedded this acknowledgement in law, it is a requirement of local governments under the *Work Health & Safety Act 2020* to do all things reasonable to protect workers, Councillors and Shire residents from the impact of the virus. This includes by participating in attempting to eradicate the virus.

With an understanding of the local government’s legislative responsibility and with direct reference to the adopted COVID-19 Policy, it is recommended that the COVID-19 Policy be amended to include the definition of “Council Meeting,” this being:

“Council Meetings: All meetings that an elected member (Councillor) attends in his or her capacity as an elected member (Councillor), unless the meeting is being held outdoors”

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Work Health & Safety Act 2020*

## POLICY IMPLICATIONS

Amendment to adopted COVID-19 Policy.

## FINANCIAL IMPLICATIONS

Nil

## ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire.
- 2.4 Implement systems and processes that meet legislative and audit obligations.
- 5.3 Provide informed and transparent decision making that meets our legal obligations and the needs of our diverse community.

## COMMUNITY CONSULTATION

Nil

## RISK ASSESSMENT

	Option 1	Retain Current Status
Financial	Potentially Moderate	Potentially Extreme
Health	Potentially Moderate	Potentially Extreme
Reputation	Potentially Moderate	Potentially Extreme
Operations	Low	Low
Natural Environment	n/a	n/a

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## **COMMENT**

Multiple Council members said that the COVID-19 Policy had already been moved and stated that elected members are only to attend Council meetings remotely if the Council member is unvaccinated. The new definition of “Council Meeting” was endorsed, providing for unvaccinated Councillors to attend meetings if they are held outdoors.





## COVID-19 VACCINATION POLICY

<b>Document Status</b>	New Policy
<b>Statutory Environment</b>	<p><i>Work Health and Safety Act 2020</i></p> <p><i>Fair Work Act 2009</i></p> <p><i>Emergency Management Act 2005 (Section 56)</i></p> <p><i>Public Health Act 2016 (Section 167)</i></p> <p>State of Emergency Declarations and related Directions</p>

Record of Policy Review					
<i>Version</i>	<i>Author</i>	<i>Council Adoption</i>	<i>Resolution</i>	<i>Reason for Review</i>	<i>Review Date</i>
01	Nicole Gibbs - CEO	31 <sup>st</sup> March 2022	138-21/22	New Policy	
02	Nicole Gibbs - CEO	06 April 2022		Council request for clarification on the definition of Council Meeting	

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## PURPOSE

This Policy includes the measures we are actively taking to mitigate the spread of COVID-19. This Policy is susceptible to changes with the introduction of additional governmental guidelines. If so, all persons affected by this Policy will be notified as soon as practicable.

## OBJECTIVE

The Shire of Quairading is committed to its work (occupational), health and safety duty of care to ensure, as far as reasonably practicable, the health and safety of its workers and others in the workplace. It is acknowledged that COVID-19 is a highly transmissible and dangerous virus and that vaccination against COVID-19 is a safe and effective measure to minimise exposure to and spread of the virus.

The nature of our business is one where:

- (a) Workers are required to have close contact or to at least interact with people who are particularly vulnerable to the health impacts of COVID-19 (e.g. aged or unwell people entering the Shire buildings and/or public venues and/or receiving services; Medical Centre patients, hospital patients, school children).
- (b) There is frequent interaction between workers and other people such as customers, other workers or the public in the normal course of employment.
- (c) We are currently operating in an area with ongoing community transmission and heightened risk of exposure to COVID-19.
- (d) There is a public health order in place mandating the vaccination of workers operating in the medical, aged care, construction, maintenance, aquatics and ranger services industries.
- (e) The Shire has a comparatively smaller work force than other Shires and workers.

To this end, the Shire has determined that all workers covered by this Policy are required to be fully vaccinated against COVID-19 as a necessary measure to ensure the safety of everyone in the workplace.

In addition to the vaccination requirements of this Policy, workers are reminded of their obligations to comply with all other safety protocols, including:

- (a) Continued use of face masks;
- (b) Social distancing; and
- (c) Personal hygiene (e.g. washing hands).

## DEFINITIONS

### Fully Vaccinated

For the purposes of this Policy, 'fully vaccinated' means a person has received at least two doses of a COVID-19 vaccine and the booster dose that has been approved for use in Australia.

### Council Meetings

All meetings that an elected member (Councillor) attends in his or her capacity as an elected member (Councillor).

### Worker

For the purposes of this policy, worker means employees, contractors, consultants, students and volunteers.

## POLICY

This Policy applies to all Shire of Quairading workers.

The vaccination requirements of this Policy do not apply to:

- (a) Workers who are exempt from vaccination due to health or medical grounds; and

- (b) Persons for whom COVID-19 vaccines have not been approved for use.

Workers must notify management as soon as reasonably practicable if they have an exemption. The Shire may reasonably require a worker to provide appropriate medical evidence of their exemption. All other exemption requests will be considered on a case-by-case basis.

Workers who are exempt from vaccination must continue to comply with all other elements of this Policy and all other work (occupation) health and safety protocols.

Elected members of Council who are not fully vaccinated cannot attend Shire venues open to the public and must attend Council meetings remotely.

### **Worker Responsibilities**

All workers covered by this Policy must:

- (a) Consider seeking their own independent medical advice as to the potential health effects involved in receiving the vaccine.
- (b) Have received the first dose of an approved COVID-19 vaccine by 15 January 2022, and thereafter make arrangements to be fully vaccinated within 10 weeks.
- (c) Be able to provide appropriate evidence of their vaccination status if we so request. Accepted forms of evidence include digital COVID-19 vaccination certificate and/or medical contraindication certificate.
- (d) Notify management as soon as reasonably practicable of their objection to or exemption from vaccination against COVID-19.
- (e) Comply with this Policy as far as reasonably practicable and notify management of any breaches of this Policy.
- (f) Continue to comply with any other safety protocols in place to minimise exposure to COVID.

### **Management Responsibilities**

To facilitate this Policy, management must:

- (a) Consult with workers to discuss and consider the effects this Policy will have on their working arrangements.
- (b) Consider the circumstances of each individual worker to determine the reasonableness of any vaccination requirements.
- (c) Reasonably accommodate workers to make arrangements to receive their vaccines during work time, if necessary.
- (d) Grant appropriate leave entitlements during and after vaccination depending on the circumstances.
- (e) Ensure that all workers are aware of and understand this Policy.
- (f) Handle worker vaccination information in a sensitive and confidential manner, having regard to the obligation to ensure health and safety.
- (g) Consider any exemption requests in a manner that is timely and free from discrimination.
- (h) Investigate and respond to any breaches of this Policy in a timely manner.

### **Consequences of breaching this Policy**

Appropriate action will be taken against a person who is found to have breached this Policy. These measures will depend on the nature and circumstance of each breach and could include:

- (a) Identifying alternative working arrangements,
- (b) Agreement to take a period of leave,
- (c) A verbal or written warning,
- (d) Disciplinary action up to and including dismissal of the person engaging in the behaviour in breach of this Policy.

This section does not apply to those who are exempt from the vaccination requirements of this Policy (as established in the section "Scope").

All workers are reminded of their work (occupational) health and safety obligations to ensure, as far as reasonably practicable, the health and safety of everyone in the workplace, including other workers, themselves, and visitors to the business. Any breach of work health and safety obligations may result in disciplinary action, up to and including termination of employment.

## **STATUTORY ENVIRONMENT**

*Work Health and Safety Act 2020*

*Fair Work Act 2009*

*Emergency Management Act 2005 (Section 56)*

*Public Health Act 2016 (Section 167)*

State of Emergency Declarations and related Directions



## 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 – March 2022

<b>Meeting Date:</b>	28 <sup>th</sup> April 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Leah Horton (Executive Manager, Corporate Services)
<b>Attachments:</b>	(i) List of Accounts - March 2022 (ii) Transport Takings - March 2022
<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 March 2022 covering municipal vouchers 23886 to 23892, EFT 10634 to EFT 10735, and BPAY DD14704.1, totalling \$183,176.13 be received (Attachment i); and
2. That police licensing payments for the month of March 2022 totalling \$36,865.15 be received (Attachment ii); and
3. That there were no fund transfers to the corporate credit card for March 2022; and
4. That net payroll payments for the month of March 2022 totalled \$191,926.92; and
5. That the lease payment for the month of March 2022 on the CESM vehicle totalled \$2,423.72 and the chattel mortgage payment for the month of March 2022 on the Skeleton Weed vehicle totalled \$1,043.80.

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

**VOTING REQUIREMENTS** – Simple Majority

#### IN BRIEF

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

#### MATTER FOR CONSIDERATION

Note the accounts paid during March 2022.

#### BACKGROUND

Council has delegated to the Chief Executive Officer (CEO) the exercise of its power to make payments from its municipal or trust funds. In accordance with regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid by the CEO is to be prepared each month and presented to the Council at the next ordinary meeting of the Council after the list is prepared.

**STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996, Reg 13 (1).*

*Local Government Act 1995, Section 6.9 (3) (a).*

**POLICY IMPLICATIONS**

Delegation 1.1.13: Payments from the municipal or trust funds.

**FINANCIAL IMPLICATIONS**

Payment from Council's municipal fund. Expenditure as per delegated authority and included in the adopted 2021/2022 budget.

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

**ALIGNMENT WITH STRATEGIC PRIORITIES**

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

**COMMUNITY CONSULTATION**

Nil

**RISK ASSESSMENT**

	Option 1
Financial	Low <i>Given Purchasing/Procedures followed, together with Management Separation of acceptance of duties and Processes in place.</i>
Health	Low
Reputation	Low <i>Creditors reviewed weekly and paid in accordance to agreed terms.</i>
Operations	Low
Natural Environment	Low

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

The payment listing for March 2022 is included at **Attachment (i)**.

## List Of Accounts - March 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10634	08/03/2022	QUAIRADING TYRE & BATTERY SUPPLIES	SWIMMING POOL GAS BOTTLE REFILL	\$37.50	
EFT10635	08/03/2022	TELSTRA	MOBILE PHONE USAGE AND CHARGES 16/2/2022 - 15/3/2022; VARIOUS PHONES, STAFF INCLUDING CESM	\$664.60	PARTIALLY
EFT10636	08/03/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES - FIRE & SAFETY ORDER	\$11.46	
EFT10637	08/03/2022	SHIRE OF MERREDIN	CENTRAL WHEATBELT VISITOR CENTRE MEMBERSHIP 2021-2022	\$193.00	
EFT10638	08/03/2022	QUAIRADING AGRI SERVICES	HAND TOWEL AND TOILET PAPER FOR CLEANING SUPPLIES	\$253.00	
EFT10639	08/03/2022	BURGESS RAWSON	VARIOUS WATER USAGE, PUBLIC TRANSPORT AUTHORITY	\$2,289.34	
EFT10640	08/03/2022	SUNNY SIGN COMPANY PTY LTD	SIGNS, POSTS AND GUIDEPOSTS FOR WSNF	\$1,046.45	PARTIALLY
EFT10641	08/03/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	ADMIN IT MAINTENANCE AND SUPPORT FEB 2022	\$170.00	
EFT10642	08/03/2022	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR FUEL FEBRUARY 2022	\$147.00	FULLY
EFT10643	08/03/2022	NORTHAM CARPET COURT	31 DALL STREET CARPET REPLACEMENT, SUPPLY AND INSTALL	\$5,533.00	
EFT10644	08/03/2022	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES FEBRUARY 2022	\$654.50	
EFT10645	08/03/2022	CWB ELECTRICAL & A/C	RELOCATION OF GENERATOR TO TOP CORNER OF BAKERY YARD & HAND DRYER MAINTENANCE IN HALL PUBLIC TOILETS	\$2,288.00	
EFT10646	08/03/2022	OFFICEWORKS	CARAVAN PARK CARETAKER MOBILE PHONE REPLACEMENT, CEO MOBILE PHONE CASE AND DELIVERY	\$381.95	
EFT10647	08/03/2022	COMPLETE OFFICE SUPPLIES PTY LIMITED	STATIONARY SUPPLIES; MEDICAL, ADMIN, CARAVAN PARK	\$1,042.71	
EFT10648	08/03/2022	NICOLE GIBBS	REIMBURSEMENT FUEL PURCHASES	\$263.52	
EFT10649	08/03/2022	BRADLEY JACOBS	REFUND OF CARAVAN PARK CABIN BOOKING	\$495.00	FULLY
EFT10650	08/03/2022	BOC LIMITED	CONTAINER SERVICE AT DEPOT	\$47.26	
EFT10651	08/03/2022	PLUMBER'S MOBILE PLUMBING	PLUMBING WORKS; ADMIN EXTERNAL HOSE TAP REPAIR, REPAIR BROKEN WATER PIPE AT BOREFIELDS, REPAIR MALE TOILET CISTERN AT ADMIN BUILDING	\$286.00	
EFT10652	11/03/2022	TELSTRA	VARIOUS TELEPHONE CHARGES; MOBILE PHONES, MEDICAL	\$1,588.94	
EFT10653	11/03/2022	EASTERN HILLS CHAINSAWS & MOWERS	1X EARTH AUGER 1X WHIPPER SNIPPER CORD	\$1,299.15	
EFT10654	11/03/2022	QUAIRADING AGRI SERVICES	CLEANING SUPPLIES - CARAVAN PARK; MOPS, DISINFECTANT, VACUUM, TOILET PAPER, BBQ WIPES. VARIOUS DEPOT SUPPLIES; HINGES, OIL, COUPLINGS, CABLE TIES, SPRINKLER, PLUGS, WINDEX, GLOVES ETC. CABLE FOR YOUTH CENTRE.	\$751.90	
EFT10655	11/03/2022	AWARD SECURITY	SECURITY ALARM MONITORING FOR JAN TO MARCH 2022; MEDICAL, DEPOT, CRC, ADMIN BUILDINGS	\$414.70	



