

Ordinary Council Meeting

Notice of Meeting | 30th June 2022

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 30th June 2022 commencing at 2.00 pm.

Public are able to attend this meeting.

Public questions may be submitted electronically to this meeting. Please click on the link for further information <https://www.quairading.wa.gov.au/documents/1150/public-question-time-form>

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED



Nicole Gibbs
CHIEF EXECUTIVE OFFICER

Date: 24th June 2022

Disclaimer

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

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CONTENTS

Agenda Item	Page
ITEM 1	OPENING & ANNOUNCEMENTS..... 4
1.1	Change to the order of business 4
1.2	COVID-19 Vaccination Policy Update..... 4
ITEM 2	ATTENDANCE AND APOLOGIES..... 8
ITEM 3	PUBLIC QUESTION TIME 8
ITEM 4	DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS 8
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE 9
ITEM 6	DECLARATIONS OF INTEREST 9
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING..... 10
7.1	Confirmation of Minutes: Ordinary Council Meeting – 26 th May 2022..... 10
7.2	Business Arising..... 10
ITEM 8	RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS) 69
8.1	Receival of Minutes: Local Emergency Management Committee (LEMC) – 9 th June 2022 69
8.2	Business Arising..... 69
ITEM 9	RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION 77
9.1	Receival of Minutes: Audit & Risk Meeting – 7 th June 202277
9.2	Business Arising..... 77
9.1.1	<i>Audit register – progress report..... 101</i>
9.1.2	<i>Report on excess annual leave and long service leave 105</i>
9.1.3	<i>Light Industrial Area..... 111</i>
ITEM 10	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING 114
ITEM 11	MATTERS FOR CONSIDERATION – FINANCE & AUDIT 115
11.1	Accounts for Payment – May 2022 115
11.2	Financial Information – Statements of Income and Expenditure for the Period Ending – 30 th May 2022 139
ITEM 12	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION..... 175
12.1	Feedback Policy 175
12.2	Grievance Policy 185
12.3	Street Addressing Policy..... 195
12.4	Microgrid Working Group Terms of Reference 203
12.5	Local Roads and Community Infrastructure (LRCI) Program - Phase 3 Extension..... 208
12.6	Proposed Advocacy Position on Arrangements for the management of Volunteer Bushfire Brigades..... 268
12.7	Freedom Of Information Statement Review 287
12.8	Electric Vehicle Station Update..... 305
12.9	Quairading RSL Community Grants Application 318
12.10	Business Grants Application..... 327
12.11	Kwirrading Koort Community Park - June 2022 Briefing 344

ITEM 13	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING.....	352
ITEM 14	MATTERS FOR CONSIDERATION – WORKS	353
14.1	Works & Services June 2022 Update	353
ITEM 15	URGENT COUNCILLORS’ BUSINESS	356
ITEM 16	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2).....	357
16.1	Dilapidated Building Work Orders (Confidential)	357
16.2	Public Reading of Resolution	357
ITEM 17	NEXT MEETING DATE	358
ITEM 18	CLOSURE.....	358

SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

1.1 Change to the order of business

MOVED _____ **SECONDED** _____

That Council move a change to the order of business to allow item 1.2 to be tabled early in the meetings proceedings, as requested by the Audit & Risk Committee at the Audit & Risk Committee meeting, 7th June 2022.

____/____

VOTING REQUIREMENTS - Simple Majority

1.2 COVID-19 Vaccination Policy Update

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	Nil
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

MOVED _____ **SECONDED** _____

AUDIT & RISK RECOMMENDATION: AR27 – 21/22

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

1. Council acknowledge the COVID-19 Vaccination Policy and the State directives advising the end date of vaccination mandates is the 10th of June 2022
2. Council rescind the motion 138-21/22.

____/____

VOTING REQUIREMENTS - Simple Majority

OFFICER RECOMMENDED ALTERNATIVE MOTION

MOVED _____ SECONDED _____

1. That Council acknowledge the State directives advising the end date of vaccination mandates is the 10th of June 2022 for all workers except those working in:
 - Healthcare and health support workers in hospitals and primary health care settings;
 - Workers in residential aged care; and
 - Workers in residential disability settings.
2. That Council acknowledge the end of the COVID-19 Vaccination Policy.

 ___/___
IN BRIEF**VOTING REQUIREMENTS** - Simple Majority

Council currently have a COVID-19 Vaccination Policy which states that staff and contractors must be fully vaccinated to be employed by the Shire of Quairading, and Elected Members who are not fully vaccinated cannot attend Council and Committee meetings in person.

At the Audit & Risk Committee meeting held on the 7th June 2022, the committee recommended the COVID-19 Vaccination Policy resolution (138-21/22) be rescinded in acknowledgement that the State mandates had ended.

Shire of Quairading officers would like to recommend that Council considers an alternative motion, in Council move that a COVID-19 Vaccination Policy be ended, rather than having the resolution rescinded. This is because it is unnecessary to rescind the whole resolution, which in turn, means the resolution never should have existed which is not the case.

MATTER FOR CONSIDERATION

For Council to consider whether they want to rescind resolution 138-21/22 or end the COVID-19 Vaccination Policy to remove vaccination mandates (as per State recommendation) from staff and Elected Members not still effected by the State mandates.

BACKGROUND

At the Audit & Risk Committee meeting on the 15th March 2022, it was recommended to Council that a Policy be put in place mandating that all Shire employees be fully vaccinated against the COVID-19 Virus as per the State vaccination mandates at that point in time.

At the March Ordinary Council Meeting, Resolution 138-21/22 was moved:

“Council adopts COVID-19 Policy (B) including end date of Policy in line with State and Federal Government directions.”

This Resolution implemented a COVID-19 Vaccination Policy stating that anyone employed by Council had to be fully vaccinated against COVID-19 in order to attend any workplace or community buildings. Elected Members were also required to be fully vaccinated to enter any community buildings, which included the Council Chambers, but were able to attend Council and Committee meetings virtually if they were not vaccinated.

As stated in the Resolution, the Policy was to last until State or Federal mandates were lifted.

The following was in a media statement released by the State Government on Wednesday, 01 June 2022:

“Effective from June 10 2022, WA's mandatory vaccination policy will be updated in line with health advice and will only apply to workforces working with the most vulnerable to protect them from severe disease.

This means workers in the following sectors must be triple dose vaccinated to be able to enter their work premise:

- *Healthcare and health support workers in hospitals and primary health care settings;*
- *Workers in residential aged care; and*
- *Workers in residential disability settings.*

The vaccine requirements in place on other workforces will be removed from this date.”

While the COVID-19 vaccination mandates no longer apply to Elected Members and most staff, it is noted some Shire staff are required to enter Parker House (aged care facility) as a worker in some capacity over the course of their work. In addition, the Shire has employees at the medical centre. Both venues in accordance with State mandates require staff or people entering the venue to be fully vaccinated against COVID-19. This will be managed in future in by being reflected in relevant position descriptions.

STATUTORY ENVIRONMENT

State Government COVID-19 Vaccination Mandates

<https://www.wa.gov.au/government/covid-19-coronavirus>

<https://www.mediastatements.wa.gov.au/>

POLICY IMPLICATIONS

COVID-19 Vaccination Policy.

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.3 Community: Advocate for the provision of quality health services, health facilities and programs in the Shire.
- 5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations.

CONSULTATION

No consultation is required to end this Policy.

RISK ASSESSMENT

	Option 1
Financial	N/A
Health	High <i>The ending of this Policy will mean unvaccinated staff will be able to be employed by and work at the Shire. COVID-19 is now out in the community and there are minimal restrictions in place, so the Shire needs to manage the situation by ensuring staff do not come to work if they are infected by the virus.</i>
Reputation	Low <i>The Shire should have minimal reputational issues as the ending of this Policy is in line with State mandates.</i>
Operations	Medium <i>While COVID-19 cases are on the rise, staff could be infected with the virus which could affect day-to-day operations if multiple staff are off unwell.</i>
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 2 ATTENDANCE AND APOLOGIES

Councillors

Cr Peter Smith	Shire President
Cr Trevor Stacey	Deputy Shire President
Cr EJ Cheang	
Cr Becky Cowcill	
Cr Jo Hayes	
Cr Jo Haythornthwaite	
Cr Jonathan Hippisley	

Council Officers

Ms Nicole Gibbs	Chief Executive Officer
Mrs Leah Horton	Executive Manager, Corporate Services
Miss Britt Hadlow	Executive Officer
Mr Dean Mastin	Executive Manager, Works & Services

Observers/Visitor

Apologies

Leave of Absence Previously Granted

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 26th May 2022

OFFICER RECOMMENDATION**MOVED** _____ **SECONDED** _____

That the minutes of the Ordinary Meeting of Council held on the 26th May 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 26th May 2022 commencing at 2.01 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.01 pm.

“Before we start our meeting, I would like to acknowledge that we are meeting on Noongar/Ballardong land. 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

Councillors

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

Council Officers

Ms NJ Gibbs	Chief Executive Officer
Mrs LM Horton	Executive Manager, Corporate Services
Miss BJ Hadlow	Executive Officer

Observers/Visitor

Nil.

Apologies

Cr B McGuinness	
Cr BR Cowcill	
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy
Mr DR Mastin	Acting Executive Manager, Works & Services

Leave of Absence Previously Granted

Cr B McGuinness

ITEM 3 PUBLIC QUESTION TIME

Nil.

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Cr Cowcill

A written application for Leave of Absence has been received from Cr Cowcill for the Ordinary Meeting of Council scheduled 26th May 2022. The Council, in accordance with Section 2.25 of the *Local Government Act 1995*, may by resolution grant Leave of Absence to an Elected Member.

OFFICER RECOMMENDATION

RESOLUTION: 172-21/22

MOVED Cr Hippisley SECONDED Cr Stacey

That Cr Cowcill 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 26th May 2022.

CARRIED 6/0

ITEM 6 DECLARATIONS OF INTEREST

Cr Hayes declared an impartial interest with item 12.3 – Business Grant Application being that she is the Chairperson for the Quairading Community Resource Centre and the Quairading Community Resource Centre submitted a business support grant application.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 28th April 2022

OFFICER RECOMMENDATION

RESOLUTION: 173-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hayes

That the minutes of the Ordinary Meeting of Council held on the 28th April 2022 be confirmed as a true and accurate.

CARRIED 6/0

7.2 Business Arising

Nil.

7.3 Annual Electors Meeting Minutes

OFFICER RECOMMENDATION

RESOLUTION: 174-21/22

MOVED Cr Stacey SECONDED Cr Hayes

That Council receive the minutes of the Annual Electors Meeting for its meeting on 19th April 2022.

CARRIED 6/0

7.4 Business Arising

Cr Haythornthwaite said there may need to be some discussion in the future with regards to the format of the Annual Electors Meeting to try to encourage more members of the public to attend.

Some ideas that were discussed for the Annual Electors Meeting for 2023 are:

- “Piggy-backing” off another event
- Organising some kind of presentation
- Change the time to earlier
- Change the venue

The other alternative is to leave it as it is, and accept that Annual Elector Meetings are not well-attended events.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

Nothing for consideration.

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

No matters for consideration.

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – April 2022

Meeting Date:	26 th May 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Leah Horton (Executive Manager Corporate Services)
Attachments:	(i) List of Accounts - April 2022 (ii) Transport Takings - April 2022 (iii) Credit Card Statement – March & April 2022
Owner/Applicant:	N/A
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 175-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hayes

That Council note the following:

1. That schedule of accounts for April 2022 covering municipal vouchers 23893 to 23896, and EFT 10738 to EFT 10875, totalling \$395,096.42 be received (Attachment i); and
2. That police licensing payments for the month of April 2022 totalling \$23,067.35 be received (Attachment ii); and
3. That fund transfers to the corporate credit card for March 2022 totalling \$93.75 and April 2022 totalling \$1,039.33 be received; and
4. That net payroll payments for the month of April 2022 totalled \$124,331.47; and
5. That the lease payments for the month of April 2022 totalled \$3,467.53; being \$2,423.73 on the CESM vehicle, and \$1,043.80 on the skeleton weed vehicle (chattel mortgage payment).

CARRIED 6/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the accounts paid during April 2022.

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of 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 April 2022 is included at **Attachment (i)**.

The March 2022 credit card was unfortunately paid twice as it was unknown that this facility had been set-up with direct debit. Therefore the duplicate payment has been deducted from April's statement to pay the April balance net the credit opening balance.

Cr Stacey said there was an error with a vehicle registration plate description on page 84, in that it was written in as Q170 and should have been Q190. Ms Horton noted the error.

Cr Stacey queried the donation to the Collie Rotary Club. Ms Gibbs said the donation to the Collie Rotary Club was made because their volunteers had assisted the Shire of Quairading by collecting and destroying confidential documents that had fallen from a truck.

11.2 Financial Information – Statements of Income and Expenditure for the Period Ending – 30th April 2022

Meeting Date:	26 th May 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Leah Horton (Executive Manager Corporate Services)
Attachments:	(i) Financial Statements for April 2022
Owner/Applicant:	N/A
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 176-21/22

MOVED Cr Hippisley SECONDED Cr Stacey

That Council receive the monthly Financial Statements for the period ending 30th April 2022.

CARRIED 6/0

IN BRIEF

- Monthly financial statements for the period ending 30th April 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 11th 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.

- Since the March financial reports were presented, a large effort was placed on correcting both operating and non-operating grant funding. Multiple adjustments to the chart were required in order to show the accurate recognition for each funding source and the jobs tied to each source. This has resulted in an improvement to the monthly financial reports by the inclusion of note 12: Operating grants and contributions, and note 13: Non-Operating grants and contributions.

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 11th 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.

Since the March financial reports were presented, a large effort was placed on correcting both operating and non-operating grant funding. The Shire previously split out expenditure for each project (in most cases), however funding for various grants; Local Roads & Community Infrastructure (LRCI), Roads to Recovery (R2R), Regional Roads Group (RRG), Drought Communities Program (DCP) and Wheatbelt Secondary Freight Network (WSFN) was put against one general ledger code (pooled), or even combined between funding bodies. Multiple adjustments to the chart were required in order to show the accurate recognition of income and expenditure for each funding source and the jobs tied to each source. Considerable effort has been made to ensure that the Shire is accurately recording revenue for tied funding in accordance with accounting standards AASB 15: Revenue from Contracts with Customers and AASB 1058: Income of Not-for-Profit Entities, whereby revenue can only be recognised when the Shire satisfies a performance obligation by transferring goods or services to a customer (i.e. only when there has been expenditure against the project).

Overall, these efforts have resulted in an improvement to the monthly financial reports by the inclusion of note 12: Operating grants and contributions, and note 13: Non-Operating grants and contributions.

MATTERS AFFECTING COUNCIL DECISION

Cr Hippisley said he was still concerned about the Caravan Park not making a profit. Ms Gibbs shared the concern and advised that a restructure would need to be implemented to reverse the deficit financial position.

Cr Stacey queried the expenditure of operating activities on page 7, other properties and services year to date budget of nearly \$50,000, and the year to date actual at \$523,000. Ms Horton took the query on notice.

11.3 Transition to Altus – Corporate Uplift Solution

Meeting Date:	26 th May 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Leah Horton (Executive Manager Corporate Services)
Attachments:	(i) IT Vision – Altus uplift proposal (ii) Altus uplift commercial structure (iii) IT Vision capability statement
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 177-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hayes

That Council approve the strategy to transition from SynergySoft suite of financial modules to Altus.

CARRIED 6/0

IN BRIEF

- The Shire has been using IT Vision’s SynergySoft enterprise resource planning (ERP) software since 2006.
- IT Vision have advised that they are phasing out support for SynergySoft and have recommended that the Shire consider a strategy to migrate from the SynergySoft platform to Altus.
- Altus is an extensible, modern digital platform, fully born in the cloud and mobile device enabled. It is built using the most modern low-code rapid application development tools, with cyber-security and business-continuity ‘built-in’ and delivered through an engaging user-experience focused interface.
- The Altus bank reconciliation module has been used by the Shire since February 2021. The cloud based module has proven to be a significant benefit with the current staffing situation, allowing the bank reconciliations to be completed remotely by outsourced contractors.
- The Altus payroll module has already been approved by Council (Resolution 126-21/22) and is planned for implementation beginning late 2022. The payroll module is expected to significantly cut down the manual burden of the current process and increase employee satisfaction through the user-friendly portal.
- This report and the attached documents detail the proposed strategy over a five (5) year period to onboard planned Altus modules. This approach is measured and has been scheduled based on priority (i.e. lack of current systems) or by affect (i.e. the ability to positively affect more persons).

- The Altus uplift strategy allows for a phased implementation of desired modules, smoothing the payments for all implementations over the period at a discounted rate. By signing up for this program the Shire will ultimately save money on individual implementations and can effectively budget the expenditure over the five years without a significant upfront cost.