## List Of Accounts - March 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10656	11/03/2022	COMMUNITY RESOURCE CENTRE - QUAIRADING	CRC MONTHLY CHARGES FEBRUARY 2022	\$1,602.94	
EFT10657	11/03/2022	GARRY TAYLOR	COVID-19 EDUCATION SERVICES - COMMUNITY VACCINATION PROGRAM EXPENSE	\$300.00	FULLY
EFT10658	11/03/2022	SHIRE OF CUNDERDIN	1000 x RAPID ANTIGEN TESTS	\$8,030.00	
EFT10659	11/03/2022	MARNHAM'S MECHANICAL SERVICES	REPAIR AIR LEAK ON CAT TRUCK, FORKLIFT SERVICE, REPLACE DAMAGED AIR CLEANING ASSEMBLY ON ISUZU TIPPER	\$1,135.81	
EFT10660	11/03/2022	BENT NAIL BUILDING & MAINTENANCE	REPAIRS TO ADMIN REAR DOOR, REMOVE BIRD NEST AT CRC	\$264.00	
EFT10661	11/03/2022	PETER ROBERT YORK	31 DALL STREET REPAIR WORKS; BATHROOM RESEAL, RE-GROUT ENSUITE, FLYSCREEN REPAIR, DOOR CLOSER REPAIR. UNIT 5 AKV WORKS, REPAIR CAFÉ BLIND, REPLACE FLYSCREEN	\$540.00	
EFT10662	11/03/2022	G J JONES PLUMBING	INVESTIGATE AND REPAIR OVAL RETIC SOLENOID PIT	\$397.54	
EFT10663	11/03/2022	JENNIFER GREEN	REIMBURSEMENT POSTER PRINTING AND CATERING SUPPLIES	\$74.73	
EFT10664	11/03/2022	FIRE & SAFETY WA	PROTECTIVE FIRE EQUIPMENT, HELMET, TORCH, LIGHTING	\$5,665.00	
EFT10665	11/03/2022	DAVID GRAY & CO PTY LTD	NEW YELLOW AND GREEN BINS FOR CARAVAN PARK	\$283.36	
EFT10666	11/03/2022	GREAT SOUTHERN FUEL SUPPLIES	8000L DIESEL	\$13,760.65	
EFT10667	11/03/2022	HISCONFÉ	VARIOUS BEDDING & LINEN FOR CARAVAN PARK	\$566.48	
EFT10668	11/03/2022	CYNTHIA DAWN DANN	COVID-19 EDUCATION SERVICES - COMMUNITY VACCINATION PROGRAM EXPENSE	\$300.00	FULLY
EFT10669	11/03/2022	AVON VALLEY ISUZU UTE	2019 ISUZU D-MAX UTE 30,000KM SERVICE	\$655.88	
EFT10670	11/03/2022	IMPRINT PLASTIC	ACRYLIC BLACK DESK SIGN WITH WHITE WRITING	\$141.30	
EFT10671	11/03/2022	BOB WADE FLEET MAINTENANCE	GENERAL MAINTENANCE Q5122 WITH PARTS AND TRAVEL	\$2,003.50	
EFT10672	11/03/2022	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING AND CONSULTING SERVICES FOR FEBRUARY	\$1,557.94	
EFT10673	11/03/2022	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	31 DALL STREET MAINTENANCE; INSTALL CEILING FANS AND REPLACE LAUNDRY EXHAUST FAN	\$1,903.00	
EFT10674	11/03/2022	QUAIRADING BOOK POST (2020)	FEBRUARY MONTHLY FEE PROVISION OF LIBRARY SERVICES	\$2,311.89	
EFT10675	11/03/2022	BRIAN KIMBER	REIMBURSEMENT SKELETON WEED EXPENSES; FUEL, TELEPHONE AND INTERNET	\$441.82	FULLY
EFT10676	11/03/2022	CONWAY HIGHBURY PTY LTD	CONSULTANT COMPLIANCE AUDIT RETURN 2021	\$1,265.00	
EFT10677	11/03/2022	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	75 HOURS HIRE WATERCART & OPERATOR HIRE R2R MT STIRLING	\$9,075.00	PARTIALLY
EFT10678	11/03/2022	GUNDARINGWA	COVID-19 EDUCATION SERVICES - COMMUNITY VACCINATION PROGRAM EXPENSE	\$300.00	FULLY

## List Of Accounts - March 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10679	11/03/2022	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	ULP FUEL FOR THE MONTH OF FEBRUARY & MARCH 2022	\$374.03	
EFT10680	11/03/2022	NICOLE GIBBS	REIMBURSEMENT FUEL	\$190.60	
EFT10681	11/03/2022	BLESSINGTON PTY LTD - SINGER CO	ESP36T1 ELECTRONIC STEAM PRESS FOR CARAVAN PARK	\$899.00	
EFT10682	31/03/2022	QUAIRADING TYRE & BATTERY SUPPLIES	VARIOUS PURCHASES; TYRE REPAIRS, NEW TYRES AND VALVES, GREASE & GAS FOR CARAVAN PARK	\$1,835.13	
EFT10683	31/03/2022	AVON WASTE	WASTE REMOVAL CHARGES 14/02/2022 - 28/02/2022	\$8,612.76	
EFT10684	31/03/2022	TELSTRA	VARIOUS TELEPHONE CHARGES; OFFICE, DEPOT, MEDICAL, POOL, CRC, MOBILES, INCL CESM ETC.	\$3,281.32	PARTIALLY
EFT10685	31/03/2022	TOLL TRANSPORT PTY LTD	VARIOUS FREIGHT COSTS, WSGFN, CARAVAN PARK ETC.	\$646.42	PARTIALLY
EFT10686	31/03/2022	WESFARMERS KLEENHEAT GAS PTY LTD	VARIOUS GAS CYLINDER SERVICE FEES; RESIDENTIAL HOUSES	\$429.00	
EFT10687	31/03/2022	COUNTRY COPIERS NORTHAM	PHOTOCOPIER METER READING TO 17 MARCH 2022	\$571.11	
EFT10688	31/03/2022	QUAIRADING MEDICAL PRACTICE (KINGDOM MEDICALS)	PRE-EMPLOYMENT MEDICAL, NEW DEPOT STAFF MEMBER	\$139.70	
EFT10689	31/03/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	VARIOUS COMPUTER & IT MAINTENANCE; MEDICAL & ADMIN	\$1,190.00	
EFT10690	31/03/2022	CLINICARE PHARMACY QUAIRADING	2X BOXES OF DISPOSABLE FACE MASKS (100 MASKS IN TOTAL)	\$70.00	
EFT10691	31/03/2022	WATER CORPORATION	WATER CHARGES FOR STANDPIPES TO MARCH 2022	\$1,026.11	
EFT10692	31/03/2022	BOB WADDELL & ASSOCIATES PTY LTD	RATES OFFICER ASSISTANCE TO 20/03/2022, CREATION OF THE NEW MONTHLY FINANCIAL REPORTING TEMPLATE USING NEW COA, ASSISTANCE WITH THE 21/22 ANNUAL BUDGET REVIEW.	\$2,433.75	
EFT10693	31/03/2022	SYNERGY	VARIOUS ELECTRICITY EXPENSES FOR PROPERTIES TO MARCH	\$3,311.57	
EFT10694	31/03/2022	BENT NAIL BUILDING & MAINTENANCE	CEMETERY EXCAVATOR HIRE - ONE FULL DAY 17/03/2022	\$220.00	
EFT10695	31/03/2022	PORTER CONSULTING ENGINEERS	WSFN STAGE 4 - QUAIRADING-CUNDERDIN CLAIM FOR WORK COMPLETED TO 28 FEBRUARY 2022	\$3,799.40	PARTIALLY
EFT10696	31/03/2022	PETER ROBERT YORK	REPAIRS TO SHIRE HALL	\$81.00	
EFT10697	31/03/2022	FIRE & SAFETY WA	PROTECTIVE FIRE EQUIPMENT, LIGHTING, HELMET, TORCH ETC.	\$1,663.99	
EFT10698	31/03/2022	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2021/22 ESL QUARTER 3 - DFES	\$21,683.19	
EFT10699	31/03/2022	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL	\$10,259.43	
EFT10700	31/03/2022	WORKWEAR GROUP (PACIFIC BRANDS)	POLO SHIRTS WITH SHIRE LOGO - STAFF UNIFORMS	\$143.50	
EFT10701	31/03/2022	WALGA	MEETING PRACTICES FOR GOOD GOVERNANCE OUTCOMES - STAFF TRAINING	\$578.00	

## List Of Accounts - March 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10702	31/03/2022	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES MARCH 2022 RANGER SERVICES MARCH 2022	\$1,215.00	
EFT10703	31/03/2022	HISCONF	TOILET ROLL DISPENSERS FOR AMENITIES AND BATH TOWELS FOR CARAVAN PARK	\$1,079.47	
EFT10704	31/03/2022	JOONDALUP TURF FARM	85M2 OF KIKUYU TURF FOR CARAVAN PARK CARETAKER LANDSCAPING	\$822.80	PARTIALLY
EFT10705	31/03/2022	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2021/2022 RADIO ADVERTISING	\$99.00	
EFT10706	31/03/2022	STABILISATION TECHNOLOGY	PAVEMENT CONSULTING CUNDERDIN-QUAIRADING RD (WSFN)	\$2,431.00	PARTIALLY
EFT10707	31/03/2022	QUEST INNALOO	ACCOMMODATION & PARKING - DEPARTMENT OF TRANSPORT STAFF TRAINING (TO BE REIMBURSED BY DOT)	\$705.00	FULLY
EFT10708	31/03/2022	AJ & BR COWCILL	REPLACE FUSE ON HINO TIPPER FUNCTION REXROTH VALVE	\$178.80	
EFT10709	31/03/2022	DORMAKABA AUSTRALIA PTY LTD	SERVICE MAINTENANCE AGREEMENT AUTO DOORS AT MEDICAL, ADMIN AND CRC BUILDINGS	\$438.99	
EFT10710	31/03/2022	CWB ELECTRICAL & A/C	ELECTRICAL REPAIRS UNIT 5 AKV	\$216.70	
EFT10711	31/03/2022	OFFICEWORKS	SAMSUNG GALAXY A52 128GB BLACK   EXECUTIVE OFFICER MOBILE PHONE, STATIONERY FOR CARAVAN PARK OFFICE	\$726.58	
EFT10712	31/03/2022	MARTY HANSEN	REFUND SHIRE HALL BOND	\$875.00	FULLY
EFT10713	31/03/2022	QUAIRADING BOOK POST (2020)	VARIOUS POSTAGE MARCH 2022, ADMIN & MEDICAL	\$346.40	
EFT10714	31/03/2022	ECOSCAPE	FINAL DESIGN & CONTRACT ADMINISTRATION SERVICES RELATING TO THE KWIRRADING KOORT COMMUNITY PARK	\$5,772.80	PARTIALLY
EFT10715	31/03/2022	RESONLINE PTY LTD	ROOM MANAGER MONTHLY FEE FEBRUARY 2022	\$220.00	
EFT10716	31/03/2022	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	ULP FUEL PURCHASES FOR THE MONTH OF MARCH 2022	\$340.64	
EFT10717	31/03/2022	LEAH HORTON	REIMBURSEMENT, PETROL, UNIFORM, ACCOMMODATION FOR TRAINING, ACCOMMODATION FOR CONFERENCE, FOOD.	\$1,506.08	
EFT10718	31/03/2022	BUNNINGS GROUP LTD	VARIOUS SUPPLIES FOR CARAVAN PARK, SPAKFILLA, SANDPAPER, BROOM, RUBBISH BIN, RETRACTABLE HOSE	\$257.14	
EFT10719	31/03/2022	COMPLETE OFFICE SUPPLIES PTY LIMITED	STATIONARY SUPPLIES MARCH 2022, ADMIN, MEDICAL, CARAVAN PARK.	\$755.33	
EFT10720	31/03/2022	LG BEST PRACTICES PTY LTD	ASSISTANCE IN THE PREPARATION OF BUSINESS ACTIVITY STATEMENTS (BAS) FOR JULY 21-JAN 2022. ASSISTANCE WITH THE CHART OF ACCOUNTS, MAPPING AND TESTING, JOB CREATION.	\$6,022.50	

## List Of Accounts - March 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10721	31/03/2022	MARGARET HARRY	REIMBURSEMENT DISPLAY FRIDGE FOR CARAVAN PARK	\$557.76	
EFT10722	31/03/2022	DARREN WALLACE	REIMBURSEMENT FUEL	\$50.00	
EFT10723	31/03/2022	NICOLE GIBBS	REIMBURSEMENT FUEL, CAT FOOD FOR TRAPPING, COUNCIL REFRESHMENTS, BATTERIES, WALL HOOKS	\$591.33	
EFT10724	31/03/2022	WESTWIDE AUTO ELECTRICS & AIRCONDITIONING	TRAVEL TO REPAIR BOBCAT P430 ON WARRANTY	\$650.00	
EFT10725	31/03/2022	QUALITY PRACTICE ACCREDITATION PTY LTD	MEDICAL PRACTICE - COMMENCEMENT OF MEDICAL ACCREDITATION - CONNECT APPLICATION FEE	\$1,320.00	
EFT10726	31/03/2022	CYNTHIA MONIKA SCHATZ	REFUND OF CARAVAN PARK SITE BOOKING FEE	\$85.50	FULLY
EFT10727	31/03/2022	PETER KENNEDY	REFUND OF CARAVAN PARK SITE BOOKING FEE	\$28.50	FULLY
EFT10728	31/03/2022	FRANK JOY	REFUND OF CARAVAN PARK SITE BOOKING FEE	\$114.00	FULLY
EFT10729	31/03/2022	CHRISTINE FOGLIANI	REFUND OF CARAVAN PARK SITE BOOKING FEE	\$28.50	FULLY
EFT10730	31/03/2022	ALLAN PRESS	REFUND OF CARAVAN PARK SITE BOOKING FEE	\$85.50	FULLY
EFT10731	31/03/2022	RICHMOND WHEEL AND CASTOR CO	CASTOR WHEELS FOR TOWN HALL TABLE TROLLEYS	\$712.14	
EFT10732	31/03/2022	EIRTEKURA REYNOLDS	REFUND COMMUNITY BUS BOND LESS HIRE CHARGES	\$36.60	FULLY
EFT10733	31/03/2022	KAREN RUSHTON	REIMBURSEMENT PRE-EMPLOYMENT MEDICAL	\$180.50	
EFT10734	31/03/2022	BOC LIMITED	REPLACEMENT ARGOSHIELD GAS BOTTLES FOR DEPOT	\$99.39	
EFT10735	31/03/2022	PLUMBERJ'S MOBILE PLUMBING	REPAIR LEAK IN BATHROOM TAP AT UNIT 5 - AKV, REPAIR LEAKING TAP IN FRONT OF CO-OP PARKING AREA	\$121.00	
23886	02/03/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE SCHEME FLOAT	\$869.40	FULLY
23887	09/03/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE SCHEME FLOAT	\$1,145.20	FULLY
23888	15/03/2022	DEPARTMENT OF TRANSPORT	12 MONTH REGISTRATION CESM VEHICLE 1HFT882	\$397.40	
23889	16/03/2022	AUSTRALIA POST	POST BOX RENTAL	\$211.00	
23890	31/03/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE SCHEME FLOAT	\$1,309.20	FULLY
23891	31/03/2022	AUSTRALIA POST	AUSTRALIA POST BOX RENEWAL	\$139.00	
23892	31/03/2022	ELDERS INSURANCE	INSURANCE AVON SOUTH ACTION GROUP	\$804.15	
DD14704.1	31/03/2022	AUSTRALIAN TAXATION OFFICE	BAS FEBRUARY 2022	\$13,757.00	

**\$183,176.13**

**TRANSPORT TAKINGS FOR THE MONTH ENDING****31 MARCH 2022****Attachment 11.1 (ii)**

<b>ACTUAL TOTAL TAKINGS</b>		
<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
28/02/2022	TRANSPORT TAKINGS	2,850.05
1/03/2022	TRANSPORT TAKINGS	3,128.05
2/03/2022	TRANSPORT TAKINGS	485.55
3/03/2022	TRANSPORT TAKINGS	1,485.70
4/03/2022	TRANSPORT TAKINGS	867.85
8/03/2022	TRANSPORT TAKINGS	750.55
9/03/2022	TRANSPORT TAKINGS	2,945.95
10/03/2022	TRANSPORT TAKINGS	283.50
11/03/2022	TRANSPORT TAKINGS	1,485.20
14/03/2022	TRANSPORT TAKINGS	2,323.80
15/03/2022	TRANSPORT TAKINGS	606.10
16/03/2022	TRANSPORT TAKINGS	1,436.30
17/03/2022	TRANSPORT TAKINGS	1,595.55
18/03/2022	TRANSPORT TAKINGS	4,027.80
21/03/2022	TRANSPORT TAKINGS	2,461.70
22/03/2022	TRANSPORT TAKINGS	2,166.00
23/03/2022	TRANSPORT TAKINGS	1,454.75
24/03/2022	TRANSPORT TAKINGS	1,171.75
25/03/2022	TRANSPORT TAKINGS	510.95
28/03/2022	TRANSPORT TAKINGS	1,356.55
29/03/2022	TRANSPORT TAKINGS	3,471.50
<b>TAKINGS RECEIVED IN THE BANK - MARCH 2022</b>		<b>36,865.15</b>

<b>AMOUNTS YET TO BE DRAWN</b>		
<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
30/03/2022	TRANSPORT TAKINGS	152.35
31/03/2022	TRANSPORT TAKINGS	685.95
<b>MARCH TAKINGS RECEIVED IN THE BANK - APRIL 2022</b>		<b>838.30</b>



## 11.2 Financial Information – Statements of Income and Expenditure for the Period Ending – 31<sup>st</sup> March 2022

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<b>Meeting Date:</b>	28 <sup>th</sup> April 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Leah Horton (Executive Manager, Corporate Services)
<b>Attachments:</b>	(i) Financial Statements for March 2022 <i>(provided under separate cover)</i>
<b>Owner/Applicant:</b>	N/A
<b>Disclosure of Interest:</b>	Nil

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### OFFICER RECOMMENDATION

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

That Council receive the monthly Financial Statements for the period ending 31<sup>st</sup> March 2022.

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### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- Monthly financial statements for the period ending 31<sup>st</sup> March 2022 attached.
- Monthly financial statements have been updated based on the Bob Waddell and Associates monthly statements model (Abridged version).
- Budget amendments endorsed at the November 2021 ordinary council meeting have been completed in SynergySoft and carried across into the financial reports. A change in recognition to the amendments related to expected profit/loss on sale of assets has changed the amended budgeted surplus for 2021/22 from \$74,571 to \$144,571.
- Budget amendments endorsed at the March 2022 ordinary council meeting have been completed in SynergySoft and carried across into the financial reports. Subsequently, the amended budgeted surplus for 2021/22 has reduced from \$144,571 to \$41,803.
- Future monthly financial statements will be produced using the Bob Waddell template expanding from the abridged version to the comprehensive model.
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new reporting template and accounting processes are utilised to optimise their capability and are prepared in a timely manner.
- In December 2021 the Shire started the transition from the existing Chart of Accounts (COA) to the DLGSC industry standardised COA. This project was finalised on the go-live date of 11<sup>th</sup> April 2022. Significant corrections to account mapping, programs (schedules) and income/expense accounts have been reflected in the updated monthly financial report and statements. Financial reports produced in the old COA and new COA will appear different.

## **MATTER FOR CONSIDERATION**

To receive the monthly financial report and statements.

## **BACKGROUND**

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*, requires each local government to present a Statement of Financial Activity reporting on income and expenditure as set out in the annual budget. In addition, regulation 34(5) requires a local government to adopt a percentage or value to report on material variances between budgeted and actual results. The 2021/22 budget adopted by Council on 29 July 2021, determined the variance analysis for significant amounts of \$10,000 and 10% for the financial year.

Council resolved in October 2000 (minute number 071-00/01) to receive financial statements in the required statutory format. The current template utilises the Bob Waddell and Associates monthly statements model (abridged version), recently converted to the new Chart of Accounts (COA).

## **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations 1996*

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

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

*Local Government Act 1995*, Section 6.4

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

Council provided an initial budget provision of \$25,000 for accounting support expenses in the 2021/2022 year. A further \$65,830 was added to this provision at the November 2021 budget review (resolution 74-21/22). Of this \$65,830; \$18,490 related to consultancy costs for increased scope with the Annual Financial Report (AFR), fair value valuations, monthly reporting template and ongoing support. The remaining \$47,340 related to costs associated to transition to the local government industry standard Chart of Accounts (COA). The amended budget for accounting support now totals \$90,830.

Additional costs will be incurred in early 2022 to complete the work by Bob Waddell and Associates to create an automated and self-balancing financial reporting model for Council's use.

## **ALIGNMENT WITH STRATEGIC PRIORITIES**

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

## **COMMUNITY CONSULTATION**

Nil

**RISK ASSESSMENT**

	Option 1
Financial	Low <i>Council has provided Budget Provision for Additional Accounting Services to assist the Council Staff. Overall Financial Risk is mitigated with Monthly Financial Reports being prepared and presented to Council for Review and Monitoring of Council's Financial Position throughout the Year.</i>
Health	Low
Reputation	Low <i>Additional experienced Accounting Support and Templates obtained to ensure that full Compliance to the Act, Regulations and Accounting Standards is achieved and maintained.</i>
Operations	Low <i>Additional External Accounting Contractor Services procured to support the new and existing Council Staff.</i>
Natural Environment	Low

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

**COMMENT**

The monthly financial statements have been updated using the Bob Waddell monthly statements model developed for smaller rural and regional Councils (abridged version).

The model template has been updated to include profit and loss statements for the Caravan Park.

The statements will continue to be updated and customised to include relevant information for Council and staff and to work with improvement management accounting practices.

It is expected that with each months' financial report, improvements will be made to extend the abridged version of reporting into the Bob Waddell and Associates comprehensive model.

Amendments to the 2021/22 Annual Budget were endorsed by Council at the November 2021 ordinary council meeting in resolution 74-21/22. The opening surplus of \$30,002 was predicted to increase by \$44,569 to total the amended budgeted surplus at the end of 2021/22 of \$74,571.

This amendment included a \$70,000 decrease in available cash related to five (5) expected profit/loss on sale of asset accounts. This was identified due to an error in the 2021/22 Statutory Budget where the \$70,000 was included in the overall total but not in the schedules.

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

The amended budgeted surplus was then \$70,000 above the predicted \$74,571, being \$144,571.

Further amendments to the 2021/22 Annual Budget were endorsed by Council at the March 2022 ordinary council meeting in resolutions 149-21/22 and 150-21/22. The amended budgeted surplus for 2021/22 has reduced from \$144,571 to \$41,803.

On the 11<sup>th</sup> of April 2022, the Shire went live with the new Chart of Accounts (COA). The monthly financial reporting template was reconfigured to align to the new COA by Bob Waddell. The new financial reports will vary in comparison to those produced in the previous COA due to amendments having been made during the COA conversion process to correct errors in the previous chart, this includes; corrections to the mapping of expenses between programs (schedules) and corrections to income/expense accounts.