MATTER FOR CONSIDERATION

That Council approve the strategy to transition from SynergySoft suite of financial modules to Altus over the planned five (5) year period.

BACKGROUND

SynergySoft is IT Vision's legacy product suite, which can be fully integrated into Altus Solutions. SynergySoft is currently utilised by over 200 local governments across all States of Australia, it encompasses all business areas of an organisation with a single user interface. The Shire of Quairading has been using SynergySoft since 2006.

SynergySoft was developed over 20 years ago and went live in June 2001. Since that time significant technological advancements have occurred in the ICT environment. The change from On Premise to Cloud based software has been the most significant development in the last 30 years. Software as a service (SaaS) is a cloud based software delivery model in which the cloud provider develops and maintains cloud application software, provides automatic software updates, and makes software available to customers through the internet (the cloud). The need to install and maintain software is removed, and by using cloud computing users, companies do not have to manage physical servers themselves as it is simply accessed via the internet.

In 2014 IT Vision started working on the Altus research and development project to redesign and modernise their corporate systems and encourage SynergySoft users to begin the process of digital transformation. Altus is an extensible, modern digital platform hosted in the AWS Sydney data centre. It is built using the most modern low-code rapid application development tools, with cyber-security and business-continuity 'built-in'. The cloud based platform provides a digital and mobile enabled system, such as mobile apps for timesheet entry, time clocking, leave applications and associated approvals.

The Altus products integrate with SynergySoft and build a higher level of compliance and regulatory control through modules that are built with parameters direct from Council policies, legislation and awards. The system workflows have been built in with consideration of audit control and organisational governance.

IT Vision has invested significant R&D resources into the Altus suite and they have advised that they will be phasing out support for SynergySoft and have recommended that the Shire consider a 5-10 year strategy to migrate from the dated SynergySoft platform to Altus. As more Altus solutions are released they will naturally need to direct more attention to the Altus suite and less into SynergySoft and it is highly unlikely that significant development work will be assigned to SynergySoft, therefore there will be no improvements to the software.

As the Shire has already invested significant resources into SynergySoft and into two Altus products; Bank Reconciliations in February 2021, and Altus Payroll (powered by Definitiv) scheduled for late 2022, the logical way forward is to continue on-boarding various Altus modules and phase out SynergySoft. The alternative is a change of enterprise resource planning (ERP) systems, however at this stage with the considerable investment already made and the generally cost inhibitive practice of an entire new ERP which would likely see the Shire incur annual licence fees \$500,000 per annum and implementation costs in excess of \$1,000,000, the recommended way to proceed is with Altus.

It is proposed that the Shire plans and budgets for the migration of different Altus modules over a longer period of time (5 years), utilising the proposed Altus uplift strategy and smoothing of payment over that implementation time.

The proposed roadmap of implementation and applicable costs are detailed in attachment (i).

STATUTORY ENVIRONMENT

Section 6.5(a) of the *Local Government Act 1995* (WA)(CI) and Section 5 (1) and Section 5 (2) of the *Local Government (Financial Management) Regulations 1996* requires the Council to ensure the financial records of the Shire are securely managed and compliant.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Over the sample transition strategy, the implementation and training cost is estimated to be \$178,814 for all planned modules rolled out. The Shire currently pays an annual licence fee of \$22,924, the uplift option would see this annual licence fee increase by 50% (\$11,462) to \$34,386. By taking up the uplift option it entitles the Shire to implement modules without charge of additional module licence costs.

In 2022/23 the annual licence fee would increase by the uplift amount effective 1 July 2022 plus the Altus Payroll annual license fee of \$8,400 which has already been endorsed.

By taking up the uplift option, the Shire then only pays for the implementation costs and travel costs. As detailed in attachment (ii), the up-front licence costs for each product are waived which would afford an estimated saving of \$115,562 over the 5-year span when compared to no uplift strategy.

The Shire proposes to take up the option to smooth the payments for implementation over the 5 year period, being the total cost of implementation divided over 4 years (Year 1 payroll is already endorsed so is excluded from the smoothing arrangement). This implementation cost is therefore estimated at \$32,233 each financial year between 22/23 and 26/27.

There is no change to the 2021/22 budgeted expenditure.

A full summary of the financial implications is as per the following table:

Cost	2022/23	2023/24	2024/25	2025/26	2026/27
Annual licence fee (existing)	\$22,924	\$23,726*	\$24,557*	\$25,416*	\$26,306*
50% uplift	\$11,462	\$11,863*	\$12,278*	\$12,708*	\$13,153*
Altus Payroll licence fee	\$8,400	\$8,694*	\$8,998*	\$9,313*	\$9,639*
Altus Payroll implementation	\$49,883				
Module Implementation Costs (Smoothed)		\$32,233	\$32,233	\$32,233	\$32,233
Total investment	\$92,669	\$76,517	\$78,066	\$79,671	\$81,331

* Includes CPI estimate increase at 3.5% per annum

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	<p>Medium</p> <p><i>The annual licence fee increases and the implantation costs are spread over the 5 year period. The fee increase is not significant compared to the potential cost of changing over to another ERP, or the cost of continuing to have non-complying or non-existent software (such as records management).</i></p>
Health	N/A
Reputation	<p>Low</p> <p><i>Loss of trust from the community and employees if we end up using a software package that is not maintained through updates and upgrades.</i></p> <p><i>Reputational damage if we continue to use systems that do not have levels of compliance and governance embedded into the structure.</i></p>
Operations	<p>High</p> <p><i>There will be impacts to standard operations, policies and procedures as modules are implemented. Most modules will bring significant improvements, but will rely on staff resourcing for mapping, testing and roll-out, potentially affecting business as usual.</i></p>
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

IT Vision have provided the Shire with a proposal including an annual license fee uplift strategy to transition to Altus over a 5 year timeframe, as detailed in attachment (i).

In order to determine if and what modules to transition, the Shire has reviewed current operations to see where there are gaps in software (i.e. no current corporate records management system), or where there are areas that require significant improvement (i.e. payroll and procurement).

The proposal has been given considered thought to ensure that the module implementations are scheduled in order of priority and with resourcing considerations. There was a strong focus on implementing modules in close proximity where there was a clear link between functions, and to overall ensure a focus on compliance and improving the opportunity cost of officer time.

Attachment (iii) details the full suite of products available with the Altus solution, an extract is provided below of the planned and completed modules. This is subject to change as IT Vision continue to develop their products and some modules have changed since the capability statement was published.



In collaboration with IT Vision, the Shire has reviewed the modules and developed a plan for implementation. Some modules were excluded from the planning to ensure that the costs incurred are necessary and that modules implemented are of benefit to the Shire. Further reviews of future module implementations may be required as the Shire grows in maturity and the Altus product develops further.

The Shire has identified the following modules to be implemented over the five year period.

Year One: 2022/23

Altus Content (Records Management)

Altus Payroll

Altus Connect (included in Payroll)

Altus Procurement

Year Two: 2023/24

Altus Core Financials

Year Three: 2024/25

Altus Budgeting

Altus Risk Management

Year Four: 2025/26

Altus Rates

Altus Contacts

Year Five: 2026/27

Altus Property

The Altus suite of products will see a significant return on investment through cost and time savings through the reduction in transactional processing effort across various modules. These modules will future proof the Shire, allowing true remote working through the digital and mobile enabled platform. The Shire will see a significant reduction in manual checking for compliance with the built in governance tools through the modules, particularly within payroll (award parameters built in) and purchasing (procurement policy parameters built in). The increase in employee morale and time available through the reduction of manual process cannot be quantified but is expected to be significant.

It is recommended that Council endorse the strategy to implement the planned modules over the five year period, taking up the uplift option and smoothing the payments through to 2026/27.

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Establishment of Microgrid Working group

Meeting Date:	26 th May 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Power Point – Recent Solar Projects (ii) Copy of CBH Bins
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 178-21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That Council endorse the establishment of a microgrid working group.

CARRIED 6/0

IN BRIEF

At the April 2022 Strategic Planning Committee meeting, Cr Hippisley tabled research he had conducted into establishing a microgrid within the Shire of Quairading. The Chief Executive Officer, Ms Nicole Gibbs, and Cr Hippisley have since carried out additional investigation into grant and funding opportunities and have met with industry experts in the microgrid field to ascertain whether this is a worthwhile project to pursue.

It is the recommendation of the Shire Officers that the microgrid project is worthy of further investigation. Council is being asked to endorse the establishment of a working group to investigate, research, consult on and develop a robust proposal so the organisation is confidently positioned to recommend to Council:

- The establishment of a microgrid in the Shire of Quairading; or,
- The abolition of the project.

MATTER FOR CONSIDERATION

That Council approve the establishment of a microgrid working group for the purpose of investigating the feasibility of a microgrid in the Shire of Quairading.

BACKGROUND

At the April 2022 Strategic Planning Committee, Cr Hippisley presented to Council the idea of creating a micro grid within the Shire of Quairading. A micro grid 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.

Chief Executive Officer, Ms Nicole Gibbs and Cr Hippisley have since carried out further investigation into funding and grant opportunities, and have met with industry experts in this field to see if this is a worthwhile project to pursue. Shire Officers believe this is a worthwhile project. While there are significant regulatory obstacles in Western Australia, which have resulted in the Eastern States being some decades ahead of us in the microgrid field, there is growing industry and political support to challenge this current regulatory position.

The purpose of the proposed working group will be to:

- Establish, strengthen and utilise a stakeholder network comprising Government and industry specialists in the microgrid field. This will include Regional Development Australia, Regional Development WA, Regional Development Wheatbelt, the Australian Micro-grid Centre of Excellence (AMCOE) and others;
- Investigate and establish (if possible) the best means of channelling government (and other) funds into our community, improving the resilience of the local power supply and possibly becoming the first Western Australian town to be self-sufficient in electricity.

The Strategic Community Plan 2021-2031 (SCP) states that economic development is a high priority. It also states that thriving local businesses are needed to provide jobs and investment opportunities for existing and potential new residents, and a thriving local community is needed to provide a workforce and capital for local business.

The SCP commits to ‘Leveraging Federal and State Government priorities and programs,’ elaborating that ‘The Shire will work with relevant agencies on opportunities to leverage priorities and programs to benefit local and regional businesses.’ Additionally the SCP states that ‘The Shire seeks to ensure the sustainability of our local environment through reduction of the Shire’s carbon footprint through renewable energy.’

The development of Distributed Energy Resources (DER) is currently a priority for the Federal Government, State Government and Western Power. The Federal Government, in the 2020-21 Federal Budget, committed \$50m to a six-year program to improve the resilience and reliability of electricity supply in regional communities. They are actively seeking a local government in Western Australia to apply for some of this money right now.

STATUTORY ENVIRONMENT

Economic Regulation Authority (<https://www.erawa.com.au/>)

POLICY ENVIRONMENT

Shire of Quairading Strategic Community Plan 2021-2031

[Australian Renewable Energy Agency \(ARENA\) Investment Plan 2021](#)

[Regional Australia Microgrid Pilots Program](#) (Guidelines)

[Department of Industry, science, Energy and Resources](#)

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The cost per hour of the Chief Executive’s time and the time donated by respective Council Members.

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)
- 2.3 Economy: Shire engages stakeholders and partners to help capture local economic development initiatives
- 4.3 Natural Environment: Demonstrate sustainable practices of water, energy and waste management
- 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

CONSULTATION

Initial consultation with Regional Development Australia, Regional Development WA, Regional Development Wheatbelt and the Australian Micro-grid Centre of Excellence (AMCOE).

RISK ASSESSMENT

	Option 1
Financial	Low <i>There is no significant cost associated with establishing a working group.</i>
Health	N/A
Reputation	Low <i>There is no reputational risk associated with establishing a working group.</i>
Operations	Low <i>The impact will be in the form of the CEO's time.</i>
Natural Environment	Low <i>A microgrid is a self-sustaining energy source that is beneficial to the Shire.</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

Cr Hippisley gave a short presentation to Council on the benefits of a microgrid and the need for a Microgrid Working Group to explore the possibility of establishing one in the Shire of Quairading.

Nominations for membership of the Working Group were called by Chairperson, Cr Smith. The following people were nominated.

- Cr Hippisley
- Cr Smith
- Ms Gibbs

All accepted the nominations verbally.

RESOLUTION: 179-21/22**MOVED Cr Hippisley SECONDED Cr Hayes**

That Council:

1. Endorse the nominated persons to establish the Micro-grid Working Group:
 - Cr Hippisley
 - Cr Smith
 - Ms Gibbs
2. That the Microgrid Working Group establish terms of reference as the first task.

CARRIED 6/0

12.2 Social Media Strategy

Meeting Date:	26 th May 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Jen Green (Grants & Project Officer)
Attachments:	(i) Social Media Strategy (ii) Website Usage Overview - April 2022
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 180-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

1. That Council accepts the Officer's Strategy on Social Media submitted by the Grants & Project Officer.
2. That Council adopts the Strategy and supports its implementation across Council's Social Media pages.

CARRIED 6/0

IN BRIEF

The Grants & Projects Officer was asked to develop a strategy for the use and management of Council's social media accounts.

The Shire currently has an active Facebook and Instagram page, with other accounts being managed by contractors including the Swimming Pool and Caravan Park.

MATTER FOR CONSIDERATION

Adoption of a Social Media Strategy for Council's active social media accounts.

BACKGROUND

Social media is online communication that allows interaction with customers and the sharing of information in real time. This can help reach customers better, create online networks and sell and promote products and services.

One of the biggest advantages of social media is how it helps to build and strengthen relationships. It's a great tool for building awareness, earning trust, finding out issues within the community and for reaching people during a crisis. Connecting community members with their local government can improve public safety and well-being on multiple fronts and enables direct dialogue between community and government.

A content strategy is a way to tell a consistent, cohesive story about a brand and what it does. The strategy includes attainable goals, identifies audiences and makes sure that content and messages are distributed effectively.

With more than three billion people around the world using social media every month, the users and engagement on major platforms just keep increasing.

For a local government to have an effective, cohesive and trust-worthy social media page, it requires constant updating and a clear strategy on posting and engagement to remain create trust, facilitate transparency, address residents' concerns and solve problems. Social media has become for many the standard currency of government communication

The Strategy provides information on:

1. Social media engagement;
2. Using the platforms as a strategic marketing tool to promote economic outcomes;
3. Posting and scheduling;
4. Language and style;
5. Target audiences; and
6. Content pillars

The Strategy objectives are:

1. Improve customer service and retention;
2. Increase brand awareness;
3. Create a reliable and trustworthy information outlet that supports the community;
4. Drive website traffic;
5. Increase community awareness of Shire programs;
6. Grow the Shire's economic presence and encourage new business;
7. Increase tourism outcomes through targeted posting;
8. Engage with locals, visitors and potential new business through strategic boosting of posts; and
9. Create a reliable source of communication in adverse events through targeted boosting of posts.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil in the 2021-22 financial year

Submitted for 2022-23 budget deliberations

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.2 Economy: Build upon our "Take a Closer Look" brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population
- 2.3 Economy: Shire engages stakeholders and partners to help capture local economic development initiatives
- 5.1 Governance and Leadership: Shire communication is consistent, engaging and responsive

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>There is minimal costs associated with Social Media marketing.</i>
Health	N/A
Reputation	Low <i>The strategy ensures the reputation of Council is consistent and cohesive. An active and responsive Council will improve customer service satisfaction.</i>
Operations	Low <i>Council staff already operate the Shire social media accounts</i>
Natural Environment	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

The Shire has recently been subject to a bushfire emergency in February this year. In times of adverse events, it is clear that community looks to social media for safety updates, evacuation notices, road closures etc. This information is crucial and able to be delivered effectively and reach most of the community through targeted boosting and having an active and responsive social media presence.

In an emergency situation, social media provides access to relevant and timely information. It's reliable during emergencies when other media is either overwhelmed or just not covering an area because of its location. Social media can also effectively assist in self-regulating misinformation.

COMMENTS EFFECTING COUNCIL DECISION

Cr Haythornthwaite said she assumed that the guidelines of the strategy would be passed on to all staff in very clear terms. Ms Gibbs confirmed this would be happening.

Cr Hippisley said it is very important to use the Social Media space to get our name out there as it is cost effective and reaches the right audience.

12.3 Business Grant Application

Meeting Date:	26 th May 2022
Responsible Officer:	Nicole Gibbs (CEO)
Reporting Officer:	Jen Green (GPO)
Attachments:	(i) Business Grants Assessment May 2022 (ii) Quairading CRC Application & Quotes
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Cr Hayes - Chairperson of the Quairading Community Resource Centre

OFFICER RECOMMENDATION

RESOLUTION: 181-21/22

MOVED Cr Hayes SECONDED Cr Hippisley

1. That Council accepts the Officer's Report on the May 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 Quairading CRC to the value of \$1585.00.

CARRIED 6/0

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 2nd August 2021 via the Shire Facebook Page, Website, Banksia Bulletin and direct email to all Quairading businesses.
- One application was received during May 2022 to the value of \$1585.00.
- 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 May 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 2nd 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, 4 projects have been funded in the 2021-22 financial year, totalling \$11,661.39.

MAY 2022 APPLICATIONS

Business	Project	Amount
Quairading CRC	Upgrade of essential computer equipment used for one-on-one digital support sessions and the purchase a compact photo printer to deliver a new photo printer service to the community.	\$1585.00
Grand Total		\$1585.00

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 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 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.
- 5.4 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 May 2022.
- The grant application meets the selection criteria outlined in the Grant Guidelines.

12.4 Record Keeping Policy

Meeting Date:	26 th May 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Records Management Strategy (ii) Records Management Policy (iii) Letter from State Records Commission
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 182-21/22

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council review and endorse the proposed Records Management Strategy and Records Management Policy.

CARRIED 6/0

IN BRIEF

In August 2020 The States Records Office approved the current Shire of Quairading Recordkeeping Plan, subject to significant actions being performed to address non-compliance within the Plan. The Shire has not yet addressed these outstanding actions.

One significant action was to redevelop and endorse records management policies and procedures to reflect current practices, by March 2021.

Officers have created a new Record Management Plan and Record Management Policy to commence the process of actioning outstanding actions.

MATTER FOR CONSIDERATION

That Council endorse the proposed Information Management Plan and Information Management Policy.

BACKGROUND

The Shire of Quairading is involved in a range of activities and makes decisions on a daily basis that directly impact the local community. These activities include waste management, recreational facilities, planning approvals, home, business and short-term rental applications, health inspections and pet management. In addition, councillors' debate set policy and make local government rules and resolutions. All of these activities generate records. According to the *State Records Act 2000*, the definition of a government record is:

'A record created or received by a government organisation or a government organisation employee in the course of the work for the organisation.'

Records can take many forms including letters, memos, emails, photos, videos, recordings and social media posts. They are important because they are the corporate knowledge of an organisation, independent of staff turnover. Records may also form important evidence in legal proceedings or have priceless value as an historic record. Most importantly, records and good recordkeeping practice promote accountable and transparent decision-making.

The *State Records Act 2000* sets the framework for records management of state and local government entities. Under the Act, the State Records Commission is required to produce standards and principles. The Act also requires all government entities, including local governments, to develop a recordkeeping plan or information management plan outlining how they will comply with the standards and principles. Record keeping plans or information management plans must be approved by the State Records Commission.

Record keeping plans or information management plans are used to define key business activities and functions and to demonstrate that recordkeeping tools are in place. These include:

- Policies and procedures to support the plan;
- Consistent identification and naming of records;
- Preservation, retention and disposal of records;
- Compliance activities such as:
 - Staff training;
 - Monitoring and evaluation of information management practice;
 - Compliance reporting;
 - Timely disposal of records; and
 - Adequate protection over digital records.

The State Records Office provides administrative assistance and technical advice to the State Records Commission. It also provides advice to local governments and other government entities on the development of plans and feedback once the plan has been submitted for approval. Every five years local governments must submit an amended or reviewed plan for approval.

STATUTORY ENVIRONMENT

State Records Act 2000

POLICY IMPLICATIONS

Records Management Policy

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	High <i>The penalties for mismanagement of records are high and range from external investigation to potential temporary or permanent closure of the Shire.</i>
Health	N/A
Reputation	High <i>Loss of trust from the community and employees if the mismanagement of information results in financial and other penalties from the State or Commonwealth regulatory bodies.</i>
Operations	Low <i>The new plan and policy will make record keeping less onerous for staff, allowing for more time for more meaningful tasks.</i>
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

A review of the Shire's Recordkeeping plan was carried out by the State Records Office in August 2020 which was approved, with the specified and significant caveat that the approval was in good faith that the list of non-compliance issues would be resolved expediently. As of yet, the Shire has not yet commenced addressing the non-compliance issues and this fact will no doubt be highlighted in all audits leading up to 2025.

A strategy and underpinning policy have been created. The review and adoption of this policy commences the process of addressing the non-compliance.

12.5 Outdoor Eating Areas Policy

Meeting Date:	26 th May 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Outdoor Eating Areas Policy
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 183-21/22

MOVED Cr Hayes SECONDED Cr Hippisley

That Council endorse the Outdoor Eating Areas Policy.

CARRIED 6/0

IN BRIEF

Recently Food Works asked the Shire to consider approving plans for an outdoor eating area. At this point it was revealed that the Shire does not currently hold a policy for outdoor eating areas. The Shire is obliged to have such a policy to guide applicants and to ensure transparency and accountability in decision-making. An Outdoor Eating Areas Policy has been developed for Council consideration and adoption.

MATTER FOR CONSIDERATION

Consideration and adoption of the draft Outdoor Eating Areas Policy.

BACKGROUND

Following a request from Food Works to establish an outdoor eating area, it has been discovered that the Shire of Quairading does not have an outdoor eating policy, which it is obliged to hold.

A draft policy has, therefore, been drafted for Council's consideration and adoption.

Whilst the policy may appear verbose given the lack of outdoor eating venues in Quairading, the Shire is compelled to provide all the information contained within the document for transparency and accountability purposes and to assist applicants through the process.

STATUTORY ENVIRONMENT

Local Government Act 1995.

Planning and Development Act 2005.

Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016.

POLICY IMPLICATIONS

Nil - This is a new Policy.

FINANCIAL IMPLICATIONS

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.1 Community: Work collaboratively with local and regional service providers to engage the community as active citizens.
- 5.1 Governance: Shire communication is consistent, engaging and responsive
- 5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low
Health	N/A
Reputation	Moderate <i>It is a legislative requirement to have an Outdoor Eating Area Policy if Council is making decisions with regard to this issue.</i>
Operations	Low <i>Having a policy to refer to assists Shire officers when a request for an outdoor eating area is submitted.</i>
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 AFFECTING COUNCIL DECISION

Cr Cheang asked if the chairs that are currently on the street out the front of some businesses were approved.

Cr Smith said they may have complied with the Local Law: *Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016*.

Ms Gibbs said that it is a legal requirement to have an outdoor eating policy for the Shire to be able to approve any future outdoor eating areas.

12.6 Bushfire Risk Management Coordinator (New Position)

Meeting Date:	26 th May 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) BRMC – Shire of Quairading (ii) LG Grant Agreement
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 184 - 21/22

MOVED Cr Stacey SECONDED Cr Hayes

That Council note the information provided.

CARRIED 6/0

IN BRIEF

The Department of Fire & Emergency Services (DFES) is proposing the establishment of a new and shared Bushfire Risk Management Coordinator position. The position would be shared and funded by DFES, the Shire of Northam, the Shire of Kellerberrin and the Shire of Quairading, mimicking the Community Services Emergency Manager model.

In effect, DFES would provide a grant amount each year over a three-year period to subsidise the salary cost of the position. The three Shires would share the remainder of the cost, with the Shire of Quairading contributing 20% of this three-way cost in exchange for one day per week of dedicated service.

MATTER FOR CONSIDERATION

That Council agree to contribute to the Bushfire Risk Management Coordinator position in accordance with the terms and conditions detailed in the draft Bushfire Risk Management Coordinator Local Government Grant Agreement (Attachment ii).

1. This agreement includes the breakdown of time allocation for the BRMC position as follows:
 - Shire of Northam - three days
 - Shire of Quairading - one day
 - Shire of Kellerberrin - one day

2. This agreement includes the funding schedule as follows:

PAYMENT SCHEDULE	AMOUNT TO BE PAID (\$)	PAYMENT DATE
2022-23	Grant Amount TOTAL	Within ten (10) business days of receipt of an invoice from the Grantee
DFES 50% funding	\$76,542	
LG(s) 50% funding	\$76,542	
2023-24	Grant Amount TOTAL	Within ten (10) business days of receipt of an invoice from the Grantee
DFES 30% funding	\$46,508	
LG(s) 70% funding	\$108,517.50	
2024-25	Grant Amount TOTAL	Within ten (10) business days of receipt of an invoice from the Grantee
DFES 30% funding	\$48,116	
LG(s) 70% funding	\$112,269.50	

BACKGROUND

Approved Purpose of Grant

The Bushfire Risk Mitigation Officer (BRMC) is a new position that the Department of Fire and Emergency Services (DFES) is introducing across WA. The BRMC will perform an integral role in regional bushfire mitigation and will be responsible for ensuring local government mitigation programs are effectively planned, implemented and evaluated.

It is intended that the BRMC provide significant benefit to local governments and their communities and supports the achievement of the following:

- An increase in the number of mitigation activities, leading to a reduction in bushfire risk and greater protection of lives and assets.
- Improved visibility and understanding of local government mitigation works through regular reporting of annual and 3+ year mitigation programs.
- A more coordinated approach to bushfire mitigation and improved consultation between landowners and land managers.

DFES is offering to subsidise the salary component of a shared BRMC position over a three-year period. The remainder of the total cost of the position would be shared by the Shire of Northam, the Shire of Kellerberrin and the Shire of Quairading. The Shire of Quairading would pay 20% of this three-way cost in exchange for one day per week of dedicated service.

The approved purpose of the DFES grant is to pay part of the salary of the BRMC and to work with stakeholders to plan, complete and evaluate BRM activities. The grant funds can only be used to pay the salary component of the recommended BRMC budget. All local government parties to the agreement must agree to cover the residual salary amount and all other recommended costs such as allowances and non-salary items.

The BRM program will include the identification and classification of bushfire risks within the participating local governments. The program will involve the development and implementation of a treatment plan in respect to the identified risks, through the utilisation of shared resources and the cooperation of local governments, state agencies, private owners and/or occupiers of land.

BRM Plans document the bushfire related risk to assets of the communities and outline treatments to mitigate these risks. The BRMC, through the coordination of local government mitigation activities, will perform a vital role in managing bushfire risk within the local community. The BRMC will be responsible for ensuring local government mitigation programs are effectively developed, implemented and evaluated

The proposed total BRMC budget is:

ITEM Funded	Grant Period		
	2022-23	2023-24	2024-25
SALARY			
Salary/wages	\$ 91,047.00	\$ 94,915.00	\$ 98,896.00
ON COSTS			
Workers Compensation Superannuation Leave	\$ 23,362.66	\$ 24,355.19	\$ 25,376.71
Subtotal Salary	\$114,409.66	\$119,270.19	\$124,272.71
ICT COST			
Laptop Computer, accessories and data card	\$ 3,272.40	-	-
Mobile Phone & Usage	\$ 1,818.00	\$ 1,836.18	\$ 1,854.54
VEHICLE COSTS			
Lease/Service	\$ 15,301.50	\$ 15,454.52	\$ 15,609.06
Fuel	\$ 10,908.00	\$ 11,017.08	\$ 11,127.25
OTHER			
other (inc equipment and PPE)	\$ 1,818.00	\$ 1,836.18	\$ 1,854.54
Training	\$ 1,515.00	\$ 1,530.15	\$ 1,545.45
Travel Allowance	\$ 4,040.00	\$ 4,080.40	\$ 4,121.20
Other (furniture/fittings/administration)			
Subtotal Ancillary Costs	\$38,672.90	\$35,754.51	\$36,112.05
GRAND TOTAL (EX GST) rounded	\$153,083	\$155,025	\$160,385

The approved DFES grant (salary component only) is:

ITEM Funded	Grant Period		
	2022-23	2023-24	2024-25
TOTAL (EX GST)			
Salary/wages	\$76,542	\$46,508	\$48,116

The proposed contribution from the Shire of Quairading is:

Bushfire Risk Mitigation Coordinator			
ITEM Funded	Quairading (yr 1)	Quairading (yr 2)	Quairading (yr 3)
SALARY	1 Day P/W (20%)	1 Day P/W (20%)	1 Day P/W (20%)
Salary/wages	\$ 9,104.70	\$ 13,288.10	\$ 13,845.44
ON COSTS			
Workers Compensation Superannuation Leave	\$ 2,336.27	\$ 3,409.73	\$ 3,552.74
Subtotal Salary	\$11,440.97	\$16,697.83	\$17,398.18
ICT COST			
Laptop Computer, accessories and data card	\$ 327.24	-	-
Mobile Phone & Usage	\$ 181.80	\$ 257.07	\$ 259.64
VEHICLE COSTS			
Lease/Service	\$ 1,530.15	\$ 2,163.63	\$ 2,185.27
Fuel	\$ 1,090.80	\$ 1,542.39	\$ 1,557.82
OTHER			
Other (inc equipment and PPE)	\$ 181.80	\$ 257.07	\$ 259.64
Training	\$ 151.50	\$ 214.22	\$ 216.36
Travel Allowance	\$ 404.00	\$ 571.26	\$ 576.97
Other (furniture/fittings/admin istration)			
Subtotal Ancillary Costs	\$3,867.29	\$5,005.63	\$5,055.69
GRAND TOTAL (EX GST)	\$15,308.26	\$21,703.46	\$22,453.87
GRAND TOTAL (EX GST) Rounded	\$15,308.30	\$21,703.50	\$22,453.90

STATUTORY ENVIRONMENT

Local Government 1995

Bush Fires Act 1954

Bush Fires Regulations 1954

Fire and Emergency Services Act 1998

The Emergency Management Act 2005

Environmental Protection Act 1986

Work Health & Safety Act 2020

POLICY IMPLICATIONS

Review of Bushfire Mitigation Plan and respective roles and responsibilities.

FINANCIAL IMPLICATIONS

The financial implications are minimal when weighed against:

- The fact that the Shire has no existing bushfire mitigation capability; and
- The increased risk to life and property because the Shire does not mitigate against bushfire.

The exact financial implication on the Shire over the three-year period of the proposed agreement is as follows:

	YEAR 1	YEAR 2	YEAR 3
GRAND TOTAL (EX GST)	\$15,308.26	\$21,703.46	\$22,453.87
GRAND TOTAL (EX GST) Rounded	\$15,308.30	\$21,703.50	\$22,453.90

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.5 Community: Support emergency services planning, risk mitigation, response and recovery
- 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

Extensive consultation has occurred between the four proposed signatories to the agreement, being Shire of Quairading, Shire of Kellerberrin, Shire of Northam and DFES.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Relative to the potential cost of property and life in the absence of any form of bushfire mitigation (as is the current status), the proposed model is cost-efficient.</i>
Health	N/A
Reputation	Low <i>Bushfire is a constant and imminent threat across the Shire and the community will welcome this strong and formal initiative.</i>
Operations	Low <i>The day per week dedicated to bushfire mitigation will reduce the burden on existing operations.</i>
Natural Environment	Low <i>The reduction in bushfire threat and the careful management of the threat is critical to ensuring the sustainability of 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

Nil.

COMMENTS AFFECTING COUNCIL DECISION

Cr Stacey said that the cost for the Bush Fire Risk Management Coordinator would be on top of the CESM salary that the Shire is currently paying. Given that Kellerberrin had pulled out of the four-way CESM agreement with Quairading, Tammin and Cunderdin, what was the chance that Kellerberrin would pull out of this agreement too? Ms Gibbs said Kellerberrin had pulled out of the CESM arrangement because they were not getting value for money due to time constraints and lack of proper planning with regards to the role. Ms Gibbs has since met with the CEOs from Cunderdin and Tammin to restructure the CESM role.

Ms Gibbs said there was the option for Council to reject the new position. The possible consequence was that rejection may adversely impact grant funding with reference to bush fire mitigation risk. The Shire is expected to participate in regional initiatives when these are offered by DFES.

Concern was raised about long-term cost but Ms Gibbs reminded Council that this was a three-year program with no commitment beyond that term.

Cr Hippisley said if there was a serious incident involving a fire and through investigation it was discovered this role was offered to us and we turned it down, the Shire could possibly be seen as negligent. Ms Gibb agreed.

Cr Haythornthwaite queried if there was any funding available as it is a new role. Ms Gibbs advised that there was not.

12.7 Request for Family Recognition

Meeting Date:	26 th May 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Letter from Julie Fletcher
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVER NIL

That Council:-

1. Consider the information provided, and decide if a street or road is deemed suitable for a name change.
2. Move to commence the process to change the name in honour of the McRae family.

MOTION LAPSED

Motion lapsed due to lack of Council support.

IN BRIEF

On the 25 April 2022 a letter was received from Julie Fletcher on behalf of the McRae family. The letter states that the family have been active members of the Quairading community since 1926, with the last McRae leaving Quairading in 2021. As of yet, there is nothing within the district that honours the McRae's time in Quairading and the older members of the family are distressed by this fact. The family has requested some form of recognition, preferably in the form of a street name, although they have stated that another form such as a plaque would be acceptable.

MATTER FOR CONSIDERATION

That Council consider changing a road or street name to honour the McRae family's time in Quairading or, alternatively, erect a plaque within the district.