### 11.3 LGISWA Scheme – Members Experience Account balance

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<b>Meeting Date:</b>	28 <sup>th</sup> April 2022
<b>Responsible Officer:</b>	CEO Nicole Gibbs
<b>Reporting Officer:</b>	EMCS Leah Horton
<b>Attachments:</b>	(i) LGIS Member Performance Brochure - Quairading (ii) Email from LGIS to CEO – December 2021 (iii) LGIS Brochure – Member Dividend Spending
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

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#### OFFICER RECOMMENDATION

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

That Council endorses the Shire to request a refund from Local Government Insurance Services (LGIS), being the Member Experience Account credit balance of \$11,499.18.

That Council endorses the expenditure of \$11,499.18 on risk management initiatives.

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#### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- The LGIS mutual scheme is provided by the WA Local Government Association (WALGA) to WA Local Governments via a management arrangement with JTL (Marsh).
- Underpinning the Agreement is a Trust Deed of which WALGA is a Trustee. This makes WALGA State Council responsible for the governance of the Scheme.
- LGIS cover is specifically designed for WA local government to accurately and adequately reflect risks exposures.
- The Mutual Indemnity Scheme members pay contributions which are pooled to manage a primary layer of risk.
- The Scheme purchases additional insurance products to provide adequate indemnity.
- Surplus funds stay with the Scheme and can be returned to members.
- The *Work Health and Safety Act 2020* and regulations came into effect on 31 March 2022. These laws require significant changes to Shire operations in relation to occupational health and safety, with the penalties for non-compliance severe for Council Members, Executive and other decision makers.

#### MATTER FOR CONSIDERATION

This report advises Council of a credit to be received by the Shire of Quairading from LGIS from the current balance of the Members Experience Account, and recommends an allocation of those funds.



## BACKGROUND

Local Government Insurance Services (LGIS) was established in 1995 in response to widespread dissatisfaction amongst local governments in Western Australia with the traditional insurance market. At this time local governments had difficulties in obtaining cover in key insurance classes and where cover was available, local governments were being penalised with large, unmanageable and unbudgeted increases in the cost of cover.

The WA Local Government Sector established its own, sustainable solution for local governments through the creation of an industry based mutual indemnity scheme, entirely owned and controlled by its participating WA Local Government members. Scheme members pay contributions to create an overall fund “pot of money,” which is used to manage the primary layer of risk (pooled Cover). The Scheme buys a variance of insurance (indemnity covers) in excess of these pooled covers to provide members with the protection they require.

The scheme incorporates protection for areas such as; property, public liability, bushfires, motor vehicles, cyber liability, elected member protection and workers compensation and is a superior alternative to what is made available by the traditional insurance market. In addition to the LGIS scheme coverage, local governments also have access through LGIS insurance broking to a range of non-scheme insurance products such as marine cargo and salary continuance.

The financial operations of the scheme are reviewed annually to determine if there is any surplus funds, and whether they can be distributed back to member Council’s as a cash surplus or via a scheme health and well-being account.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Workplace Health & Safety Act 2020*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The cost of LGISWA membership and the predicted annual surplus is included in the 2021/22 Annual Budget. The Shire’s share of the Members Experience Account will be an increase to revenue to the value of \$11,500.

## ALIGNMENT WITH STRATEGIC PRIORITIES

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

## COMMUNITY CONSULTATION

Nil

## RISK ASSESSMENT

	Option 1
Financial	Low <i>Insurance is provided for in the annual budget.</i>
Health	Low

Reputation	Low
Operations	Low
Natural Environment	Low

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

In December 2021, the Shire's Chief Executive Officer met with a representative from LGIS on a variety of matters. One of those matters discussed the Shire's members experience account which has a balance of **\$11,499.18**.

This account can be used to credit the costs of various types of risk management initiatives to help the Shire to reduce risk exposure. Some examples of risk management activities are found in Attachment (iii) LGIS Brochure – Member Dividend Spending. However, spending isn't limited to these examples and there may be other areas that may be found to provide a greater benefit.

The implications to the Shire relating to the new *Work Health and Safety Act 2020* are significant. It has been identified that this issue is of a high risk to Council Members, Executive and other decision-makers, and therefore the area most in need of mitigation through risk management. Given the severe penalties for non-compliance with the Act, the Shire needs to plan for increased training and improved policies, processes and systems to ensure adequate protection. It is proposed that the full amount of the \$11,499.18 members experience account be spent on preparing the organisation and staff for the changes the Act will introduce.

To utilise the funds available in the members experience account, the Shire is required to complete the dividend funding claim form with the amount and purpose identified.

The Shire is proposing to request:

**Funds Requested: \$11,499.18**

**Purpose: To be spent on risk management activities, including; staff training, improved systems, policies and processes relating to the implementation of the *Work Health and Safety Act 2020*.**



LGIS Board of Directors\*

# Shire of Quairading

*WA Local governments working together to protect their organisation, community and people.*



*Your total Scheme surplus share to date*  
**\$100,326\***



*Your LGIS Scheme members equity*  
**\$94,189\***

\*Excludes GST



# Looking back at 2020/21

**Peter Forbes, Chair of LGIS reflects on the highs and lows of the past year.**

For more information on the Scheme's financial performance check out the LGIS Annual Report – available at [lgiswa.com.au](http://lgiswa.com.au) or speak to your LGIS Account Manager.

This year marked a milestone - in July 2020 we celebrated 25 years since the LGISWA mutual indemnity Scheme commenced.

July 2020 also heralded the implementation of phase 1 of an expansion of Scheme covers. Cyber liability, management liability, motor vehicle and plant, personal accident, and travel covers were moved under the auspices of the Scheme (as outsourced indemnity covers for the first phase).

Broader scheme cover provides members with confidence and sustainable protection to meet the needs of their organisations and communities now and into the future.

## COVID-19

We recognised the significant financial impact COVID 19 had on our members, and the Board (with approval of the Scheme's Trustee WALGA) endorsed an extraordinary, one-off \$7 M member support package to offset members' 2020/21 contributions. Scheme manager fees were also frozen for 2020/21.

It's also been one of the hardest years on record for the global insurance market, and even harder in our pacific region. Insurers' risk appetite reduced and caution increased in an uncertain environment.

Against this backdrop the achievements of your Scheme have been exceptional - successfully insulating members against volatile market price hikes and providing even more protection to the WA local government sector.

## Financial result

From a financial perspective, 2020/21 was a good year. The financial operating result of the Scheme for the year ended 30 June 2021 was a surplus of \$9.11 M, driven by significantly improved returns on investments and extraordinary reinsurance premium rebates.

The Scheme's financial position was once again maintained at a level in excess of the target capital, with excess funds to be returned to members.

All this occurred during a year when the Scheme was called upon to step up for members encountering some major loss events. Tropical Cyclone Seroja was at the forefront of these.

Whilst distressing for those afflicted, such events gave LGISWA the opportunity to further demonstrate the benefits of being part of the Scheme:

- ▶ When members in the Mid-West region were struck by the fury of Cyclone Seroja, LGIS was there to support them – paying a projected \$6.8 million in claims.
- ▶ When bushfire volunteers suffered injuries at events such as the Woorooloo bushfire, LGIS was there for them.
- ▶ When WA local government staff suffered workplace injuries, LGIS was there to support them.

***Pleasingly the value and benefits of the Scheme have been recognised by the sector, with 100% of WA local government organisations having Scheme membership for the reporting year.***

I'm sure that the sector and LGIS will continue to be tested in 2022 but I am confident that together we'll be able to weather the uncertainty. I and my fellow Board members will continue to be dedicated and committed in advancing the best interests of members and the WA local government sector.

**Peter Forbes**  
Chairman, LGIS

## Your scheme at a glance



**\$9.1 M** surplus for 2020/21 securing contribution credits for future years

**\$2.2 M** returned to members as 2021/22 contribution credits

**\$7 M** COVID-19 extraordinary support package for 2020/21



**New portfolio** Motor Fleet protection

**Rebranded** to reflect that LGIS is an important service of the WA Local Government Association (WALGA)



**10,500 Hours** of Scheme risk services delivered to members and 1,250 hours of injury prevention services to over 3,200 local government workers.

**70 Members** participated in the co-funded Regional Risk Coordination Program



**1,120** Liability claims

**520** Property claims

**818** Workers' compensation claims

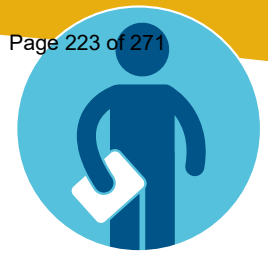
## How will the surplus be distributed?

Nothing is certain except uncertainty' and that couldn't be truer than for 2021/22. To prepare for these uncertain times the LGIS Board of Directors decided to retain \$3 M of the surplus for future contribution credits with a further \$0.5 M retained for special projects.

As 2022/23 membership renewals approach the Board will consider the reinsurance market situation, LGIS investment returns and the Scheme's capital position to determine how much of the reserve to apply as contribution credits.

In all situations the Board seeks to return as much to members as possible whilst balancing their responsibility to ensure the financial stability of the Scheme.

# Unique member benefits



## Managing local government risk together

As the protection partner of choice for WA local governments, we understand the complexity of the sector like no other – we know that cover is only the beginning.

That's why membership of LGIS delivers more than protection to your local government. Scheme membership provides an abundance of risk services which align with the priorities of modern, sophisticated local governments.

## Scheme risk services reviewed

We're committed to making sure that the Scheme risk services are effective and value for money.

WALGA commissioned an independent consultant to assess these two key measures, and in June 2021 they delivered their report. It confirmed the value of Scheme risk services and found that:

- ▶ The claim trends support that the risk mitigation programs are effective.

- ▶ The LGIS claim number and costs trends have similar or more favourable outcomes than data from APRA and WorkCover WA.
- ▶ A substantial increase in program hours in one year leads to a net decline in claim costs in the following year, however this does not hold true over a two (2) to four (4) year period (suggesting other issues are influencing long-term claim trends).
- ▶ The allocation of program hours, in general, appears to be allocated appropriately across members based on their respective claim numbers and claim value.
- ▶ The spend for risk mitigation services across the WA population bands is appropriate.
- ▶ The spend for risk mitigation services is appropriately allocated in a greater proportion to those Local Governments with larger claim values.

# Making the most of your membership

## Shire of Quairading benefits taken in the last three years.

There are too many Scheme risk services for you to take advantage of in a year! Take a look at if and when your local government accessed the Scheme risk services available. Talk to your Account Manager about how you can get even more benefits from your LGIS membership.

	Funding year service most recently used
Professional risks	
Liability risk management	
Property risk management	
Managing emergencies	2021
Event risk management	
Aquatic risk management	2021
Work, health and safety	2021
Human resources risk management	2021
Injury prevention	2021
Regional Risk Coordinator Program (where applicable)	2022

## Health and Wellbeing Services

The LGIS Health and Wellbeing Program is another popular Scheme benefit; it's designed to improve the health awareness and outcomes of WA local government workers through:

- ▶ Providing education and awareness raising sessions to improve the health and wellbeing of staff and prevent or delay the onset of illness, disease and injury.
- ▶ Providing screening programs that assist to identify risk factors that may require further health management.

Healthy workers are reported to be more productive than unhealthy workers, record fewer injuries, sick days, and work-related injury claims. Improving the health and wellbeing of workers can also lead to:

- ▶ Increased worker engagement and morale
- ▶ Improved safety performance
- ▶ Decreased musculoskeletal injury
- ▶ Increased worker retention
- ▶ Decreased absenteeism and presenteeism

**Your 2021/22 Health & Wellbeing Services Allocation: \$1,600**



***We help our members to build better communities by containing costs, providing the best cover and helping them manage risks, through a member-owned mutual indemnity model.***

LGIS is WA local governments working together:

- ▶ We make sure that our members have the best cover and if disaster strikes we get the member, and their community, back on their feet as soon as possible
- ▶ We understand local government and we're here for the long term to share knowledge and tailor services to minimise the total cost of risk for our membership



### ***Contact details***

Sandra Clohessy

Account Manager

LGIS

 T: 0428 846 080

 [sandra.clohessy@lgiswa.com.au](mailto:sandra.clohessy@lgiswa.com.au)

### **2020/21 LGISWA Annual Report**

*Now available in the website  
Member Centre at [lgiswa.com.au](http://lgiswa.com.au)  
or contact your Account Manager  
for a hard copy.*

\*Cover photo, LGIS Board of Directors from left to right: Aaron Cook, Shire of Gingin | Cr Paul Kelly, Town of Claremont | Tony Evans, Independent | Mayor Tracey Roberts, City of Wanneroo | Peter Forbes, Independent | Mary Woodford, Independent | Nick Sloan, WALGA | The Hon. Cr Paul Omodei, Shire of Manjimup | John Pearson, City of Rockingham.