BACKGROUND

On the 25 April 2022 the Shire received a letter from Julie Fletcher, who is the granddaughter of David and Alice McRae. The McRae's resided in Quairading from 1926-2021. The McRae's farmed in Quairading for almost 100 years and were active members of the community, sitting on boards and becoming involved in multiple committees and groups. It is stated in the letter that the family had a love for living in the town. The McRae family would like the history of the family recognised by the Shire.

The family would like to see a street sign in honour of the McRae's or, alternatively, a plaque. The Geographical Names Advisory Committee (meeting held 27th January 2021) listed McRae as a name to be considered for future roads.

Landgate process for renaming a road

Any person, community group, organisation, government department or local authority can request a new name or an amendment to an existing name or boundary by contacting Geographic Names within Landgate in the first instance.

Step 1: Prepare a naming proposal

The naming proposal must be prepared according to the relevant sections of the Policies and Standards for Geographical Naming in Western Australia 2017.

Step 2: Develop a consultation strategy

A strategy for consulting with the wider community should detail who will be consulted, how they will be consulted and how feedback will be compiled and analysed.

Step 3: Determine who should be consulted

Consultation should be held with the communities that will be affected by the proposed naming/renaming or boundary adjustment of any feature, locality or road. The following table identifies which members of the community need to be consulted.

Proposal	Who to consult	Type of consultation
Renamed road	Immediate community (Defined as including residents, ratepayers and businesses within the immediate area who are directly affected by the submission.)	<ul style="list-style-type: none"> • Letters to affected residents, ratepayers or businesses • Notices • Surveys • Public meetings (only if this is a potentially contentious issue)

Step 4: Build awareness of the proposal and invite feedback

The following methods can be used to build awareness of the proposal and invite feedback. Each method has its own strengths and prior to selecting one or more of the methods, naming authorities should give consideration to the proposal's aims and the required outcomes of community consultation.

Notices

Local/State newspaper, radio, television, local notice boards, which include the following information:

- the proposed (new) name/boundary and why it has been nominated
- where the feature, locality or road is located
- information on how to provide feedback, such as a public meeting (give date, time and venue), phone number, mailing address, email details and the website's URL.

Letters

Letters to members of the immediate or extended community should be clear and precise.

As a minimum they must refer to the principles and procedures of the relevant sections of the Policies and Standards for Geographical Naming in Western Australia 2017 and include the following information:

- the location and extent of the feature, locality or road proposed to be named or renamed (with a map and written description)
- the reason for choosing the proposed name
- the closing date for public feedback, which must be 30 days from the date of the letter and/or public advertisement (whichever is later)
- an indication that, if the name or boundary change affects addresses, Australia Post may continue to record and recognise the old address for a period of six to 12 months to ensure a smooth transition from the old address to the new; however, it should also be stated that Australia Post might not guarantee the delivery of incorrectly addressed mail and customers should also be advised to use their official address.

If property addresses are potentially affected by the proposal, the letter must include a survey seeking a response from the residents, rate payers and/or businesses in question.

Surveys

Surveys should be used to gain an indication of community support or rejection of a naming/renaming or boundary change proposal. They must be used with the immediate community if they will be affected by an address change arising from the successful outcome of a proposal.

Surveys must refer to the Policies and Standards for Geographical Naming in Western Australia 2017 and include the following details:

- a statement outlining the background of the proposal
- information that the non-return of surveys will be treated as tacit consent for the proposal
- inclusion of two questions:
 - Do you approve the proposal to name/rename/adjust the boundaries of _____?
 - Do you support the proposed name _____ or boundary location (as shown on map)?
- space for respondents to include their name, address and contact details.

Internet

As a minimum, websites promoting a naming/renaming or boundary change proposal or competition should include the following information:

- background to the proposal
- maps indicating the location and extent of the feature, locality or road the closing date for submissions
- information about how expressions of support or objection can be lodged
- details on how naming proposals can be lodged, if relevant
- reference and links to the online Policies and Standards for Geographical Naming in Western Australia 2017.

Public Meetings

If it is considered necessary, a public meeting could be held. The need for this depends on how important the feature, locality or road is to the community and how controversial the naming/renaming/boundary changing may be.

Step 5: Analyse feedback from the community

When a survey is sent to the immediate community, consent is considered to be achieved when the number of respondents expressing consent, added to the number of no respondents (indicating tacit consent) is greater than 50 per cent of the total surveyed population.

Suggested names of roads that could be changed within the town

Coraling Street

Suburban Road

Louden Street

Plester Ave or Plester Place

STATUTORY ENVIRONMENT

Policies and Standards for Geographical Naming in Western Australia

POLICY IMPLICATIONS

Community Engagement Policy

FINANCIAL IMPLICATIONS

There will be some cost to the Shire in purchasing and installing the new sign. This cost can be considered for the 2022/2023 budget.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 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

Not at this time, though extensive community engagement will be required should this project go ahead.

RISK ASSESSMENT

	Option 1
Financial	Low
Health	N/A
Reputation	Low <i>While the reputational risk is considered low, it will be disappointing for the family if their request is completely rejected.</i>
Operations	Medium <i>This project will require the commitment from one or more staff to carry out due to the amount of community consultation required.</i>
Natural Environment	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

Nil.

COMMENTS AFFECTING COUNCIL

Council discussed the motion and decided that, as many significant families were still unrepresented in street signage, it was critical that due process was followed through the Geographical Names Advisory Committee. The McRae family is currently listed by the Committee should the Shire develop a new road. Meanwhile, Council will consider a 'plaque option' for the McRae's and the wider community.

12.8 Update in Brief – The Groves

The Groves access project is progressing with Acting Executive Manager, Works & Services Dean Mastin, Leading Hand, Scott Bavin, Janet Colbung and Annette Bennell meeting at the Groves on Wednesday 25th May 2022 to determine the best route to the Groves. Once a plan has been put in place, construction of the road will be able to commence through the Works division in the coming weeks.

There has been further appointments and information updates with members of the Noongar Community to ensure that everyone is completely aware and up to date with how the project is going to be carried out.

Quotes are being finalised from Adam May, Bent Nail Building for the toilet and shower block, it will be a similar build to the toilet block at the Toapin Weir. Shire Officers have been informed by Adam that he is ready to go as soon as the quote has been submitted to Council, should it be accepted. Once the access is complete, the toilet and shower block will be the next stage of the project.

On another matter, it has recently been brought to Shire Officers attention that the rabbit proof fence along the bushland surrounding the Groves is trapping native reptiles and they are dying of either dehydration or hunger. In addition to this, it is now well known that there are rabbits within the rabbit proof fence.

For Council's information, the rabbit proof fence may be readjusted or removed.

COMMENT

Ms Gibbs informed Council that Mr Mastin contracted COVID-19 which has delayed the Groves access route commencement date.

12.9 Update in Brief – Old School Site

The Shire has responsibility for a block of land on the site of the (former) Quairading State School on the corner of McLennan and Charlton Streets. This was the first purpose built school building in Quairading town, constructed in 1913. It was then used as the Manual Arts classroom when the “new” (current) school was built across the road in 1948. Unfortunately, the building was destroyed by fire in 2016.

The Shire has been prioritising delivery of a commemorative project within the 2021/22 financial year. Staff have worked with the RAP Committee and Works team to develop a reduced scope concept plan to ensure this can be achieved. The main focal point will be a large granite rock with a memorial plaque along with some interpretative signage explaining both the history of the building and the achievements of local Noongar people to access State-sponsored education within Quairading in the early years of settlement. John Kickett’s story will be prominently featured and his descendants will be consulted on the final wording of that sign.



Task	Status	Due Date
Granite Rock	Rock selection completed. Works staff collected from farm on 17/05 and is in town awaiting blessing from Murray Yarran (as per RAP) and installation.	20/05
Gravel Rock	Sourced from within Shire. Compacted base layers with a finer crush on top. Pathways will have GeoHex earth stabilising cells.	19/05
Corten/ Weathered Steel Surround	Ordered Australian-made product from Green Earth – PO2928 2.4m lengths that are held in place with matching stakes	19/05
Signage	Sarah is working on drafting the text. There are two potential suppliers for the steel pillars with cut outs (<i>Banksia cuneata</i> to keep with strong Shire branding)	07/06
Plantings	Focus will be on hardy native species that can be watered for the first summer but then thrive on natural rainfall. Sarah is working on finding an authorised seed collector to source <i>Banksia cuneata</i> seeds propagation and planning in Autumn 2023. Jacob Hare and the Parks & Gardens staff are developing a plan for the garden component.	Autumn 2023

COMMENT

Cr Stacey said he noted that banksia cuneata's are going to be grown in the area around the footprint of the old school site, though expressed concern that it was not an appropriate soil type, as they grow in sandy soil.

Cr Hayes said they are challenging to propagate, but it would be good to attempt to grow them.

Ms Gibbs said Mrs Caporn is managing the project and will double-check with her as to whether soil type has been considered.

12.10 Update in Brief – Kwirradging Koort Community Park

Since the March 2022 OCM presentation, a small Working Group has been established with various Shire staff/teams providing input and expertise to the project development and delivery.

The Working Group has discussed each item individually that was proposed for inclusion to truly make our park special and unique to Quairading.

Their next meeting is on Tuesday 24th May, after which we will begin placing orders with various equipment suppliers and begin site works.

We are working towards holding the Grand Opening at the town's Christmas Party in early December.

Task	Status	Due Date
Power Connection	Awaiting Design – out for quoting with Western Power. They will contact us with a costed design that we then need to approve. The team is experiencing delays. Once approved, work will commence 10 weeks after payment of invoice. Local contractors will be involved in the final fit installation.	01/08
Water Connection	Existing 20mm line that serviced workshop is still live. Works Request Form underway with Water Corporation to cost adding new meter and a sewer main extension to site. Local contractors will be involved in the final fit installation.	10/06
Site Works	Shire Works team will initially clear the site of existing section of bitumen and the old loading ramp.	17/06
Play Equipment	Working Group making final selections for Sarah to place orders with the suppliers. Most equipment has an estimated 8 to 12 weeks supply window.	01/08
Furniture & Fixtures	Working Group making final selections for Sarah to place orders with the suppliers. Going with an anodised aluminium as our preferred finish of furniture where possible.	01/08
Fencing	Black PVC coated mesh with top and bottom rail. Currently out for costing. 270 linear meters around perimeter with 3 access gateways.	01/11
Shade Sails	Preferred shade solution to sand area. Need a second quote for procurement.	TBC
Softscaping	More mulch will be ordered to add to what's left from the last batch. Sand available in the Shire. Sarah to cost supplier for concrete edging & pathways – possible project with CRC to include some brass symbols into design.	TBC
Planting & Irrigation	Need to confirm Design & Costings. External contractor will be engaged for irrigation design with Works team to assist with install. Water play elements can drain into a tank for recirculating into irrigation system.	TBC
Wind Wheels	Wheels have now been constructed. Support posts are being designed & costed. Wheels will have to be moved to northern boundary to capture east/west prevailing winds. Sarah can circulate a video of wheels moving.	01/09
Big Q Artwork	Working Group finalising design & preferred finish. Sarah to contact local metal fabrication suppliers for procurement.	01/09

Entry Signage	Need to acknowledge all funding support and include Lotterywest logo. Sarah to develop some concept designs. One of the last elements to be installed?	TBC
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COMMENT

Ms Gibbs said the Shire are utilising internal project management, construction and maintenance services to reduce costs and increase the overall facilities within the park.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

No matters for consideration.

ITEM 15 URGENT COUNCILLORS' BUSINESS

Cr Smith had urgent business to discuss, but requested it be discussed as a confidential item.

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.

OFFICER RECOMMENDATION

RESOLUTION: 185-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

That Council consider the confidential reports listed below in a meeting closed to the public at 3.25 pm in accordance with Section 5.23(2) of the *Local Government Act 1995*:

- 16.1 CEO Performance Review (Confidential)
- 16.2 Local Government Honours Program 2022 (Confidential)
- 16.3 Email (Confidential Urgent Councillors Business)

CARRIED 6/0

3.25pm Mrs Horton and Miss Hadlow left the meeting.

16.1 CEO Performance Review (Confidential)

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

RESOLUTION: 187-21/22

MOVED Cr Haythornthwaite SECONDED Cr Hayes

This recommendation is not for publication.

CARRIED 6/0

16.2 Local Government Honours Program 2022 (Confidential)

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

RESOLUTION: 187-21/22

MOVED Cr Stacey SECONDED Cr Hayes

This recommendation is not for publication.

CARRIED 6/0

16.3 Email – Confidential Urgent Councillors Business

Confidential Urgent Councillors Business was discussed. This information is not for publication.

16.3 Public Reading of Resolution

RESOLUTION: 188-21/22

MOVED Cr Hippisley SECONDED Cr Jo Hayes

That the meeting be open to members of the public at 4.01 pm.

CARRIED 6/0

ITEM 17 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 30th June 2022, commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 18 CLOSURE

There being no further business, the Chairperson closed the Meeting at 4.02 pm.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

8.1 Receival of Minutes: Local Emergency Management Committee (LEMC) – 9th June 2022

OFFICER RECOMMENDATION**MOVED** _____ **SECONDED** _____

That the minutes of the Local Emergency Management Committee meeting held on the 9th June 2022 be received by Council.

____/____

VOTING REQUIREMENTS – Simple Majority**8.2 Business Arising**

SHIRE OF QUAIRADING

Local Emergency Management Committee

The minutes from the Local Emergency Management Committee meeting held 9th June 2022.

ITEM 1 OPENING & ANNOUNCEMENTS

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

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

ITEM 2 ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr P Smith	Shire President/Chairperson
Cr T Stacey	Deputy Shire President
Ms N Gibbs	Chief Executive Officer
Mr S Bell	Community Emergency Services Manager
Miss B Hadlow	Executive Officer
Mr A Duncan	Quairading Central BFB and Quairading VFRS
Mr J Corrigan	Department of Fire & Emergency Services
Mr N Gelmi	Chief Bush Fire Control Officer
Miss Saskia Korzonek	Volunteer Fire & Rescue Services
Mrs P Wray	Quairading District High School Principal
Mr T Sandercock	St John Ambulance – Quairading
Ms Yvonne Emmanuel	St John Ambulance – Quairading
Mr Brett Ingles	Quairading Police

2.2 Observers

Nil.

2.3 Apologies

Mrs Y Grigg	DFES – District Emergency Management Advisor
Mrs D Ellison	HSM Quairading Hospital
Sgt A Herod	OIC Quairading Police
Mr D Richardson	St John Ambulance
Ms S Cutts	Quairading CO-OP Manager
Mrs J Spadaccini	Department of Communities

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

4.1 Confirmation of Minutes – 10th March 2022

Recommendation

MOVED Mr T Sandercock SECONDED Mr B Ingles

That the minutes of the Local Emergency Management Committee meeting held on 10 March 2022 be confirmed as a true and correct record of that meeting.

4.2 Business Arising

Cr Stacey asked if the training for the bush fire brigades was going to be before September.

Mr Bell said he returns from leave on the 20th of June. Once he returns he will start working with individual brigades to organise training.

ITEM 5 CORRESPONDENCE

5.1 Inward

No inward correspondence has been received.

5.2 Outward

There has been no outgoing correspondence.

ITEM 6 STANDING ITEMS

6.1 Update of Contacts

A contact list was emailed to everyone and a hard copy was passed around the meeting for members to update their contact information.

6.2 Training Dates/Exercises

Emergency Management Exercise – Shackleton Complex

An exercise is being planned for the Avon area confirmed to be held in Northam on Thursday 1st September 2022. This is to be a joint exercise inclusive of the local governments of:

- Beverley
- Cunderdin
- Goomalling
- Northam
- Quairading
- Tammin
- Toodyay
- York

Mr Corrigan explained that Ms Grigg is working on clusters of local governments that will work together to share resourcing and plans to build more resilient communities. The first cluster will be mainly the towns in the Wheatbelt listed above with a focus on the Shackleton complex and focusing on community preparation pre-fire (or other community emergency).

Areas such as evacuation communication strategies and recovery will be a focus of the exercise, rather than the response to an emergency.

Prior to the training Ms Grigg will be doing a presentation on climate change and how this is effecting emergency situations such as fires and cyclones.

More information will be sent on the training out as it becomes available.

Cr Smith said he would like to attend and it was suggested the CEO and the Recovery Coordinator should attend to bring information back to the LEMC.

The BFAC meeting will require to be moved as it falls on the same day.

LEMC Meeting Training

Mr Bell suggested that during the LEMC meeting small desktop/theory exercises can be run, inclusive of a “hot debrief” following, this should take no more than 1 hour for the exercise and will be based on section of the LEMA for example:

- Communications
- Evacuation
- Incident support groups
- Initial actions
- Recovery – general
- Welfare Centres

The Shire of Quairading risk register is also due for review inclusive of holding risk workshops as the last workshops that were held were as follows:

- Bushfire – 3rd September 2015
- Earthquake – 10th December 2015
- Storm – 16th June 2016
- Flood – 1st June 2017

A list of hazards was attached to the agenda for discussion on what the primary hazards are for the Shire of Quairading that should be workshopped.

The list can be found here: <https://semc.wa.gov.au/state-risk-project/hazards>, or Attachment (i).

Mr Corrigan said that there is no State requirement to review risks. Risk responses are currently being reviewed internally by DFES. Once complete the information will be made available to local governments which may be a more opportune time to review risks. There is not an ETA on when the documents will be completed.

Ms Gibbs said it may be worth reviewing at staff level if it was going to be an extended period before the reviews are released.

Mr Corrigan confirmed it was going to be some time before the information is available.

6.3 Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) for the Shire of Quairading is currently under major review for the 2022 year. The final document will have more detailed information than the current document, though it will be easier to follow due to being divided into sections.

Ms Gibbs said a second draft is being worked on at the moment. It is planned for the LEMA to be sent to the LEMC members for comment.

Council will be asking for LEMC members with specific knowledge (e.g police, fire and rescue, ambulance) to be focusing on specific sections to ensure the information is relevant and correct.

ITEM 7 AGENCY UPDATES

7.1 WA Police

Mr B Ingles

Mr Ingles had nothing to report – which is considered good news as there hadn’t been any major incidents since the last LEMC meeting.

7.2 St John Ambulance

Mr T Sandercock

Reported that St John Ambulance – Quairading would still would like to see more members join as volunteers. Training is being carried out twice a month. It is a difficult time to attract new volunteers as they must go through training, have a number to be able to attend meetings and they must have up-to-date COVID-19 vaccinations.

Ms Y Emmanuel

Agreed with Mr Sandecock’s comments as the work required to be carried out as a volunteer ambulance officer is falling back on the same volunteers all the time. Ms Emmanuel said it is a difficult process to get through the door but it is an important service for the community.

7.3 Fire and Emergency Services

Mr J Corrigan – District Office

COVID-19 Vaccination Mandates

As of 10th June 2022 DFES will be following State direction and lifting the vaccination mandates, which includes volunteers. Those that were not vaccinated will be able to be volunteers again.

Fire Mitigation

DFES is currently working with DVCA and their conservation department with regards to the infrastructure and residences along the parcel of UCL land around the cemetery that runs along Coraling Road and Forrest Street. This parcel of land is home to various types of rare fauna and flora (some that only grows in Quairading), but this area also requires some mitigation work.

Mitigation strategies are being put together in this area at the moment. DFES are currently doing studies on the rare fauna/flora and there is a hydrology study/survey being carried out to see if there is enough moisture in the sand that if fire mitigation was to be carried out, the rare plants and species will be able to survive. DFES are hoping to be able to carry out the mitigation work within the next 12 months to provide some comfort to the surrounding residences.

A reserve management plan will also be created detailing how the area will be looked after in the future.

Mrs Y Grigg

Please see Attachment (ii)

7.4 Quairading Volunteer Fire & Rescue

Mr A Duncan

The VFRS have a good group of volunteers at the moment. Though they could always do with more, the group they have is turning up for meetings and trainings which is good to see. The team is running well at the moment.

7.5 Quairading CO-OP

Ms Sharon Cutts

Nil.

7.6 Department of Communities

Mrs J Spadaccini

Nil.

7.7 Department of Education

Mrs P Wray

The school has a month left of term, and are planning on having a couple of emergency drills in this time. Things are settling down after COVID-19 and getting back to normal.

7.8 Department of Health

Mrs D Ellison

Please see Attachment (iii)

7.9 Local Government (inc. Bush Fire Brigades)

Mr N Gelmi – CBFCO

Nothing to report.

Mr Adam Duncan – Central VBFB

Nil.

Mrs N Gibbs – CEO

Compliance Documents

The Shire are currently working updating the required compliance documents under the *Local Government Act 1995*, *Emergency Management Act 2005*, and any other relevant legislation. This includes the LEMA and the operational documents such as bushfire policies and volunteer registers.

Bush Fire Mitigation Officer

The Shire of Quairading have just entered into an MOU with the Shire of Kellerberrin, Northam and DFES for a Bush Fire Mitigation Officer.

LEMC Exercises

Ms Gibbs asked if the LEMC would be interested in doing an exercise in the September LEMC meeting as mentioned.

Ms Emmanuel said it is coming into harvest which is high risk fire season so it would be timely to focus on fires.

Mr Corrigan suggested that the focus not be on response as the ambulance, fire fighters and police are trained in this, but rather focus on preparing the community, honing in on:

- Communication strategies – e.g what if the power goes out and communication needs to get out to the wider community
- How to engage with vulnerable people in the community
- Evacuation processes and procedures

It was agreed by the committee that this was a good basis to organise training and discussions for the next meeting.

Mr S Bell – CESM

As mentioned, working on training for volunteers and currently working on updating the compliance documents with assistance from an external contractor for the next 6 weeks.

ITEM 9 URGENT BUSINESS

Mrs P Wray

The school are about to do a publicity push on violence in schools.

Cr Smith

It was agreed the BFAC meeting would be moved forward to Wednesday the 31st August 2022 to allow LEMC members to attend the training in Northam.

Action List Summary

Mr Bell is to get in contact with the individual fire brigade captains and FCO to organise training before September.

Ms Gibbs will get the compliance documents out to the LEMC for further comment. If committee members are sent the document, they should read and respond at their earliest convenience.

Cr Smith, Ms Gibbs and Mr Bell will come up with a training exercise for the next LEMC meeting.

ITEM 10 NEXT MEETING DATES

Quarterly Meetings – 4.30pm Commencement

Quarterly Meetings accepted by the committee at the December 2021 meeting;

8th September 2022

1st December 2022

ITEM 11 CLOSURE

There being no further business, the Chairperson closed the Meeting at 5.01 pm.

The Chairperson thanked everyone for attending the meeting and said that it is important to make the LEMC is a strong functioning committee so in the event of an emergency the LEMC is properly prepared for our community.

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

9.1 Receival of Minutes: Audit & Risk Meeting – 7th June 2022

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That the minutes of the Audit & Risk Committee meeting held on the 7th June 2022 be received by Council.

____/____

VOTING REQUIREMENTS – Simple Majority

9.2 Business Arising

SHIRE OF QUAIRADING

Audit & Risk Committee

The minutes of the Audit & Risk Committee meeting held on Tuesday 7th June 2022 commencing at 5.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Chairperson opened the Meeting at 5.00 pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

Ms NJ Gibbs	Chief Executive Officer
Mrs LM Horton	Executive Manager, Corporate Services
Miss BJ Hadlow	Executive Officer

Observers/Visitor

Nil.

Apologies

Mr DR Mastin	Acting Executive Manager, Works & Services
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Approved Leave of Absence

Nil.

ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil.

ITEM 4 DECLARATIONS OF INTEREST

Nil.

ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

5.1 Confirmation of Minutes – 15th March 2022

OFFICER RECOMMENDATION

RECOMMENDATION: AR23 – 21/22

MOVED Cr Stacey SECONDED Cr Hayes

That the minutes of the Audit & Risk Committee meeting held on the 15th March 2022 be confirmed as a true and accurate record.

CARRIED 8/0

5.2 Business Arising

Nil.

ITEM 6 STANDING ITEMS – EXTERNAL AUDIT

Audit & Risk Committee – Terms of Reference 7.6

6.1 Audit register – progress report

Meeting Date:	7 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Leah Horton (Executive Manager Corporate Services)
Attachments:	(i) Audit register – progress report confidential
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR24 – 21/22

MOVED Cr Hippisley SECONDED Cr Stacey

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

Notes the progress recorded against each item within the audit register in confidential attachment (i).

CARRIED 8/0

IN BRIEF

- This report provides an update on the progress of actions included in the audit register.
- The audit register includes all open audit findings that have previously been accepted by the Audit and Risk Committee.
- Reporting through the audit register commenced in November 2021 and includes items from the 2020/21 interim audit, and all subsequent audits.

MATTER FOR CONSIDERATION

Receipt of the audit register progress report to May 2022.

BACKGROUND

The external audit, also known as financial audits or audit of the annual financial statements, focuses on providing an objective and independent examination of the financial statements prepared by the Shire, increasing the value and user confidence in the financial statements.

The *Local Government Amendment (Auditing) Act 2017* made legislative changes to the *Local Government Act 1995* to provide for the auditing of local governments by the Auditor General. This Act allows the Auditor General to contract out some or all of the financial audits, but all audits will be the responsibility of the Auditor General.

The changes also allow for the Auditor General to undertake performance audits that focus on the economy, efficiency and effectiveness of any aspect of local government operations. These performance audits are similar to that of an internal audit, therefore the Auditor General may undertake both external and internal audits.

The audit register lists findings from audit reports previously accepted by the Audit & Risk Committee. The register describes the progress of implementing improvements and percentage completion. Progress on the actions are monitored by management, this Committee and Council.

Reporting through the audit register commenced for the 7th December 2021 Audit and Risk Committee meeting, with the register comprised of findings from the 2020/21 interim audit report, as presented to the Audit & Risk Committee at the 14th September 2021 meeting.

The 2020/21 final audit report had no findings subsequent to those from the interim audit report.

The 2021/22 interim audit is still being finalised, the audit report will be presented at the next Audit and Risk Committee meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996; Regulation 7

Local Government (Financial Management) Regulations 1996; Regulation 5

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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, for the audit of the 2020/21 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.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Cost of the annual audit is included in the budget. By regularly reviewing progress against audit findings, the risks associated to misconduct and error are significantly reduced.</i>
Health	N/A
Reputation	Low <i>Compliant with legislative requirements. Failure to complete the findings from audit reports would lead to increased reputational risk.</i>
Operations	Low <i>Operational impact is minimal in reporting progress on audit findings. Operational impact of not closing findings would escalate.</i>

Natural Environment	N/A
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	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 audit register **confidential attachment (i)** counts actions and totals by “Finding #”. Each finding may have more than one “recommendation” and associated “agreed management action”. Only when all recommendations and agreed management actions within a finding are deemed complete will the finding as a whole be totalled at 100% complete and recommended to be closed.

The process for adding and removing findings to the audit register is as follows:

1. An external audit is completed and an audit report is finalised.
2. The audit report is presented to the Audit and Risk Committee (ARC).
3. The ARC recommends to Council that it notes and accepts the audit report.
4. All findings from the audit report are **added** to the audit register.
5. Progress is reported by management with updates recorded quarterly in “officer comment / action taken”.
6. Any findings deemed as complete by management are marked as “100% complete” with the status of “closed”.
7. The audit register – progress report is submitted by management to the ARC.
8. The ARC reviews the audit register and confirms completion of any 100% and closed findings.
9. The ARC recommends to Council that it notes progress and approves the findings marked as complete to be registered as closed.
10. Closed findings are **removed** from the audit register.

A summary of the audit register, included below, will illustrate the trend of actions that have been added, progressed and completed.

The blue row represents actions added by the ARC. New audit findings presented to the current meeting are included at the subsequent meeting, following acceptance.

The green row represents actions closed by the ARC and will always total 0 for the current meeting date. The closed actions from the current meeting will then be shown in the “closed by the Audit & Risk Committee” total in the subsequent meeting’s table summary.

Status of Actions	ARC - Meeting Date				Total
	7/12/2021	15/03/2022	7/06/2022	13/09/2022	
New actions added by ARC	7	0	0		7
Not commenced ≤10%	1	1	0		
Progressed >11% to 99%	2	2	2		
Completed =100%	4	0	1		
Total (0% to 100%)	7	3	3		
Closed by ARC	4	0			4
Total cumulative closed by ARC	4	4	4		
Open Actions	3	3	2		

The committee is requested to recommend to Council to note the progress and officer comments. There is one (1) finding marked as complete (100%) in the audit register to be registered as closed.

It is requested to note the audit register progress report in **confidential attachment (i)**.

DISCUSSION AFFECTING COUNCIL DECISION

Council discussed items relating to the confidential attachment.

ITEM 7 STANDING ITEMS – INTERNAL AUDIT

Audit & Risk Committee - Terms of Reference 7.5

No matters for consideration.

ITEM 8 STANDING ITEMS – FINANCIAL REPORTING

Audit & Risk Committee - Terms of Reference 7.2

No matters for consideration.

ITEM 9 STANDING ITEMS – CONTROLS, SYSTEMS AND PROCEDURES

Audit & Risk Committee - Terms of Reference 7.3

No matters for consideration.

ITEM 10 STANDING ITEMS – RISK MANAGEMENT REPORTS AND ISSUES

Audit & Risk Committee - Terms of Reference 7.1, 7.3

10.1 Report on excess annual leave and long service leave

Meeting Date:	7 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Leah Horton (Executive Manager Corporate Services)
Attachments:	Nil
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RECOMMENDATION: AR25 – 21/22

MOVED Cr Hayes SECONDED Cr Hippisley

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

Council receive the report on the Shire's leave liabilities.

CARRIED 8/0

IN BRIEF

- Since 2017, Council has requested that excess annual leave and long service leave be reported to the Audit and Risk Committee.
- Not taking a reasonable amount of annual leave or long service leave may pose a threat to the health and safety of employees and represent a significant financial liability for the Shire, therefore there are steps in place to ensure that leave balances are monitored and are at appropriate levels.
- Employee entitlement movements during the year are due to many reasons, such as, leave taken during the period, increased accrued leave balances, increases in remuneration rates and changes in the underlying staff with leave balances transferred to and from the Shire.

MATTER FOR CONSIDERATION

Receipt of the report on excess annual leave and long service leave entitlements and leave liabilities.

BACKGROUND

Since 2017, Council has requested that excess annual leave and long service leave be reported to the Audit and Risk Committee.

The current Leave Management Policy defines "excess leave" as when the employee has accrued more than eight weeks paid annual leave and provides management with direction to effectively management the annual and long service leave entitlements of employees.

The Shire encourages employees to take leave by reinforcing the positive benefits of taking leave when it becomes due. Sometimes there are circumstances that prevent leave being able to be taken, such as; staff shortages, outside influences (COVID-19 travel restrictions), and work demands.

There will be movements in employee entitlements throughout the year. Balances will increase naturally as employees accrue leave entitlements and when leave balances are transferred from other Shires. Balances will decrease when employees take leave accrued and when leave balances are transferred to other Shires. This natural fluctuation is monitored by management and through this report to ensure any excess is managed appropriately.

STATUTORY ENVIRONMENT

Local Government Industry Award 2020

23.6 Excessive leave accruals: general provision

(a) An employee has an **excessive leave accrual** if the employee has accrued more than 8 weeks' paid annual leave (or 10 weeks' paid annual leave for a shift worker, as defined by clause [23.2](#)).

(b) If an employee has an excessive leave accrual, the employer or the employee may seek to confer with the other and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual.

Local Government Act 1995

Local Government (Long Service Leave Regulations)

Local Government (Financial Management) Regulations 1996

National Employment Standards

Fair Work Act 2009.

POLICY IMPLICATIONS

Current Policy: Leave Management Policy (ORG.2)

FINANCIAL IMPLICATIONS

The Employee Entitlements (Annual and Long Service Leave) Reserve Fund Cash Balance as at 30th April 2022 is \$166,590.52.

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 8th May 2022) is calculated at \$213,758. In June this is expected to reduce by \$65,257.70 with the termination of two employees who have significant annual and long service leave entitlements.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 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

	Option 1
Financial	Low <i>Financial exposure and therefore risk escalation occurs if Leave accruals are not monitored and managed. Adequate reserve balances reduce the risk of financial exposure.</i>
Health	N/A
Reputation	Low
Operations	Low <i>Impact to operations where employees with excess leave are requested to take leave. This can be mitigated by agreement of mutually acceptable timeframes for taking leave that are not during heavy workload times.</i>
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

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

As at 8 May 2022 there has been an increase in both the annual leave and long service leave liabilities, reflective of; a small amount of employee movement (separations) since the previous report to 27 February 2022, increases to pay rates, new staff and the taking of less leave.

Annual Leave: Five employees who had annual leave accruals have separated, removing their annual leave entitlement on termination with another one not accruing leave as they are absent from work (parental leave).

Some employees have taken leave during the period with two employees balances reducing, however overall the rest of the workforce's entitlements increased.

We have recruited three new employees who have all accrued minimal hours. Eight employees with annual leave balances have received pay increases, which has increased their entitlement balance.

There is currently one employee with excess annual leave, both the employee and management are aware and leave is planned to be taken at the most convenient time as to not impact operations.

There has been a decrease of 6% (in dollar value) in the annual leave liability since June 2021.

Long Service Leave: One employee who had long service leave accruals has separated, removing their entitlements on termination.