**From:** [Clohessy, Sandra](#)  
**To:** [Nicole Gibbs](#)  
**Subject:** 2021 LGIS Surplus Visit - Outcome  
**Attachments:** [2021 Annual Report FINAL.pdf](#)  
[LGIS000622 Member Performance brochure SC Quairading web.pdf](#)  
[Protecting your community together - Information for Elected Members brochure 2021.pdf](#)  
[Managing local government risk together.pdf](#)  
[LGIS-Manual task services- 2021-22.pdf](#)  
[LGIS-Ergonomic Assessments and Services-2021-22.pdf](#)  
[21-1025 LGIS Member Dividend.pdf](#)  
[2021 REBRAND LGIS member dividend funding claim form.docx](#)

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Hi Nicole,

Hope you are keeping well. Pleasure meeting with you last Monday 13<sup>th</sup> December.

Summary of our discussions below:

1. Soft Copy of 2021 Annual Report for your files and to pass on to Elected Members
2. Soft Copy of Surplus Flyer to pass on to Elected Members
3. Soft Copy of Elected Members Brochure – Protecting your community together – information for Elected Members brochure 2021.pdf
4. Soft Copy of - Managing local government risk together.pdf (scheme risk services available as part of your membership)
5. Soft Copies of Manual Task Services plus Ergonomics brochures for your files
6. Claims dashboard summaries supplied
7. Risk Management in general
8. Motor fleet scheme
9. LGIS Board to decide on the surplus credits next year, should be similar to what the Shire received of their 21-22 Renewal Contributions

10. **Members Experience Account** – The current balance in the Shire’s Members Experience Account is: **\$11,499.18**

The monies in this account can be used for any type of risk management initiative to help the Shire to reduce their risk. The used of your monies is not limited to the 25 areas as per the attached flyer – 25 ways to spend you member dividend (**I have attached the flyer 21-1025\_LGIS\_Member Dividend.pdf for your files**) and can be used for other things which the shire may consider will assist the council in reducing risk. LGIS also provide a broad range of risk management support programs which are currently provided as a complimentary benefit of your scheme membership, however there may be some areas where you may benefit from further support and the monies in the MEA account has been a way to fund these expenses e.g. business continuity – some areas are complimentary but other areas may attract a fee.

To utilise the monies available in the members experience account all you need to do is **complete the attached form – 2021 REBRAND LGIS member dividend funding claim form.docx** for the amount you wish to claim and return to me as soon as practical. Once received I will organise for our accounts department to process the credit accordingly

11. **Health & Wellbeing** – The Shire’s current funding allocation available for Health & Wellbeing is: **\$1,600.00**

Current funding allocations runs for a one year period 30/06/21-20/06/22

The types of services that can be claimed against the account:

Health Assessments  
 Skin Cancer Screening (already claimed October 2021)  
 Exercise and Fitness Programmes  
 Health Seminars  
 Flu Vaccinations  
 Corporate Massage  
 Hearing Testing  
 Mental Health Awareness

Healthy Lifestyle Programs

Sleep Program

For further information with regards to this service, how to claim or assist in putting together a program to meet the Shire's requirement, please do not hesitate to contact at this point in time Carrisa Chung – Portfolio Manager, Workcare and Bushfire Volunteers who is more than happy to assist. Carrisa's contact details are as follows:

**Carrisa Chung | Portfolio Manager, WorkCare and Bushfire Volunteers**

**LGIS** | Level 3, 170 Railway Parade, West Leederville WA 6007 | Australia

t: (08) 9483 8861 | m: 0438 959 961 | e: [carrisa.chung@lgiswa.com.au](mailto:carrisa.chung@lgiswa.com.au) | w:

[www.lgiswa.com.au](http://www.lgiswa.com.au)

Have a great Christmas & New Year

Kind Regards Sandra

**Sandra Clohessy | Account Manager | Member Services**

**LGIS** | Level 3, 170 Railway Parade, West Leederville WA 6007 | Australia

t: (08) 9483 8865 | m: 0428 846 080 | e: [sandra.clohessy@lgiswa.com.au](mailto:sandra.clohessy@lgiswa.com.au) | w: [www.lgiswa.com.au](http://www.lgiswa.com.au)



*The LGIS office will be closed from  
Monday 27 December 2021 reopening  
Monday 10 January 2022.  
For more information visit [lgiswa.com.au](http://lgiswa.com.au)*

**LGIS is managed by JLT Risk Solutions Pty Ltd (ABN 69 009 098 864 AFS Licence No: 226827) which is a business of Marsh McLennan.**

# 25 ways to spend your member dividend

*Your Scheme has achieved strong financial results over recent times. This is a direct outcome of your commitment to financing and managing your risk through a group self-insurance approach.*

Risk management underpins the success of your self-insurance Scheme, good governance of your own organisation as well as ensuring a safer workplace and community.

A broad range of risk management support programs are currently provided as a complimentary benefit of your Scheme membership. We have found however, that there are some areas where you may benefit from further support and the member's dividend has been a way to fund these expenses.

Here are 25 popular areas where the member's dividend payment has been put to good use:

Falls prevention systems	Regional Risk Coordinator Program	Shower and eyewash stations		Removal of hazardous substances	Statutory inspections of pressure vessels (compressors)	
Safety Information Boards		Communication equipment for remote workers e.g., UHF radios and GPS	Emergency lighting and signs		Business continuity management projects	CCTV
Risk management organisational/enterprise projects	Emergency risk projects		Bundling equipment	Pre-employment medicals	Workplace noise assessments	
Property valuations (net cost after 40% scheme subsidy)		Asbestos removal and register	Electrical tagging and testing programs	Spill kits	First aid training	Insurance and risk reserve
	Chemical storage units	Lifting equipment (inspections and compliance)	Purchase of defibrillators		Smoke detection systems	

Lvl 3 170 Railway Parade, West Leederville WA 6007  
(08) 9483 8888

 [lgiswa.com.au](http://lgiswa.com.au)

Talk to your account manager, member services or regional risk coordinator to identify opportunities or additional areas of protection that meet your needs; ensuring the best possible customised risk management solutions are realised.

## ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 12.1 Revoking a Decision of Council

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<b>Meeting Date:</b>	28 <sup>th</sup> April 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Attachments:</b>	Nil
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

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#### OFFICER RECOMMENDATION

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

That Council support the revocation of resolution 72-19/20 from the October 2019 Ordinary Council Meeting (OCM), pertaining to Councillor sitting fees.

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

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**VOTING REQUIREMENTS** – Absolute Majority

#### IN BRIEF

At the October 2019 Ordinary Council Meeting Resolution: 72-19/20 was carried for Elected Members to be paid one meeting sitting fee (the higher of the sitting fees) when a Council or Committee Meeting is held consecutively on the same day.

According to the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, Council cannot move not to be paid for the meetings they attend.

Council Sitting Fees are calculated by the Tribunal not only on the meeting attendance, but also the time that it takes Council to prepare for meetings and any other responsibilities required of Elected Members in Council or Committee Meetings.

Moving not to pay an Elected Member is against legislation, which provides ONLY for a specified range of payments that does not include a nil payment. Such a motion could potentially cause discomfort to newly Elected Members who did not have any say in the decision not to be paid and who are lawfully entitled to be paid for attendance at all Council and Committee Meetings. Finally, existing Elected Members who may not be as financial as other Members may feel compelled to vote for no payment so as not to appear uncharitable.

For debate to occur on a new motion, Resolution 72-19/20 needs to be revoked. The item can then be moved again, allowing for debate on the issue. The decision to revoke the motion requires support of the absolute majority of Councillors prior to a new motion being considered.

#### MATTER FOR CONSIDERATION

For Council to revoke Resolution 72-19/20.



## BACKGROUND

At the 2019 Ordinary Council Meeting, Council moved the following motion:

*RESOLUTION: 72-19/20*

*MOVED Cr McGuinness SECONDED Cr Hippisley*

*That Council support only one (1) Meeting Sitting Fee (the higher of the Sitting Fees) being paid when Council Meeting and or Committee Meetings are held consecutively on the same day.*

*CARRIED 8/0*

Cr Davies proposed when Council Meetings and Committee Meetings are held on the same day, that the one meeting fee (the highest level meeting fee) will apply.

Pursuant to section 5.98(1)(b) and (2A)(b) of the *Local Government Act 1995* a Council Member who attends a Council Meeting, Committee Meeting or, at the request of the local government, a meeting of a type prescribed in regulation 30(3A) of the *Local Government (Administration) Regulations 1996* is entitled to be paid the fee set by the local government or regional local government for council meeting attendance fees.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996* (Regulation 10 (2)): If a decision is made at a Council or Committee Meeting, any decision to revoke or change the decision must be made by an absolute majority.

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

Councillor Sitting Fees will increase.

## ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Governance: Implement systems and processes that meet legislative and audit obligations.

## COMMUNITY CONSULTATION

No community consultation was required for this item.

## RISK ASSESSMENT

	Option 1
Financial	Low <i>The Councillor Sitting Fees are budgeted for each financial year.</i>
Health	NA
Reputation	Medium <i>Residents could be turned off becoming an elected member if they are not paid appropriately.</i>

Operations	Low <i>No change to the administration associated with Councillor Sitting Fees</i>
Natural Environment	NA

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

Regulation 30(3C) of the *Local Government (Administration) Regulations 1996* prevents the payment of a fee to a Council Member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if –

- The person who organises the meeting pays the Council Member a fee for attending the meeting; or
- The Council Member is paid an annual fee in accordance with section 5.99 of the *Local Government Act 1995*; or
- The Council Member is deputising for a Council Member at a meeting of a regional local government and the member of the regional local government is paid an annual fee in accordance with section 5.99 of the *Local Government Act 1995*.

The Tribunal determine the sitting fees, and in doing so, take into consideration the following factors:

- The time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
- The role of the Council Member, Mayor or President including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
- Particular responsibilities associated with the types of meetings attended;

In the instance of a Special Council or Committee Meeting, the time that it takes to prepare prior to the meeting could vary depending on the content of the agenda item, regardless of the length of time the elected members are in attendance at the meeting.

As per the above information, it is against regulations for Council to move a motion to not pay elected members for a Council, Committee or prescribed meeting regardless of it being a special or scheduled meeting, and it is unfair for newly Elected Members to forgo any payment for eligible meetings when they did to take part in the decision. It could also cause discomfort for existing Elected Members who may have felt pressure into confirming with the majority, as personal monetary decisions can be a sensitive topic.

## 12.2 Councillor Meeting Attendance Fees

### OFFICER RECOMMENDATION

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

1. Council decide whether they want to be paid for Council, Committee and prescribed meetings, per meeting or as an annual fee.
2. Council adopt a fee that is within the legislative range.

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

### VOTING REQUIREMENTS – Absolute Majority

### IN BRIEF

Councillors are paid a sitting fee for attending Council, Committee or prescribed meetings as outlined in the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*. According to the Act, all council, committee and prescribed meetings are entitled to being paid regardless if the meeting is a special meeting or a scheduled meeting.

Council sitting fees are calculated by the Tribunal not only on the meeting attendance, but also the time that it takes elected members to prepare for meetings and any other responsibilities Elected Members are required to carry out in Council, Committee or prescribed meetings.

Council needs to decide whether Elected Members are to paid per Council, Committee or prescribed meeting (regardless of whether more than one meeting is held on the same day) OR if they would like to be paid an annual fee within legislative range (regardless of how many meetings are attended in the year).

### MATTER FOR CONSIDERATION

Council are to decide whether Elected Members will be paid per Council, Committee or prescribed meeting OR if they will be paid an annual fee for all meetings attended.

Council are to consider and adopt a fee that is within the legislative range.

### BACKGROUND

Pursuant to section 5.98(1)(b) and (2A)(b) of the *Local Government Act 1995* a Council Member who attends a Council Meeting, Committee Meeting or, at the request of the local government, a meeting of a type prescribed in regulation 30(3A) of the *Local Government (Administration) Regulations 1996* is entitled to be paid the fee set by the local government for Council Meeting attendance fees.

Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the *Local Government (Administration) Regulations 1996* -

- Meeting of a WALGA Zone, where the Council Member is representing a local government as a delegate elected or appointed by the local government;
- Meeting of a Regional Road Group established by Main Roads Western Australia, where the Council Member is representing a local government as a delegate elected or appointed by the local government;
- Council Meeting of a regional local government where the Council Member is the deputy of a member of the regional local government and is attending in the place of the member of the regional local government;

- Meeting other than a Council or Committee Meeting where the Council Member is attending at the request of a Minister of the Crown who is attending the meeting;
- Meeting other than a Council Meeting or Committee Meeting where the Council Member is representing a local government as a delegate elected or appointed by the local government.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

## POLICY IMPLICATIONS

Nil.

## FINANCIAL IMPLICATIONS

Councillor Sitting Fees will increase.

## ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Governance: Implement systems and processes that meet legislative and audit obligations.

## COMMUNITY CONSULTATION

No community consultation was required for this item.

## RISK ASSESSMENT

	Option 1
Financial	Low <i>Council Sitting Fees are budgeted for each financial year.</i>
Health	n/a
Reputation	Low
Operations	n/a
Natural Environment	n/a

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

The Tribunal determine the sitting fees, and in doing so, take into consideration the following factors:

- The time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members;
- The role of the Council Member, Mayor or President including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation;
- Particular responsibilities associated with the types of meetings attended;

Elected members are currently paid per meeting attended, and are paid at the following rate:

Meeting	Council Member	President
Ordinary Council Meeting	\$214.00	\$440.00
Audit & Risk Committee Meeting	\$76.00	\$76.00
Strategic Planning Committee	\$76.00	\$76.00

The ranges of fees in outlined in the tables below apply where a local government or regional local government decides by an absolute majority to pay a council member a fee referred to in section 5.98(1)(b) of the *Local Government Act 1995* for attendance at a council meeting.

For a council member other than the chair:

	Minimum	Maximum
All regional local governments	\$93	\$244

For a council member who holds the office of chair:

	Minimum	Maximum
All regional local governments	\$93	\$502

However, Pursuant to section 5.99 of the *Local Government Act 1995*, the ranges of fees in the table below, apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the *Local Government Act 1995*, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

Annual attendance fees in lieu of Council Meeting, Committee Meeting and prescribed meeting attendance fees – regional local governments

For a council member other than the chair:

	Minimum	Maximum
All regional local governments	\$1,840	\$10,824

For a council member who holds the office of chair:

	Minimum	Maximum
All regional local governments	\$2,024	\$16,235



The implications of paying an annual fee to Elected Members, is if an Elected Member takes a leave of absence then they would still be entitled to payment of their annual fees.

The implications of being paid a fee per meeting is that regardless of the meeting, if an Elected Member is entitled to payment they must be paid accordingly.

## 12.3 Kia Ora Farm: Request from Family for Assistance

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<b>Meeting Date:</b>	28 <sup>th</sup> April 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Attachments:</b>	Attachment (i) – Photos Attachment (ii) – Letter from Kira Ora Farm
<b>Owner/Applicant:</b>	Shire of Quairading
<b>Disclosure of Interest:</b>	Nil

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### OFFICER RECOMMENDATION

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

That Council:-

1. Decline the request to take ownership of the ‘ancestors of the Waters family pioneers of Kia Ora Farm’ project on the grounds that the Shire of Quairading’s property and liability insurance coverage does not extend to cover property not owned or operated by the Shire;
2. The Shire of Quairading’s workforce (specifically employee workload) is at capacity and if Council votes to take ownership of the project, to the Shire will need to fund an increase in the workforce.

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

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**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

On the 28 February 2022 Mr Bill Boekeman wrote to the Shire of Quairading on behalf of the ‘Ancestors of the Waters Family Pioneers of Kia Ora Farm.’ The group asked for the Shire to ‘take ownership’ of a project comprising of establishing a gazebo and signage by the roadside 6km east of Quairading and maintaining the site thereafter. The site is a ‘cut off’ section of the farm owned by Mr Andrew Green and already contains some historical items.

Unfortunately the Local Government Insurance Scheme (LGIS) initially lost our request for advice, resulting in a delay in the tabling of this agenda item and a response to Mr Boekeman. The CEO has spoken with Mr Boekeman to have clarified the group’s request.

### MATTER FOR CONSIDERATION

The land is privately owned and so the Shire’s LGIS property and liability insurance cover would not extend to cover this property.

There are three options available for Council consideration:

1. Decline the request from the ‘Ancestors of the Waters Family Pioneers of Kia Ora’ on the grounds:
  - a. That the Shire of Quairading’s property and liability insurance coverage does not extend to cover property not owned or operated by the Shire; and
  - b. The Shire of Quairading’s workforce (specifically employee workload) is at capacity and the Shire does not have the funds to increase the workforce.

2. Provide funding to establish a gazebo and signage and to maintain the site with external contractors. Shire workers could not be used because they would not be provided insurance.
3. Negotiate with Mr Andrew Green the transfer of that section of his farm to the Shire at an estimated cost to the Shire of \$10,000 to \$15,000 (planning and development consultancy fees).

## BACKGROUND

Kia Ora Farm' is a pioneer property of 971 hectares owned by Mr Andrew Green. The 'cut off' section of the farm referred to in this agenda item contains some historical items (depicted as Attachment (i)). The proposed project is clearly valuable to the community in terms of historical preservation and information

## STATUTORY ENVIRONMENT

*Workplace Health & Safety Act 2020*

*Local Government Act 1995*

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Option 1: Nil

Option 2: The initial construction costs would be minimal but the ongoing maintenance using contractors would cost approximately \$10,000 per annum.

Option 3: \$10,000 to \$15,000 to obtain the land (assuming Mr Green would be receptive to the proposal) plus the internal construction and maintenance costs of the project.

## ALIGNMENT WITH STRATEGIC PRIORITIES

- 3.2 Built Environment: Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.

## COMMUNITY CONSULTATION

Minimal consultation with Mr Bill Boekeman who wrote to the Shire of Quairading on behalf of the 'Ancestors of the Waters Family Pioneers of Kia Ora Farm.'

## RISK ASSESSMENT

	Option 1:	Option 2	Option 3
Financial	Low	Medium <i>Refer to Financial Implications above</i>	Medium <i>Refer to Financial Implications above</i>
Health	Low	Low	Potentially High
Reputation	Low	Low	Low
Operations	Low	Low	Low
Natural Environment	Low	Low	Low

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

**COMMENT**

Nil.



WATERS  
PIONEER PARK  
TO COMMEMORATE THE SELECTION OF  
'KIA ORA'  
JAMES & ELLEN WATERS  
IN 1906  
DEDICATED ON 3<sup>RD</sup> NOVEMBER, 1990  
BY MAY STEPHEN (NEE WATERS)









WATERS PIONEER PARK  
KIA ORA

To Chief Executive Officer

Shire Quairading

28/02/2022

Dear Madam,

I write on behalf of the ancestors of the Waters family pioneers of "KiaOra" farm, 6km east of Quairading off of the Bruce Rock road. A further 2km on is a cut off section of the farm with signage and several historical items.

Our group is interested in improving the sight with a gazebo and signage, keeping it clean and presentable. Adjacent to the area is a truck stop.

We have spoken to the owner of the land, Andrew Green who is helpful however hesitant re liability etcetera.

Is there any way the Shire may be able to help us re ownership of the project.

Thank you from our group,

Yours sincerely,

Bill Boekeman



33,60 Kalinda drive, City Beach 6015

0427771884

SHIRE OF QUAIRADING	FILE NO:
	09 MAR 2022
	FOR: COPY TO:



## 12.4 Business Grants Assessment

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<b>Meeting Date:</b>	28 <sup>th</sup> April 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Jen Green (Grants & Projects Officer)
<b>Attachments:</b>	(i) Business Grants Assessment April 2022 (ii) Grant Application
<b>Owner/Applicant:</b>	N/A
<b>Disclosure of Interest:</b>	Nil

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### OFFICER RECOMMENDATION

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

1. That Council accepts the Officer's Report on the April Business Support Grants and supports the Grant Assessment Document submitted by the Grants and Projects Officer.
2. That Council provides funding for the received application from The Maker's Keep to the value of \$2,840.22.

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

### VOTING REQUIREMENTS –Absolute Majority

#### IN BRIEF

- The Business Support Grants Process and Policy was endorsed by Council in February 2021.
- The Business Support Grants Program was launched on the 2<sup>nd</sup> August 2021 via the Shire Facebook Page, Website, Banksia Bulletin and direct email to all Quairading businesses.
- One application was received during April 2022 to the value of \$2,840.22.
- Details of the Application have been provided for consideration and recommendation to Council.
- The application has been evaluated by the Grants Team based on criteria in the Business Grant Guidelines.

#### MATTER FOR CONSIDERATION

- Evaluation of a Business Support Grant Application received by the Grants & Project Officer in April 2022.
- Allocation of financial resources in the Business Support Grants Program.

#### BACKGROUND

At the February 2021 Council Meeting the Council adopted a Business Support Grants Policy and supporting documentation.

\$20,000 in funding has been allocated to the Program in the 2021/22 Council Budget.

The Business Support Grants Program was opened on 2<sup>nd</sup> August 2021 with Policy and Grant Application forms forwarded to all Quairading Businesses via email and regular advertising has been conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

The program is open all year round and funding up to \$5,000 per business is available for a range of projects not limited to:

- Training and Professional Development.
- Investing in e-commerce activities.
- Projects that increase business opportunity and sustainability.

To date, 3 projects have been funded in the 2021-22 financial year, totalling \$8,821.17.

#### **APRIL 2022 APPLICATIONS**

<b>Business</b>	<b>Project</b>	<b>Amount</b>
The Maker's Keep	A series of art workshops for the Quairading Community	\$2,840.20
<b>Grand Total</b>		<b>\$2,840.20</b>

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995.*

#### **POLICY IMPLICATIONS**

Business Support Grants Policy

#### **FINANCIAL IMPLICATIONS**

2021/2022 Budget – Subject to Applications received and supported.

#### **ALIGNMENT WITH STRATEGIC PRIORITIES**

- 2.1 Economy: Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 5.1 Governance: Shire communication is consistent, engaging and responsive.
- 5.3 Governance: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community.
- 5.4 Governance: Implement systems and processes that meet legislative and audit obligations.

#### **COMMUNITY CONSULTATION**

The Business Support Grants Program is advertised regularly through the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.



**RISK ASSESSMENT**

	Option 1
Financial	Low. <i>Further refinements through reviews to the Grant Process will reduce risk to Council and the Businesses through better planning and delivery of Projects supported by the Shire</i>
Health	Low
Reputation	Low. <i>Shire will be seen to be actively engaging with and supporting local enterprises.</i>
Operations	Low
Natural Environment	Low

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

**COMMENT**

- One grant application was received and assessed during the month of April 2022.
- Assistance was provided to the Applicant to ensure the application was completed correctly.
- The grant application meets the selection criteria outlined in the Grant Guidelines.



# Business Support Grants Assessment

APRIL | 2022

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## Table of Contents

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BUDGET BREAKDOWN SUMMARY .....	3
The Maker's Keep .....	4

# APRIL REQUESTS SUMMARY

Business	Grant	Amount	Project	Criteria 1 Score	Criteria 1 Weighted	Criteria 2 Score2	Criteria 2 Weighted3	Criteria 3 Score4	Criteria 3 Weighted5	Weighted Total
The Maker's Keep	B	\$2,840.20	A series of art workshops for the Quairading community	5	2.0	5	1.0	4	1.6	4.6
<b>TOTAL REQUESTED</b>		\$2,840.20								

Criteria	Weight
Criteria 1 - Community	40%
Criteria 2 - Organisation	20%
Criteria 3 - Project Planning	40%
<b>Total</b>	<b>100%</b>

## BUDGET BREAKDOWN SUMMARY

Council's position is to fund to a maximum of 50% of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.