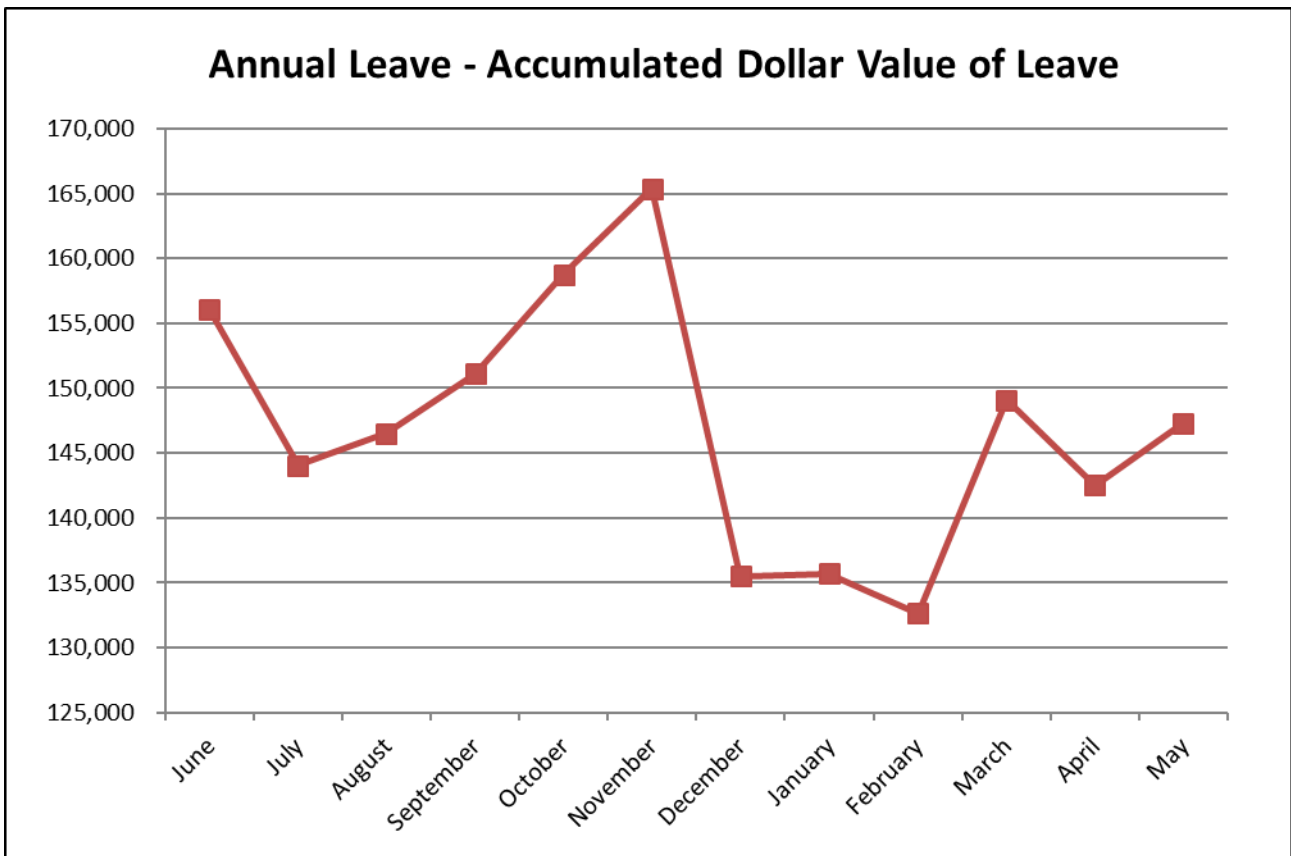
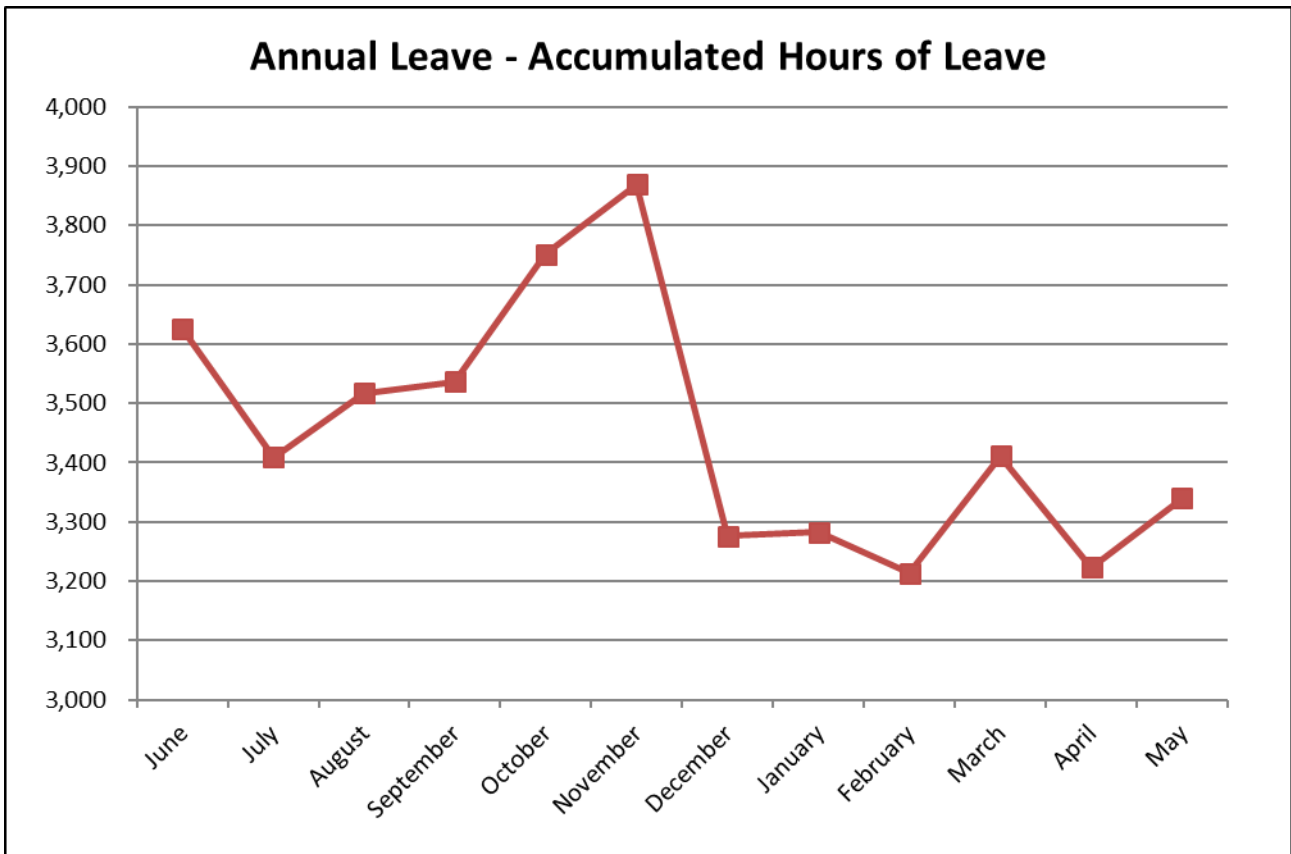
Three employee's long service leave accrual amount (hours) have increased. One employee's length of service has entitled them to start accruing long service leave. Three employees have received pay rate increases, increasing their LSL entitlement balance.

There has been a decrease of 5% (in Dollar Value) in the long service leave liability since June 2021.

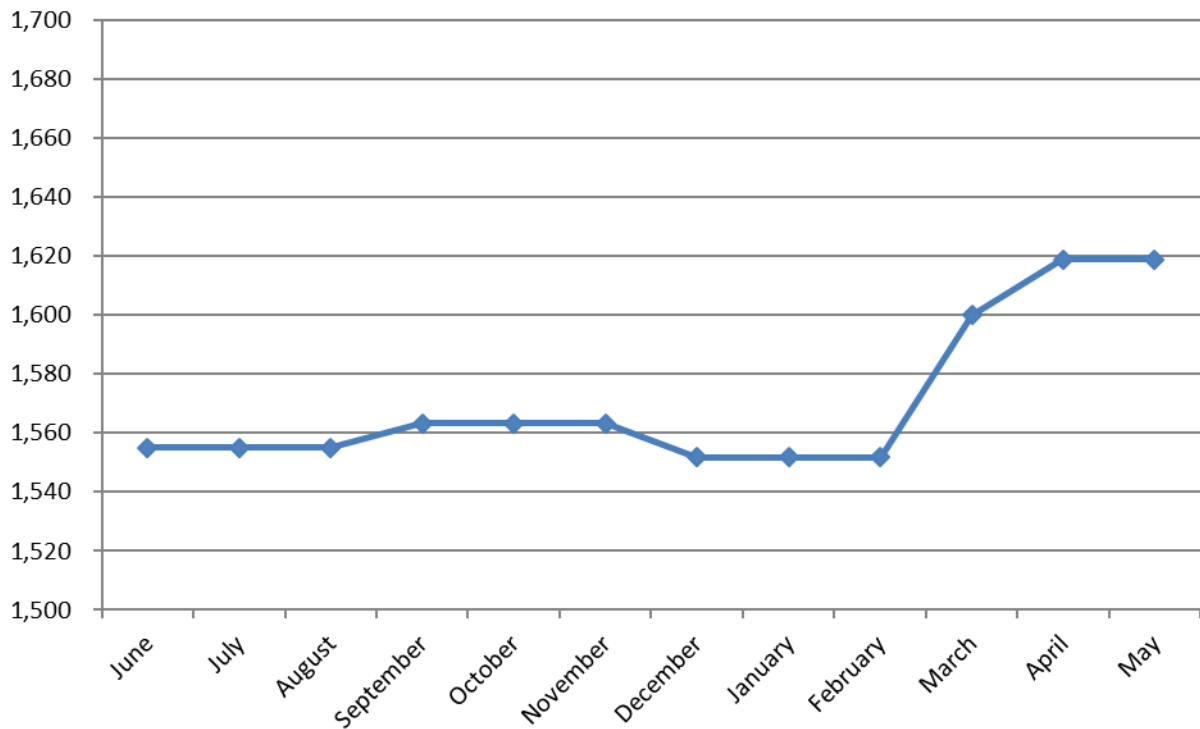
There are two upcoming separations, expected to be processed in June 2022. Both these employees have current annual leave and long service leave accrual entitlements, with the expected combined payouts (and reduction in liability) to be \$36,496.17 for long service leave and \$28,761.53 for annual leave (as at 8 May 2022).

The following table and graphs show the fluctuations in the accrued hours and dollar values of both annual leave and long service leave over the period of June 2021 to 8 May 2022.

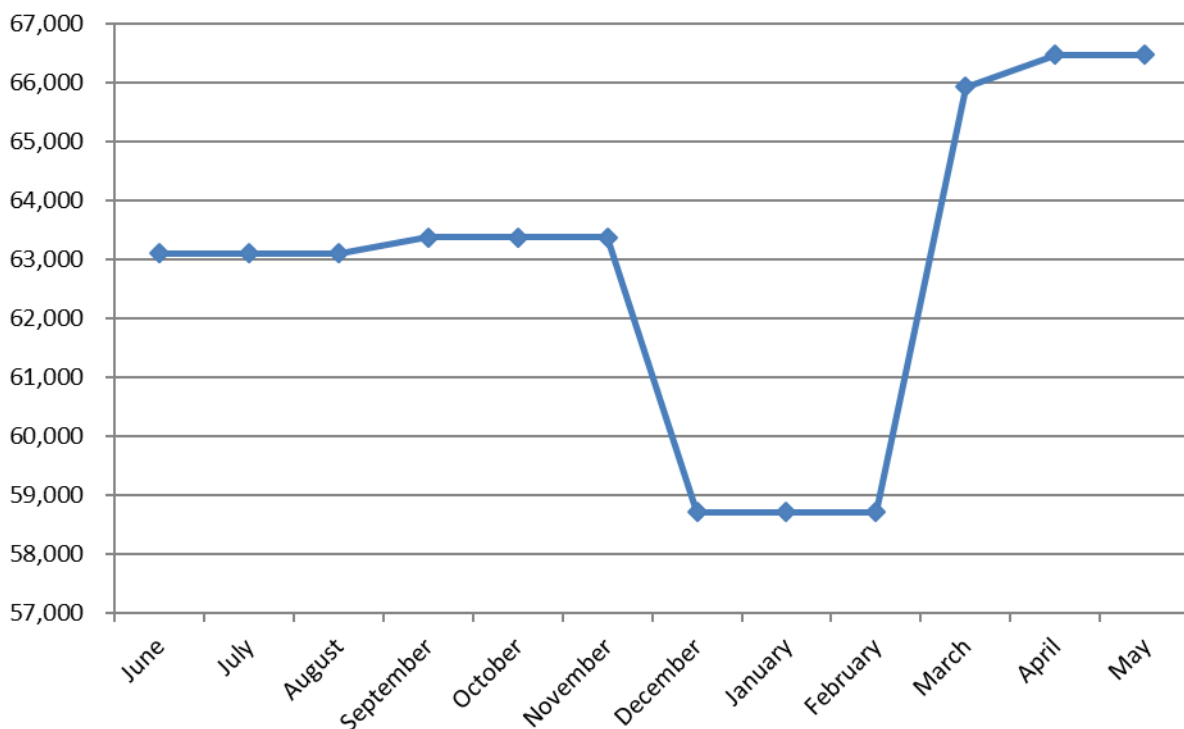
Month	LSL Hours	LSL \$	A/L Hours	A/L \$
June	1,555	63,101	3,625	156,032
July	1,555	63,101	3,409	144,028
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February	1,552	58,708	3,213	132,665
March	1,600	65,929	3,412	149,101
April	1,619	66,465	3,223	142,510
May	1,619	66,465	3,340	147,293



Long Service Leave - Accumulated Hours of Leave



Long Service Leave - Accumulated Dollar Value of Leave



DISCUSSION AFFECTING COUNCIL DECISION

Cr Hayes asked if Council has a Leave Management Policy that outlines if the Shire pays out leave at any point.

Mrs Horton said Council does have a Leave Management Policy that complies with the award and Fair Work with regards to pay outs of annual or long service leave. An employee can request to have 2 weeks of annual leave paid out, if they will still be left with 4 weeks annual leave. It is not the preferred method as the Shire encourages staff to take time off to recuperate.

Ms Gibbs said paying out annual leave is an expensive model and the decision is at the discretion of the CEO. It goes against Workplace Health & Safety for staff not to take 4 weeks leave a year. It is up to management to ensure that staff are taking leave.

Cr Hippisley asked if staff can be compelled to take leave if they accumulate too much, which could be included in the Leave Management Policy. An example given was if staff get up to 8 weeks annual leave they **must** take a certain amount.

Mrs Horton said it is generally a negotiation and staff can't be forced.

Cr Haythornthwaite said the report has been happening since 2017 at the request of Council, as at that time some staff had up to 16 weeks annual leave.

ITEM 11 STANDING ITEMS – OTHER

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

11.1 Light Industrial Blocks

Meeting Date:	7 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Light Industrial Blocks Flyer (ii) Light Industrial Blocks Plan and survey details (iii) Light Industrial Blocks Lodgement and Examination
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	N/A

OFFICER RECOMMENDATION

RECOMMENDATION: AR26 – 21/22

MOVED Cr Hippisley SECONDED Cr Hayes

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

That Council note the information provided.

CARRIED 8/0

IN BRIEF

On 09 February 2021 Council adopted the following motion:

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

Stage 1 of the development is now complete. There is no funding available to complete Stage 2 and this cost cannot be met through the sale of Stage 1.

MATTER FOR CONSIDERATION

For information only at this stage, pending the outcome of the CEO investigation into external funding sources to complete Stage 2.

BACKGROUND

On 09 February 2021 Council adopted the following recommendation of the Strategic Planning Committee:

“That the Strategic Planning Committee recommend to Council: -

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

An environmental scan indicates that the then CEO, Graeme Fardon, investigated the matter thoroughly, sought and used expert consultancy advice and provided Council with accurate information at the time in terms of the project parameters, delivery timeframe and costings.

Council endorsed the project under a key assumption (it appears) that the financial loss on the development would be offset by the development bringing new business into the Shire through selling or leasing the new lots.

There is no record of the Shire attempting to secure funding for Stage 2 of the development as of yet. According to the Wheatbelt Development Commission there was a strong focus on the State subsidising Light Industrial Area developments in the recent past but this focus ceased approximately two years ago and final commitments are now being honoured.

Council has expended approximately \$850,000 on Stage 1 and if both blocks are sold at a market value cost of \$40,000 each, there will be \$80,000 available to develop Stage 2. The indicative cost to complete Stage 2 is \$750,000.

The CEO is currently exploring additional external funding opportunities to complete Stage 2.