Business	Council		Business		External		Total		Comment
	Amount	%	Amount	%	Amount	%	Amount	%	
The Maker's Keep	2,840.20	48.34	3,035.20	51.66	0	0	5,875.40	100	Meets Grants Policy criteria



<b>Grant Type:</b>	<b>BUSINESS SUPPORT GRANTS</b>
--------------------	--------------------------------

<b>Applicant Information</b>			
<b>Name of Club/ Organisation</b>	The Maker's Keep		
<b>Contact Person</b>	Janine Anderson	<b>Position</b>	Owner
<b>Contact Phone</b>	0400085235		
<b>Project Description</b>	A series of art workshops for the Quairading Community		

<b>Criteria 1 – Community (40%)</b>	<b>SCORE</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• Does the request align with Shire's Strategic Community Plan?</li> </ul>	Yes 1.2 (Provides social and cultural activities for all members of the community) 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)	
<ul style="list-style-type: none"> <li>• Identified and demonstrated need?</li> </ul>	Providing unique educational workshops with visiting artists and makers through a business that is new to town. Increasing local spending in town.	
<ul style="list-style-type: none"> <li>• Benefits to the Community</li> </ul>	Providing unique workshops with visiting artists without the need to travel out of town. Flow-on effect for surrounding local businesses which will benefit from increased support and trade on workshop days.	

<b>Criteria 2 – Organisation (20%)</b>	<b>SCORE</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• Business Type and purpose</li> </ul>	Gift shop focusing on local works	
<ul style="list-style-type: none"> <li>• Registered Business/ABN</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• Capacity to Complete Project (<i>strong v weak</i>)</li> </ul>	Strong	

<b>Criteria 3 – Project Planning (40%)</b>	<b>SCORE</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Planning and design of project</li> </ul>	Well planned and documented.	
<ul style="list-style-type: none"> <li>• Management and delivery of project (incl. schedule)</li> </ul>	Planned and scheduled.	
<ul style="list-style-type: none"> <li>• Use of local suppliers</li> </ul>	Yes includes several local suppliers.	
<ul style="list-style-type: none"> <li>• Project Budget Breakdown – Total Project Cost</li> </ul>	\$5,875.40	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Applicant Business</li> </ul> </li> </ul>	\$3,035.20	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Council</li> </ul> </li> </ul>	\$2,840.20	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Other External Funding</li> </ul> </li> </ul>	\$0	
<ul style="list-style-type: none"> <li>• Capacity to meet any ongoing costs of project</li> </ul>	Yes, committed in general budget.	

<b>Comments:</b>	This project will contribute to local economic capture by supporting surrounding business and encouraging more local spending. The project brings workshops to town that previously residents would have to travel out of town for. The project will contribute towards making a new local business resilient and sustainable into the future.
------------------	--



## Business Support Grants 2021/22

### Application Form

### Up to \$5000

#### APPLICANT DETAILS

Name of Business	Janine Anderson trading as The Maker's Keep
Contact Person	Janine Anderson
Position	Sole Trader
Contact Phone Number	0400085235
Email Address	janineterri@outlook.com.au
Postal Address	PO Box 103 Quairading WA 6383
ABN:	64635286833
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	64635286833

*The Grant referred to in this Agreement is exclusive of GST. If the Organisation is registered for GST, the Grant will be 'grossed up' by 10% of the grant amount.*

Please provide Employee numbers for the previous financial year.			
Part-Time	<input type="radio"/>	Full-Time	<input checked="" type="radio"/>
Casual	<input type="radio"/>	Volunteer	<input type="radio"/>
Have you received support from Council previously? No	Choose an item.		
Year: Click or tap here to enter text.	Amount: Click or tap here to enter text.		

## PROJECT DETAILS

### PROJECT TITLE: **Workshop Assistance.**

Please provide a description of the project or event for which you are seeking financial assistance.

You should also include:-

- The main services your business provides;
- Why the funding assistance from the Shire is necessary (i.e. have you explored other funding bodies?);
- How your business is going to manage and deliver your project;
- How will your organisation fund or maintain your event or project on an ongoing basis (if relevant)
- Attach any supporting documentation such as meeting minutes, quotes, project plans, photos or diagrams to illustrate your request.

My small business is an art, gift and wares shop, called the Maker's Keep. I sell art gift and wares, with a special emphasis on advocating for and promoting local/wheatbelt artist. I also conduct workshop and host artists, to encourage community, tourists and visitors alike to engage in the artistic process and enjoy a positive experience whilst in Quairading. I try where ever possible to support and promote other businesses as part of this process.

My goal is provide a positive experience for locals and visitors to Quairading by creating an inviting and welcoming space, from a shop floor to street scape perspective.

I am located on Heal Street in Quairading, between the Quairading Farm's Coop and the Quairading Hotel.

My regular opening hours are Tuesday, Thursday and Friday however I also plan to open one or two days per weekend during peak tourist season of June – October, particularly if caravan park has numerous booking. I'm grateful to support of Noel and Marg, who email me regularly with bookings update.

I am seeking financial support to enable me to subsidise the cost of 10 places per workshops I am hosting; some myself, some with visiting professional artists. Whilst I am able to provide a workshop at a reasonable cost. Engaging the services of a professional artist can be expensive. The funding assistance would help me keep the cost to the participant to a reasonable and encourage repeat patronage and clientele to my shop and the broader community.

**Describe how your event or project will deliver benefit to your business and the Quairading community. How does your proposal contribute to the betterment of quality of life of local residents/customers?**

The Strategic Community Plan 2017-2027 provides long-term vision for the community, and the key strategies and outcomes Council and wider Quairading community will focus on. Include whether your project should complement one of the outcomes listed in the Plan (starting on Page 25).



[Click Here to view the Shire's Strategic Community Plan](#)



Workshops form an integral part of my business model. It provides income and growth potential and is a cost effective way of marketing of my business. It is an area I will continue to develop and it is my goal in 2023 to conduct one per month for 9 of the 12 months.

The potential for income comes from the small financial commission I receive from the artist for each person that engages in the workshop and the opportunity to gain sales out of regular opening hours and positively promote my business to encourage repeat patronage. If cost of workshops are subsidised

Engaging clients and providing them with a positive experience is an effective form of direct marketing that is likely to result in repeat patronage and clientele, for both my business and the wider community.

I have already completed one workshop engaging the services of professional artist and Illustrator Marlene Wilson to conduct a beginning painting workshop entitled 'Blooms'. This workshop gained participants from Pingelly, Wickelby, Tammin, York as well as local patrons. I engaged Flavourtown Catering to cater in and Jo and Jade from the Quairading Hotel supported the event with provisions of refreshments (and use of rest rooms!). All indicated an interest in returning but did raise cost as a factor in returning for the remaining three planned workshops.

I have four more visiting Artist Workshops planned, as well as my own personal workshops. My personal workshops will not be catered, rather BYO again to keep cost to patron to a minimum and hopefully broaden the appeal of the workshops.

I believe the workshops reflect goals of Strategic Community Plan of Town and Economic Development which were given high priority in the Community Development Plan and provision of Workshops related directly to point 1.2 of plan. "Provides social and cultural activities for all members of the community". They are an opportunity to gather, meet new people, share new skills and create a positive experience in Quairading.

Aside from my own business financially benefitting from these workshops, other local businesses will benefit from me hosting them. For example, these events will be catered for by local business Flavourtown Catering and in turn Quairading Farmer's Coop whom supply Flavourtown, Supplies for my own workshops will be purchased from the Quairading Book Post. This Correlates specially to outcome 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)".

## MILESTONES & TIMEFRAME

Please list the tasks needed to achieve your event or project. Who will be responsible for completing them and by when?

Item / Activity	Completed By Who?	Start Date <small>Please note these are estimates – I need to cross reference sporting fixtures to conform dates.</small>	Completion Date
Art with Marlene Workshops x3	Artist and Janine	20 <sup>th</sup> May 2 <sup>nd</sup> July 19 <sup>th</sup> October	20 May 2 <sup>nd</sup> July 19 <sup>th</sup> October



Candle Making with Cherie	Artist and Cherie	June date TBA	June
Bookbinding with Janine	Janine	April TBA	April
Abstract Art with Janine	Janine	Aug TBA	Aug

## PROJECT BUDGET & COSTINGS

Please ensure all relevant quotes/plans are attached to your application. Employee costs may only be used as an 'in-kind' contribution if the project implementation requires an increase of employee hours or the employment of a new staff member. Volunteer labour can be included at a cost of \$20/hour.

Item/Activity	Supplier	Council Funding (ex GST)	Business Funding (Ex GST)	External Funding (ex GST)
Artist Fees for Art with Marlene Workshops x 3 10 places	Marlene Wilson	\$ 1800	\$ 1800	\$
Catering Fee for 4 professional Artist Workshops ( Art with Marlene and Candle Making ) 10 places	Flavour Town Catering	\$ 400	\$ 400	\$
Candle making workshop with Amy Cherie of Cherie Blossom Candle Company . 10 places		\$530	\$530	
Equipment for Bookbinding 10 places			\$120	\$
Equipment for Abstract Art 10 Place	Quairading Book Post	\$110.20	\$110.20	
Advertising and Engagement for Workshops		\$	\$ 75	\$
				\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
<b>Sub-Total Budget</b>		\$2840.20	\$3035.20	\$
<b>Total Budget</b>		\$5875.40		

**External Funding – Grants / Loans / Donations NOT APPLICABLE FOR MY APPLICATION**  
Please provide details of any other funding your group has applied for or received that will contribute to this project:

Name of organisation/funding source/type	Status (e.g. Received, pending)

### BUDGET BREAKDOWN:

Description	Funding amount (ex-GST)	Percentage (%)
Business	\$2840.20	51.66
External Funding (Grants / Loans / Donations)	3035.20	48.34
Council	<del>\$3035.20</del> 2840.20	<del>51.66</del> 48.34
<b>Total</b>	\$5875.40	100%

How will you acknowledge the support received from the Shire of Quairading?

I Will utilise the 'Take a closer Look' insignia on all correspondence, advertising and registrations for workshops.

Verbally acknowledge at commencement of Workshops

Hashtag/tag Shire of Quairading in promotions on Instagram and other future social media pertaining to workshops

## DECLARATION

I acknowledge that:

- I am authorised to make this application on behalf of the organisation.
- The information provided is true and correct.
- I may be required to supply further information to enable consideration of this application.

I give my permission for the Shire of Quairading to promote this grant as part of any communications or public relations activity.

Name: Janine Anderson

Signed: .....

Date: 1/4/2022



## SUBMISSION INFORMATION

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: [shire@quairading.wa.gov.au](mailto:shire@quairading.wa.gov.au) or post to: PO Box 38, Quairading WA 6383

## CONTACT

For further information or assistance with the Application Form, please contact the Shire's Grants & Projects Officer on ph. 9645 1607 or email [gpo@quairading.wa.gov.au](mailto:gpo@quairading.wa.gov.au)



# MARLENE WILLSON

## ART & DESIGN

ABN: 85 318 132 540

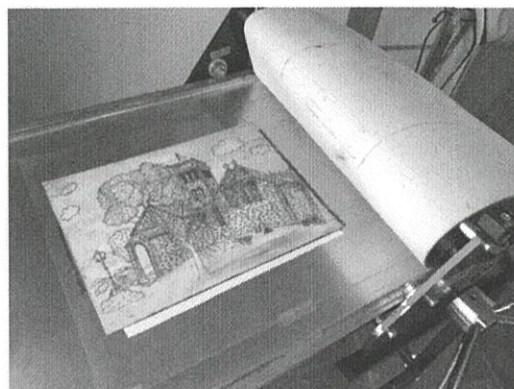
M: 0419 045 617

E: marlsart6304@gmail.com

Date. 28/2/2022

## QUOTATION

Janine Anderson,  
The Makers Keep,  
37 Heal Street,  
Quairading WA 6155



## ETCHING

A most satisfying and intriguing print-making technique, attainable by youngsters and older folk alike.

I will take them through the steps and show them all my secrets, until the finale, when we reveal their work, hot off the press! Each participant should be able to make two prints on the day and I will tutor on the next stage, which can be completed at home.

Duration: 10am till 4pm - 6 hours including break

### Costs & Materials:

	Etching board - supplied
	Etching Ink - \$60.00
	Mediums - \$40.00
Print making paper - Fabriano -	1 piece p/person - \$12 each
	Etching Tools - Supplied, Artists own
	Etching Press - Supplied, Artists own

Other materials required; large rectangular tubs for water, clean Towels, 2 packets of 100 Ansell handy clean gloves.

Tuition: \$120.00 p/person

---

# MARLENE WILLSON

## ART & DESIGN

ABN: 85 318 132 540

M: 0419 045 617

E: marlsart6304@gmail.com

Date. 28/2/2022

## QUOTATION

Janine Anderson,  
The Makers Keep,  
37 Heal Street,  
Quairading WA 6155



## BLOOMS

Luscious colour and abundant texture! I take participants through the steps to create their very own Semi-abstract Blooms Painting on Canvas. We will use mediums and 'Stuff' to give the paintings rich and generous structure.