STATUTORY ENVIRONMENT

Local Government 1995

Planning and Development Act 2005

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The financial implications are significant and decision-making must be relevant, informed and considered once all options and recommendations are tabled. At this juncture, approximately \$850,000 has been expended with an additional \$750,000 required to complete a development worth a maximum \$240,000.

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)
- 2.3 Economy: Shire engages stakeholders and partners to help capture local economic development initiatives

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

CONSULTATION

Extensive consultation was held with Council and with consultants with specialist expertise in commercial property development.

RISK ASSESSMENT

	Option 1
Financial	High <i>The financial implications are significant and decision-making must be relevant, informed and considered once all options and recommendations are tabled. At this juncture, approximately \$850,000 has been expended with an additional \$750,000 required to complete a development worth a maximum \$240,000.</i>
Health	N/A
Reputation	High <i>To date 100% of the project has been funded internally by the Shire with no contribution from external funding sources.</i>
Operations	Low <i>There is no impact on Shire operations.</i>
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
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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 12 COUNCILLORS' EMERGING ISSUES

Cr Smith

Cr Smith said he had spoken to Ms Gibbs with regards to the current State mandates around COVID-19 vaccinations. Cr Smith referred to the following resolution:

“RESOLUTION: 138-21/22

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.”

As per information provided by the State Government, as of the 10th of June 2022 the COVID-19 vaccination mandates will be lifted, for most workers except those working with vulnerable people.

Cr Smith asked if Council would like to discuss amending this Policy and rescinding the above mentioned resolution.

Cr Haythornthwaite said as the resolution states that the end date of the Policy is in line with State and Federal Government directions, the Policy may cease without any further action by Council.

It was decided that Council should still formally rescind the motion before moving forward with removing the mandates on employees and Elected Members as there is a requirement for a paper trail.

The Committee decided to put a recommendation to Council for the July Ordinary Council meeting.

RECOMMENDATION: AR27 – 21/22

MOVED Cr Smith SECONDED Cr Hippisley

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

1. Council acknowledge the COVID-19 Vaccination Policy and the State directives advising the end date of vaccination mandates is the 10th of June 2022
2. Council rescind the motion 138-21/22.

CARRIED 8/0

This recommendation will be carried early in the agenda for the July Ordinary Council meeting.

Cr Cowcill

Cr Cowcill asked for clarification on Councillors signing petitions as it had been brought up previously but still was not clear.

Ms Gibbs said petitions can be signed by Elected Members as long as they are not directly relating to or impact the decision that Council are making.

Cr Hayes

Cr Hayes asked to discuss the Business Sundowner suggestion made.

Ms Gibbs said that the event was to thank Loose Stitches and Quairading Smash Repairs for their contribution to the Community as they are closing their doors. It is also an opportunity to welcome new businesses to town. The request is for Council to put some money towards food and some drinks at the Club.

Cr Hayes said the business owners will require to be contacted to ensure there is a date that is appropriate for them all to attend.

The CEO took the request on board and will commence the organisation of the event.

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

No matters for consideration.

ITEM 14 NEXT MEETING DATE

The next Audit & Risk Committee Meeting is scheduled to take place on Tuesday, 13th September 2022, commencing at 5.00 pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 15 CLOSURE

There being no further business, the Chairman closed the Meeting at 5.35 pm.

9.1.1 Audit register – progress report

MOVED _____ **SECONDED** _____

AUDIT & RISK COMMITTEE RECOMMENDATION: AR24 – 21/22

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

Notes the progress recorded against each item within the audit register in confidential attachment (i).

___/___

IN BRIEF

VOTING REQUIREMENTS - Simple Majority

- This report provides an update on the progress of actions included in the audit register.
- The audit register includes all open audit findings that have previously been accepted by the Audit and Risk Committee.
- Reporting through the audit register commenced in November 2021 and includes items from the 2020/21 interim audit, and all subsequent audits.

MATTER FOR CONSIDERATION

Receipt of the audit register progress report to May 2022.

BACKGROUND

The external audit, also known as financial audits or audit of the annual financial statements, focuses on providing an objective and independent examination of the financial statements prepared by the Shire, increasing the value and user confidence in the financial statements.

The *Local Government Amendment (Auditing) Act 2017* made legislative changes to the *Local Government Act 1995* to provide for the auditing of local governments by the Auditor General. This Act allows the Auditor General to contract out some or all of the financial audits, but all audits will be the responsibility of the Auditor General.

The changes also allow for the Auditor General to undertake performance audits that focus on the economy, efficiency and effectiveness of any aspect of local government operations. These performance audits are similar to that of an internal audit, therefore the Auditor General may undertake both external and internal audits.

The audit register lists findings from audit reports previously accepted by the Audit & Risk Committee. The register describes the progress of implementing improvements and percentage completion. Progress on the actions are monitored by management, this Committee and Council.

Reporting through the audit register commenced for the 7th December 2021 Audit and Risk Committee meeting, with the register comprised of findings from the 2020/21 interim audit report, as presented to the Audit & Risk Committee at the 14th September 2021 meeting.

The 2020/21 final audit report had no findings subsequent to those from the interim audit report.

The 2021/22 interim audit is still being finalised, the audit report will be presented at the next Audit and Risk Committee meeting.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996; Regulation 7

Local Government (Financial Management) Regulations 1996; Regulation 5

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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, for the audit of the 2020/21 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.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Cost of the annual audit is included in the budget. By regularly reviewing progress against audit findings, the risks associated to misconduct and error are significantly reduced.</i>
Health	N/A
Reputation	Low <i>Compliant with legislative requirements. Failure to complete the findings from audit reports would lead to increased reputational risk.</i>
Operations	Low <i>Operational impact is minimal in reporting progress on audit findings. Operational impact of not closing findings would escalate.</i>
Natural Environment	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
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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 audit register **confidential attachment (i)** counts actions and totals by “Finding #”. Each finding may have more than one “recommendation” and associated “agreed management action”. Only when all recommendations and agreed management actions within a finding are deemed complete will the finding as a whole be totalled at 100% complete and recommended to be closed.

The process for adding and removing findings to the audit register is as follows:

1. An external audit is completed and an audit report is finalised.
2. The audit report is presented to the Audit and Risk Committee (ARC).
3. The ARC recommends to Council that it notes and accepts the audit report.
4. All findings from the audit report are **added** to the audit register.
5. Progress is reported by management with updates recorded quarterly in “officer comment / action taken”.
6. Any findings deemed as complete by management are marked as “100% complete” with the status of “closed”.
7. The audit register – progress report is submitted by management to the ARC.
8. The ARC reviews the audit register and confirms completion of any 100% and closed findings.
9. The ARC recommends to Council that it notes progress and approves the findings marked as complete to be registered as closed.
10. Closed findings are **removed** from the audit register.

A summary of the audit register, included below, will illustrate the trend of actions that have been added, progressed and completed.

The blue row represents actions added by the ARC. New audit findings presented to the current meeting are included at the subsequent meeting, following acceptance.

The green row represents actions closed by the ARC and will always total 0 for the current meeting date. The closed actions from the current meeting will then be shown in the “closed by the Audit & Risk Committee” total in the subsequent meeting’s table summary.

Status of Actions	ARC - Meeting Date				Total
	7/12/2021	15/03/2022	7/06/2022	13/09/2022	
New actions added by ARC	7	0	0		7
Not commenced ≤10%	1	1	0		
Progressed >11% to 99%	2	2	2		
Completed =100%	4	0	1		
Total (0% to 100%)	7	3	3		
Closed by ARC	4	0			4
Total cumulative closed by ARC	4	4	4		
Open Actions	3	3	2		

The committee is requested to recommend to Council to note the progress and officer comments. There is one (1) finding marked as complete (100%) in the audit register to be registered as closed.

It is requested to note the audit register progress report in **confidential attachment (i)**.

DISCUSSION AFFECTING COUNCIL DECISION

Council discussed items relating to the confidential attachment.

9.1.2 Report on excess annual leave and long service leave

MOVED _____ SECONDED _____

AUDIT & RISK COMMITTEE RECOMMENDATION: AR25 – 21/22

That the Audit and Risk Committee recommend to Council that: - Council receive the report on the Shire's leave liabilities.

___/___

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Since 2017, Council has requested that excess annual leave and long service leave be reported to the Audit and Risk Committee.
- Not taking a reasonable amount of annual leave or long service leave may pose a threat to the health and safety of employees and represent a significant financial liability for the Shire, therefore there are steps in place to ensure that leave balances are monitored and are at appropriate levels.
- Employee entitlement movements during the year are due to many reasons, such as, leave taken during the period, increased accrued leave balances, increases in remuneration rates and changes in the underlying staff with leave balances transferred to and from the Shire.

MATTER FOR CONSIDERATION

Receipt of the report on excess annual leave and long service leave entitlements and leave liabilities.

BACKGROUND

Since 2017, Council has requested that excess annual leave and long service leave be reported to the Audit and Risk Committee.

The current Leave Management Policy defines “excess leave” as when the employee has accrued more than eight weeks paid annual leave and provides management with direction to effectively management the annual and long service leave entitlements of employees.

The Shire encourages employees to take leave by reinforcing the positive benefits of taking leave when it becomes due. Sometimes there are circumstances that prevent leave being able to be taken, such as; staff shortages, outside influences (COVID-19 travel restrictions), and work demands.

There will be movements in employee entitlements throughout the year. Balances will increase naturally as employees accrue leave entitlements and when leave balances are transferred from other Shires. Balances will decrease when employees take leave accrued and when leave balances are transferred to other Shires. This natural fluctuation is monitored by management and through this report to ensure any excess is managed appropriately.

STATUTORY ENVIRONMENT

Local Government Industry Award 2020

23.6 Excessive leave accruals: general provision

(a) An employee has an **excessive leave accrual** if the employee has accrued more than 8 weeks' paid annual leave (or 10 weeks' paid annual leave for a shift worker, as defined by clause [23.2](#)).

(b) If an employee has an excessive leave accrual, the employer or the employee may seek to confer with the other and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual.

Local Government Act 1995

Local Government (Long Service Leave Regulations)

Local Government (Financial Management) Regulations 1996

National Employment Standards

Fair Work Act 2009.

POLICY IMPLICATIONS

Current Policy: Leave Management Policy (ORG.2)

FINANCIAL IMPLICATIONS

The Employee Entitlements (Annual and Long Service Leave) Reserve Fund Cash Balance as at 30th April 2022 is \$166,590.52.

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 8th May 2022) is calculated at \$213,758. In June this is expected to reduce by \$65,257.70 with the termination of two employees who have significant annual and long service leave entitlements.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 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

	Option 1
Financial	Low <i>Financial exposure and therefore risk escalation occurs if Leave accruals are not monitored and managed. Adequate reserve balances reduce the risk of financial exposure.</i>
Health	N/A
Reputation	Low
Operations	Low <i>Impact to operations where employees with excess leave are requested to take leave. This can be mitigated by agreement of mutually acceptable timeframes for taking leave that are not during heavy workload times.</i>

Natural Environment	N/A
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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
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COMMENT

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

As at 8 May 2022 there has been an increase in both the annual leave and long service leave liabilities, reflective of; a small amount of employee movement (separations) since the previous report to 27 February 2022, increases to pay rates, new staff and the taking of less leave.

Annual Leave: Five employees who had annual leave accruals have separated, removing their annual leave entitlement on termination with another one not accruing leave as they are absent from work (parental leave).

Some employees have taken leave during the period with two employees balances reducing, however overall the rest of the workforce's entitlements increased.

We have recruited three new employees who have all accrued minimal hours. Eight employees with annual leave balances have received pay increases, which has increased their entitlement balance.

There is currently one employee with excess annual leave, both the employee and management are aware and leave is planned to be taken at the most convenient time as to not impact operations.

There has been a decrease of 6% (in dollar value) in the annual leave liability since June 2021.

Long Service Leave: One employee who had long service leave accruals has separated, removing their entitlements on termination.