This workshop will bring out the Pollock in everyone! Boisterous, entertaining and lively. Everything needed in your week, or weekend.

Duration: 10am till 4pm - 6 hours including break

Costs & Materials: Canvas - approx. 70x60cm - \$30.00 each  
Fine Brushes and pens - \$60.00  
Paint - \$60.00

Tuition: \$120.00 p/person

---



# MARLENE WILLSON

## ART & DESIGN

ABN: 85 318 132 540

M: 0419 045 617

E: marlsart6304@gmail.com

Date. 28/2/2022

## QUOTATION

Janine Anderson,  
The Makers Keep,  
37 Heal Street,  
Quairading WA 6155



## BIRDS

Our subject in this workshop is the stunning "fluff-ball" that is the Male Splendid Fairy Wren. Working in watercolours and Artists' quality pencils, on exquisite Fabriano Watercolour paper, I take the participants through the process, step by step. The outcome is a piece that one would be proud to have framed and on show for years to come.

Duration: 10am till 3pm - 5 hours including break

Costs & Materials: Watercolour paper - \$30.00  
Fine Brushes and pencils - \$60.00  
Transfer paper - \$60.00

Tuition: \$120.00 p/person

---

# MARLENE WILLSON

## ART & DESIGN

ABN: 85 318 132 540

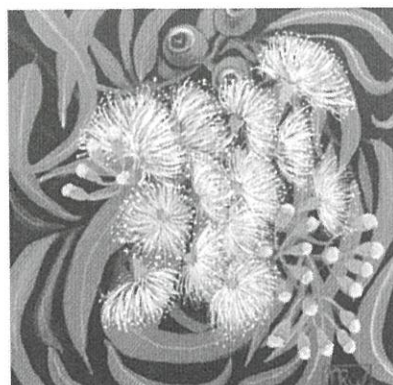
M: 0419 045 617

E: marlsart6304@gmail.com

Date. 28/2/2022

## Q U O T A T I O N

Janine Anderson,  
The Makers Keep,  
37 Heal Street,  
Quairading WA 6155



## B L O S S O M S

Painting on Eco-friendly American Basswood panels and using acrylic paints we will learn how to paint the intricate details of the many and varied Eucalyptus blossoms, their buds and foliage.

Duration: 10am till 3pm - 5 hours including break

Costs & Materials: Wooden panel - \$30.00  
Fine Brushes and pens - \$60.00  
Paint - \$60.00

Tuition: \$120.00 p/person

---



Quote:

Date: 20<sup>th</sup> March 2022

ABN: 83 944 873 471

PO BOX 178

Quairading WA 63832

Phone: 0429 451165

Email: [flavourtowncatering@outlook.com](mailto:flavourtowncatering@outlook.com)

TO: The Makers Keep

Address: Jennaberring Road Quairading WA 6383

<b>Date of Event:</b> 2022			
<b>Type of Service:</b> Catering for workshops/events			
<b>Qty</b>	<b>Unit Price</b>	<b>Description</b>	<b>Total</b>
	\$5 per head	Morning Tea Plates	
	\$10 per head	Gourmet Lunches	
	\$5 per head	Afternoon Tea Plates	
<b>Total:</b> Not Registered for GST			<b>\$</b>

BSB: 036 172

Acc: 169579

A U S T R A L I A P O S T  
 QUAIRADING 6383

LPO Cash Register 3.95 \*  
 Cost: \$3.95  
 Product Description: *Sample*  
 PAINT  
 Quantity: 1  
 Tax Code: S1

PAINT SET 8 PK x 1 *10x = 11.99 \**  
 PAINT SET 8 PK x 1 *10x = 11.99 \**  
 LPO Cash Register 4.95 \*

Cost: \$4.95  
 Product Description:  
 BRUSHES  
 Quantity: 1  
 Tax Code: S1

LPO Cash Register *10x = 5.50 \**  
 Cost: \$5.50  
 Product Description:  
 CANVAS  
 Quantity: 1  
 Tax Code: S1

Inspirational Austr x 1 14.99 \*  
 LPO Cash Register 19.95 \*

Cost: \$19.95  
 Product Description:  
 NOOKHOOK  
 Quantity: 1  
 Tax Code: S1

TOTAL \$73.32

Payment Tendered Details :  
 EFTPOS 73.32

\* LPO supplied, price includes GST.  
 GST on LPO Taxable Supply : 6.67

ABN:92 975 088 158 TAX INVOICE

Original

100

ORDER

QUOTE

DATE *07/13/22*

TO *Makers Keep*

*64635 285 833*

FROM *Chene Dossomcarolle Co*

*95450 033 622*

PLEASE SUPPLY THE FOLLOWING ITEMS.  
 QUOTE THE ABOVE NUMBER ON INVOICE.

QTY	DESCRIPTION
<i>10</i>	<i>Workshop Places @ \$80</i>
<i>1</i>	<i>travel to Quairading \$110</i>
<i>1</i>	<i>Workshop Booking fee \$150</i>
	<i>Total Cost \$1060</i>

I HEREBY QUOTE ABN \_\_\_\_\_

NAME OF PERSON AUTHORISED TO QUOTE

SIGNATURE OF PERSON AUTHORISED TO QUOTE

*to Amy Chene*

## 12.5 Kwirading Koort Community Park

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<b>Meeting Date:</b>	12 <sup>th</sup> April 2022
<b>Responsible Officer:</b>	Nicole Gibbs (Chief Executive Officer)
<b>Reporting Officer:</b>	Sarah Caporn (Special Projects Officer)
<b>Attachments:</b>	Nil
<b>Owner/Applicant:</b>	N/A
<b>Disclosure of Interest:</b>	Nil

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### OFFICER RECOMMENDATION

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

That Council proceeds with the endorsed plans for the delivery of the Kwirading Koort Community Park Project.

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

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### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- Development of the Kwirading Koort Community Park has been a long-standing process working through a number of iterations over the past four years with many more in prior years.
- The current plans have been endorsed by Council (October 2021), are fully costed and funded with a mix of State (LotteryWest) and Commonwealth (Local Roads & Community Infrastructure) Government sources.
- Many regional local governments successfully doubled (approximate figure only) the initial \$500,000 LotteryWest grant for a nature/playground park by using the State money to leverage an additional contribution from the Commonwealth's Building Better Regions Fund. This enabled those local governments to also build a skate park.
- Council received a petition from a group of residents at the March 2022 Ordinary Council Meeting requesting that construction of a skate park be considered as part of the current nature/playground park project.
- Consideration for a skate park was included in the 2018 public consultation survey and obtained 25% support from the community.
- Construction of a skate park is included within Council's recently adopted *Sports & Recreation Masterplan 2021-31*.

#### MATTER FOR CONSIDERATION

Council received a petition from a group of residents at the March 2022 Ordinary Council Meeting requesting that construction of a skate park be considered as part of the current community park project. Council tasked the CEO with investigating the options and costs associated with applying for Commonwealth grant funding to include the skate park in the scope of the community park.



Ms Gibbs has since contacted Commonwealth colleagues and LotteryWest colleagues in an attempt to determine whether it is too late for the Shire to leverage off the current LotteryWest allocation through the Building Better Regions Fund program in 2022/2023. Unfortunately, it is too late because there was no mention in the LotteryWest application of any attempt to increase the nominated funding amount when the Shire was moving through the LotteryWest process. Similarly, a new Building Better Regions Fund submission would see the LotteryWest allocation as being deemed 'not current' with regard to 2022/2023 deliberations, assessments and allocations.

## **BACKGROUND**

The Shire of Quairading has been working towards the design and construction of a Community Park for many years.

A Community Park is a project of priority under the 2017 and 2021 Strategic Community Plan as well as the Sports and Recreation Masterplan 2021-31.

The park was always intended to be wider than just a children's playground with priorities for green space, trees and gardens also included within the design.

The project has been through many iterations including a change of site and scope. Budget constraints have always been an issue for the project with Council needing to secure external funding sources before confirming designs and moving ahead with any project delivery.

A skate park or bike track was included in early discussions but were dropped when the site moved to the Former Valley Ford site to bring the park back in line with an expectation of a total project cost around \$ 700,000.

Quairading residents do not currently have access to any sort of playground equipment, nature play area or bike track. There is significant leakage with residents travelling out of the Shire just for access to a park. Children's birthday parties have also been held in the caravan park just to have access to a nice lawn. This is a significant need within our community.

There are expansive skating facilities in the nearby towns of York, Beverley, Northam and Kellerberrin. A skate park similar to that of surrounding towns would cost approximately \$400,000. Unfortunately, there is also significant leakage with residents travelling out of the Shire just for access to a skate park.

## **RECOMMENDATION**

Proceed with the Kwirradling Koort design as presented at the March 2022 Ordinary Council Meeting.

The current park design includes items to interest for a wide range of age groups (toddlers to teens) and sectors of the community. The concerns regarding youth safety raised by the recently circulated petition are acknowledged and welcomed. The park will provide a safe space for all Quairading children to meet and play.

Executive commits to investigating funding sources for a skate park as a priority.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995.*

## **POLICY IMPLICATIONS**

Nil

## FINANCIAL IMPLICATIONS

The project is fully funded with a mix of State and Commonwealth funding. A skate park was not prioritised for development or funding for another few years. Executive will commit to investigating funding options to enable the skate park project to be developed earlier than initially anticipated.

Organisation	Amount
Lotterywest	\$478,060
LRCI Phase 3	\$213,724
Rural Youth Donation	\$73,226
Shire of Quairading	\$75,052
<b>TOTAL PROJECT COST</b>	<b>\$840,062</b>

## ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 Community: Provide social and cultural activities for all members of the community
- 3.2 Built Environment: Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 3.3 Built Environment: Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance: Shire communication is consistent, engaging and responsive
- 5.2 Governance: Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

## COMMUNITY CONSULTATION

There has been extensive consultation with community in developing the project. Several working groups, Quairading District High School, RAP Advisory Committee, multiple Agricultural Show stalls, a presentation to the 2020 Annual Electors Meetings and a community survey during the planning phase and prior to submission for grant funding through LotteryWest.

Council received a petition on 31 March 2022 requesting that a skate park be considered as soon as possible, meaning that Council should consider it as part of the current park design.

## RISK ASSESSMENT

Financial	<p>Low</p> <p><i>Detailed design documents, Scope of Works and budget including regional loading (10%) and contingency costs. (5%) have been drawn up by Ecoscape Australia.</i></p> <p><i>A dedicated skate park would require additional funding (not yet sourced) but is included within the Shire's longer term plans and would be the next youth-focused project for delivery. There is scope in the existing budget to include further skate elements within the proposed scoot-able pathways.</i></p>
Health	N/A

Reputation	<p>Moderate.</p> <p><i>While the Shire has had extensive engagement with the community to ensure the planned inclusions have wide appeal to the community, there is definite support for a skate park dating back many years, as evidenced in Shire documentation.</i></p> <p><i>Council will likely receive some criticism that dedicated skate infrastructure should have been included in the Kwirradung Koort project but the inclusion of many teen-focused items and additional skate experiences should go some way to appeasing their concerns. Executive commits to exploring alternate funding opportunities for the skate park as a priority.</i></p>
Operation	N/A
Natural Environment	N/A

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

## COMMENT

Nil.

## 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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### 15.1 Contacting absent land owner – Closing of item

After extensive research and community consultation, the Shire of Quairading officers managed to contact the absent land owner whose block was impacted by the Corrigin fires in February 2022.

Due to the property owner not providing the Shire with the overseas contact details and, given the extensive use of resources used to obtain the details and contact the owner, the Shire will be placing the onus on property owners to provide contact details if they want to be notified by the Shire on any matter.

The Shire will soon be formally asking residents to provide email addresses if they would prefer to be contacted through that medium.

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

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

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

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

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

16.1 Employee Update

16.2 Naming of Road

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

**VOTING REQUIREMENTS** – Simple Majority

**16.1 Employee Update (Confidential)**

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

**16.2 Naming of Road (Confidential)**

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

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

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

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

**VOTING REQUIREMENTS** – Simple Majority

**16.3 Public Reading of Resolution**

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

## ITEM 17 NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 26<sup>th</sup> May 2022, commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading.

## ITEM 18 CLOSURE

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