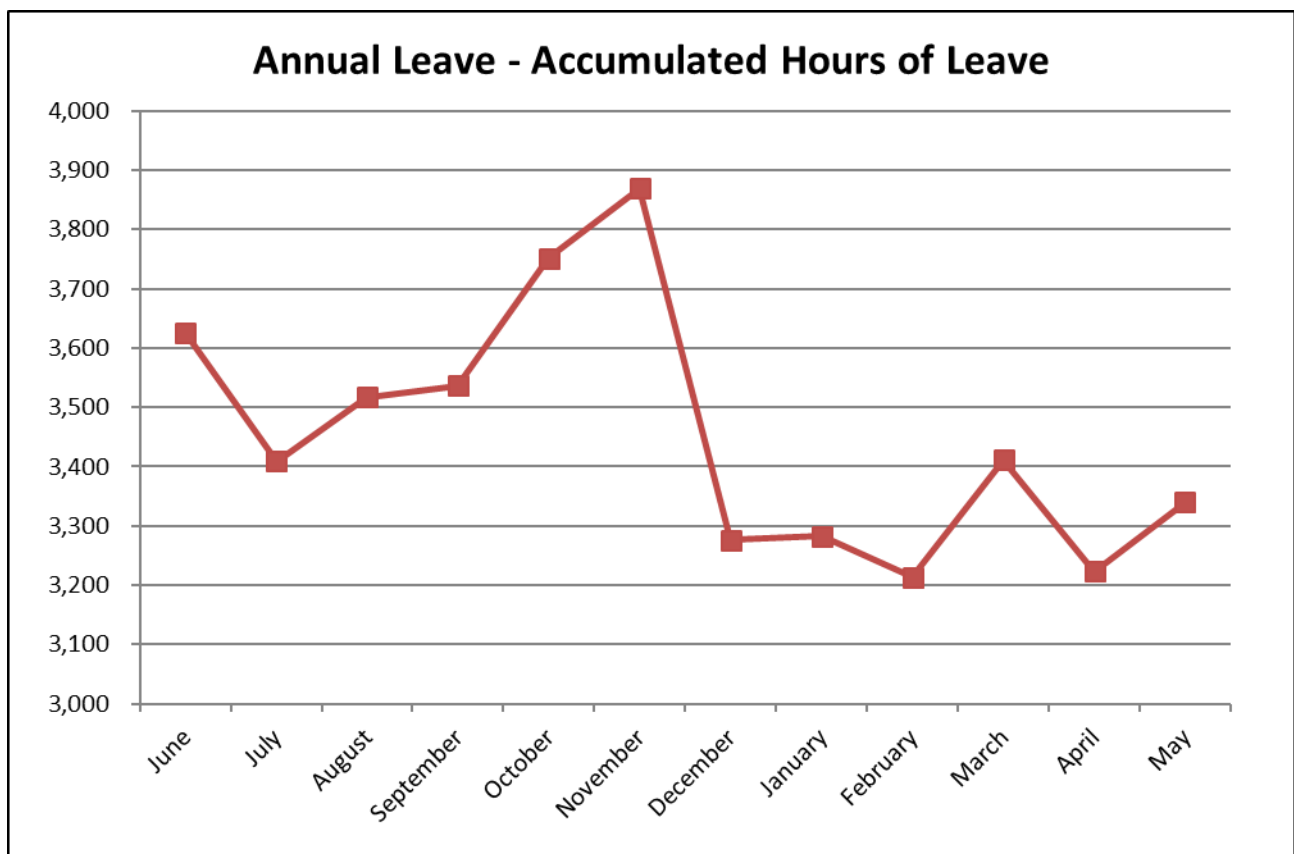
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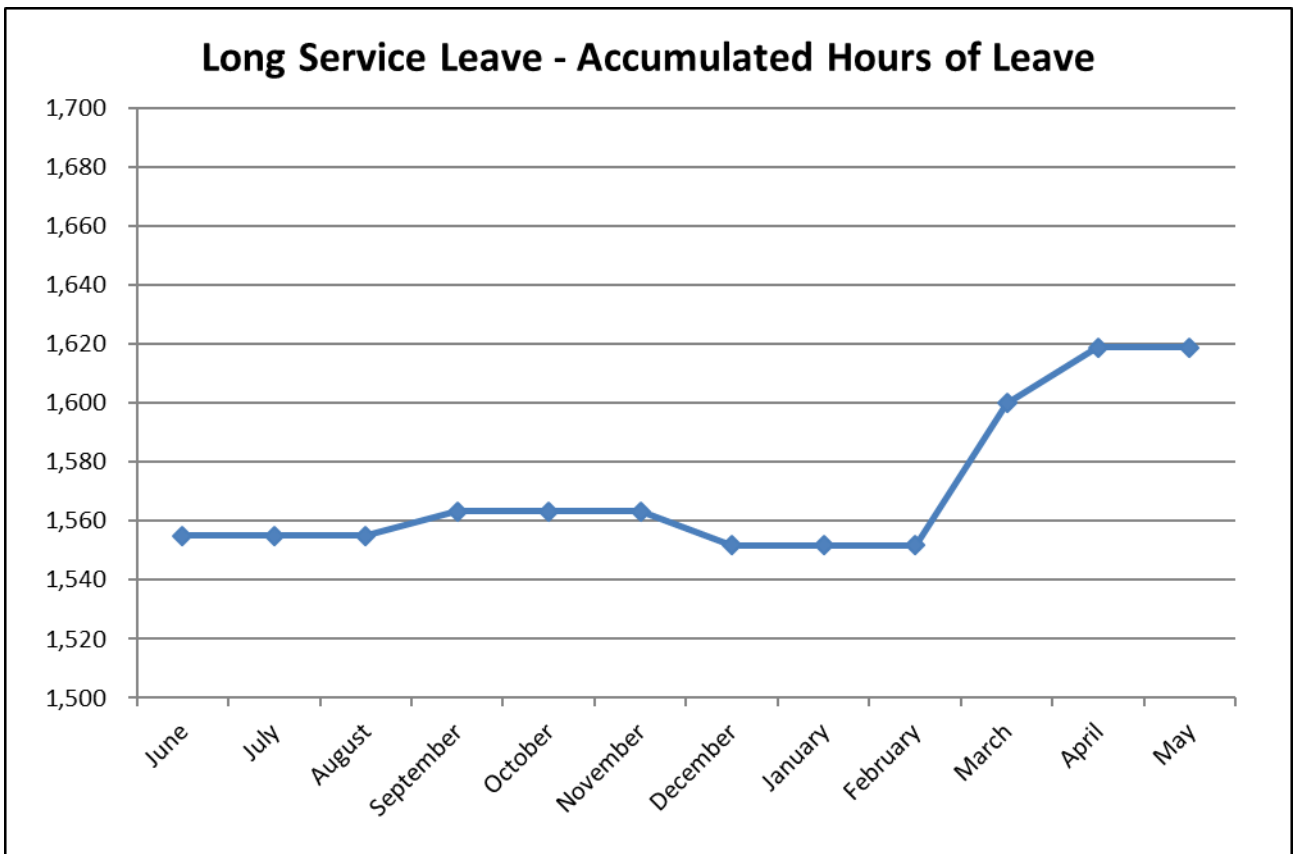
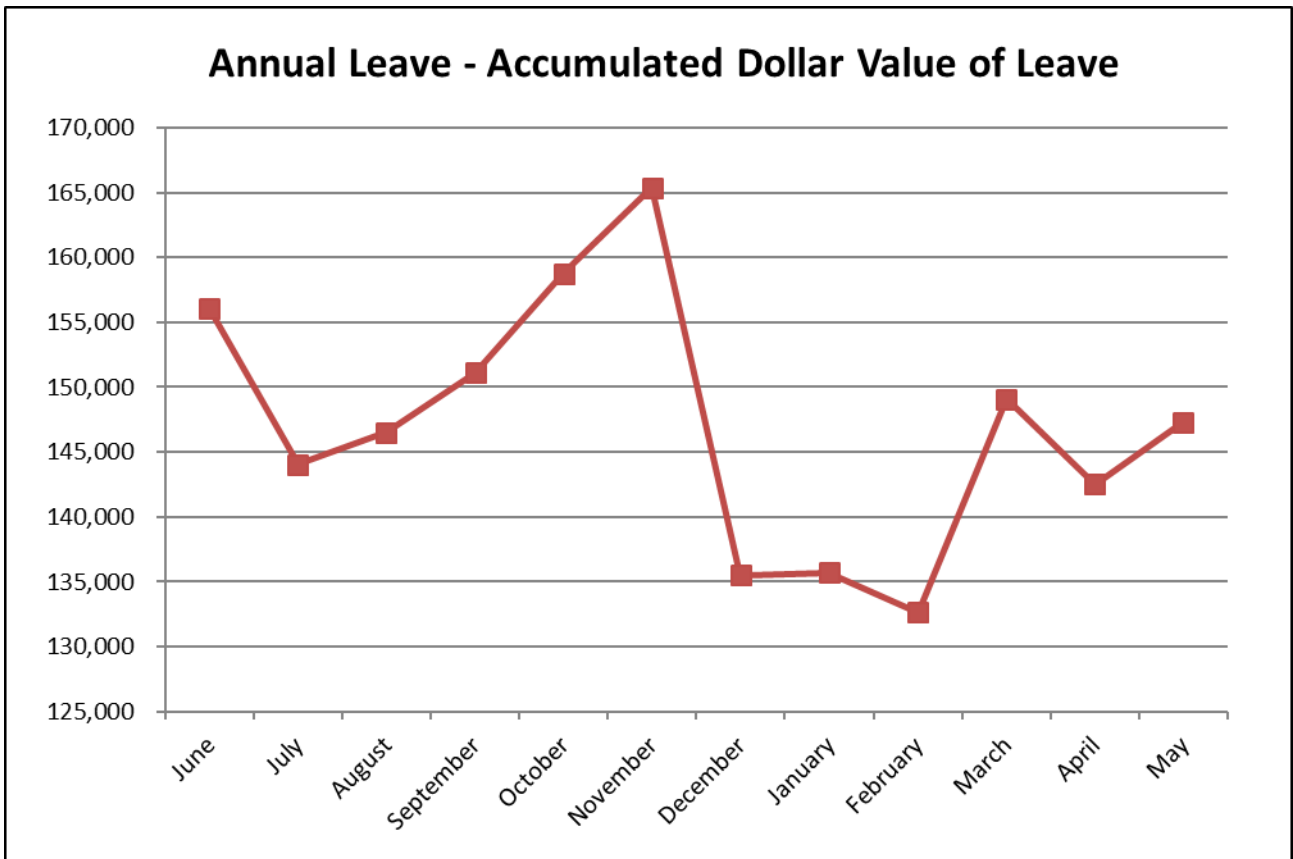
There has been a decrease of 5% (in Dollar Value) in the long service leave liability since June 2021.

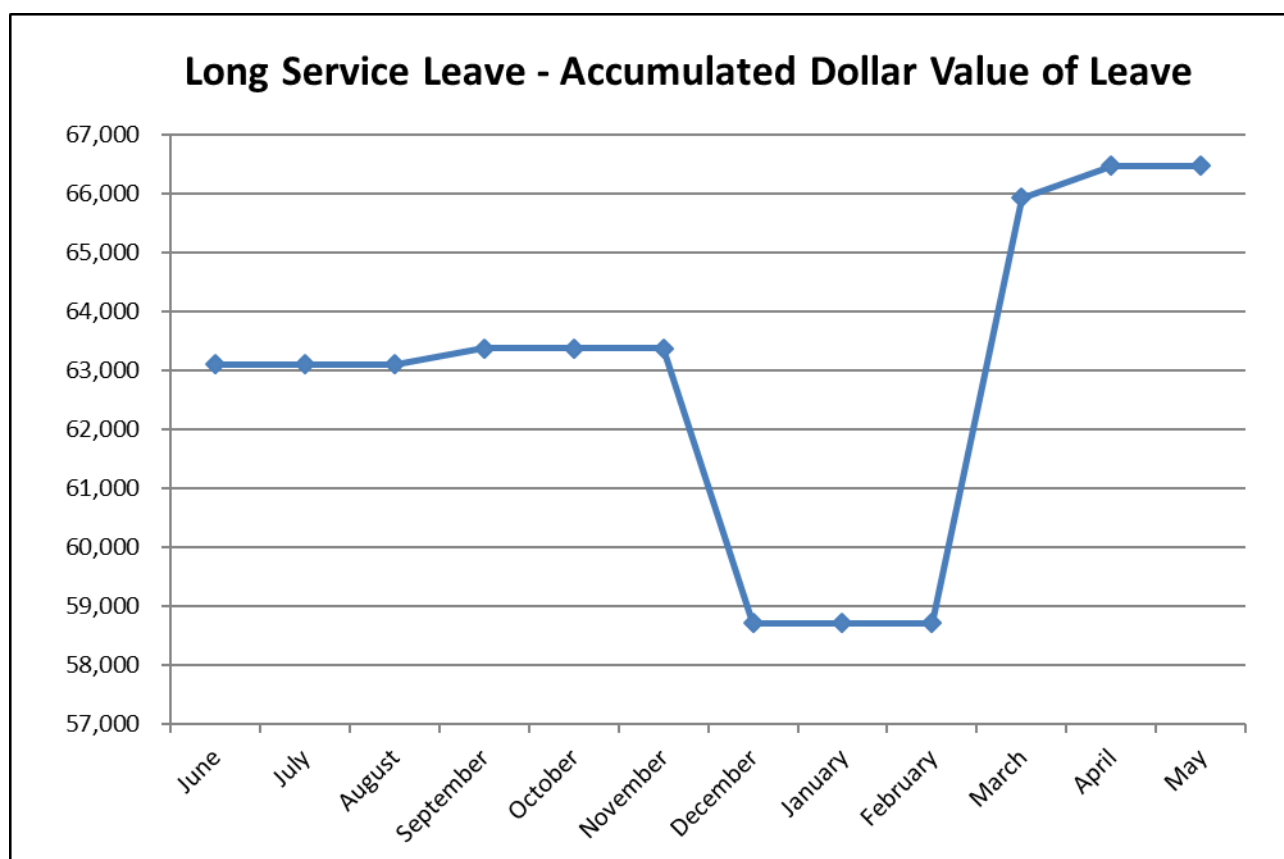
There are two upcoming separations, expected to be processed in June 2022. Both these employees have current annual leave and long service leave accrual entitlements, with the expected combined payouts (and reduction in liability) to be \$36,496.17 for long service leave and \$28,761.53 for annual leave (as at 8 May 2022).

The following table and graphs show the fluctuations in the accrued hours and dollar values of both annual leave and long service leave over the period of June 2021 to 8 May 2022.

Month	LSL Hours	LSL \$	A/L Hours	A/L \$
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April	1,619	66,465	3,223	142,510
May	1,619	66,465	3,340	147,293







DISCUSSION AFFECTING COUNCIL DECISION

Cr Hayes asked if Council has a Leave Management Policy that outlines if the Shire pays out leave at any point.

Mrs Horton said Council does have a Leave Management Policy that complies with the award and Fair Work with regards to pay outs of annual or long service leave. An employee can request to have 2 weeks of annual leave paid out, if they will still be left with 4 weeks annual leave. It is not the preferred method as the Shire encourages staff to take time off to recuperate.

Ms Gibbs said paying out annual leave is an expensive model and the decision is at the discretion of the CEO. It goes against Workplace Health & Safety for staff not to take 4 weeks leave a year. It is up to management to ensure that staff are taking leave.

Cr Hippisley asked if staff can be compelled to take leave if they accumulate too much, which could be included in the Leave Management Policy. An example given was if staff get up to 8 weeks annual leave they **must** take a certain amount.

Mrs Horton said it is generally a negotiation and staff can't be forced.

Cr Haythornthwaite said the report has been happening since 2017 at the request of Council, as at that time some staff had up to 16 weeks annual leave.

9.1.3 Light Industrial Area

MOVED _____ **SECONDED** _____

AUDIT & RISK COMMITTEE RECOMMENDATION: AR26 – 21/22

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

1. Council note the information provided to the Audit & Risk Committee.
2. Council provide authority to the CEO to negotiate a purchase price for the 2x Light Industrial Blocks for price ranging between \$30,000 - \$40,000.

____/____

IN BRIEF

VOTING REQUIREMENTS - Simple Majority

On 09 February 2021 Council adopted the following motion:

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

Stage 1 of the development is now complete. There is no funding available to complete Stage 2 and this cost cannot be met through the sale of Stage 1.

MATTER FOR CONSIDERATION

For information only at this stage, pending the outcome of the CEO investigation into external funding sources to complete Stage 2.

The marketing material for the 2x Light Industrial Blocks was disseminated last month. This month, since the Audit & Risk Committee meeting, Elders have expressed interest in purchasing both blocks after discussion with the CEO.

Since the Audit & Risk Committee meeting, the CEO has also been in discussions with Development WA to ascertain whether there is an avenue to obtain part or all of the \$650,000 required to complete the project from the State. A preliminary application has been submitted, however, this application will simply tell us whether we are eligible to apply for the funding. Notification of success or otherwise would not be until approximately December 2022.

BACKGROUND

On 09 February 2021 Council adopted the following recommendation of the Strategic Planning Committee:

“That the Strategic Planning Committee recommend to Council: -

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

6. That Council research External Grant opportunities for the funding of the development of Stage 2 of the Subdivision.”

An environmental scan indicates that the then CEO, Graeme Fardon, investigated the matter thoroughly, sought and used expert consultancy advice and provided Council with accurate information at the time in terms of the project parameters, delivery timeframe and costings.

Council endorsed the project under a key assumption (it appears) that the financial loss on the development would be offset by the development bringing new business into the Shire through selling or leasing the new lots.

There is no record of the Shire attempting to secure funding for Stage 2 of the development as of yet. According to the Wheatbelt Development Commission there was a strong focus on the State subsidising Light Industrial Area developments in the recent past but this focus ceased approximately two years ago and final commitments are now being honoured.

Council has expended approximately \$850,000 on Stage 1 and if both blocks are sold at a market value cost of \$40,000 each, there will be \$80,000 available to develop Stage 2. The indicative cost to complete Stage 2 is \$750,000.

The CEO is currently exploring additional external funding opportunities to complete Stage 2.

STATUTORY ENVIRONMENT

Local Government 1995

Planning and Development Act 2005

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The financial implications are significant and decision-making must be relevant, informed and considered once all options and recommendations are tabled. At this juncture, approximately \$850,000 has been expended with an additional \$750,000 required to complete a development worth a maximum \$240,000.

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)
- 2.3 Economy: Shire engages stakeholders and partners to help capture local economic development initiatives
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Extensive consultation was held with Council and with consultants with specialist expertise in commercial property development.

RISK ASSESSMENT

	Option 1
Financial	<p>High</p> <p><i>The financial implications are significant and decision-making must be relevant, informed and considered once all options and recommendations are tabled. At this juncture, approximately \$850,000 has been expended with an additional \$750,000 required to complete a development worth a maximum \$240,000.</i></p>
Health	N/A
Reputation	<p>High</p> <p><i>To date 100% of the project has been funded internally by the Shire with no contribution from external funding sources.</i></p>
Operations	<p>Low</p> <p><i>There is no impact on Shire operations.</i></p>
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 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – May 2022

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Leah Horton (Executive Manager Corporate Services)
Attachments:	(i) List of Accounts - May 2022 (ii) Transport Takings - May 2022 (iii) Credit Card Statement - May 2022
Owner/Applicant:	N/A
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

VOTING REQUIREMENTS - Simple Majority

MOVED _____ **SECONDED** _____

That Council note the following:

1. That schedule of accounts for May 2022 covering municipal vouchers 23897 to 23901, and EFT 10876 to EFT 10971, totalling \$483,905.45 be received (Attachment i); and
2. That police licensing payments for the month of May 2022 totalling \$29,849.40 be received (Attachment ii); and
3. That fund transfers to the corporate credit cards for May 2022 totalling \$1,874.00 be received (Attachment iii); and
4. That net payroll payments for the month of May 2022 totalled \$113,795.83; and
5. That the lease payments for the month of May 2022 totalled \$3,467.53; being \$2,423.73 on the CESM vehicle, and \$1,043.80 on the skeleton weed vehicle (chattel mortgage payment).

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the accounts paid during May 2022.

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of 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 May 2022 is included at **Attachment (i)**.

List Of Accounts - May 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10876	06/05/2022	WHEATBELT BUSINESS NETWORK	SMALL BUSINESS MEMBERSHIP 22/23	\$360.00	
EFT10877	06/05/2022	CHRISTIAN AND GHISLAINE PARIS	REFUND: CARAVAN PARK CABIN CANCELLED BOOKING	\$247.50	FULLY
EFT10878	06/05/2022	SEEK LIMITED	RECRUITMENT ADVERTISING - ACCOUNTANT/SENIOR FINANCE OFFICER	\$324.50	
EFT10879	06/05/2022	CRISP WIRELESS	MONTHLY INTERNET CHARGES; ADMIN, DEPOT AND EXECUTIVE HOUSING - MAY 2022	\$1,486.59	
EFT10880	06/05/2022	JOHN PASS	REFUND: CARAVAN PARK SITE CANCELLED BOOKING	\$85.50	FULLY
EFT10881	06/05/2022	PHILIPPA STUART	REFUND: CARAVAN PARK CABIN CANCELLED BOOKING	\$267.50	FULLY
EFT10882	06/05/2022	MELISSA-ANN OGDEN	REIMBURSEMENT: MEAL EXPENSES DEPARTMENT OF TRANSPORT TRAINING	\$61.06	FULLY
EFT10883	06/05/2022	NIGEL BRECKON	REFUND: CARAVAN PARK SITE CANCELLED BOOKING	\$85.50	FULLY
EFT10884	13/05/2022	LM PAVING & CONCRETE	MCCLENNAN STREET FOOTPATH - CAPITAL RENEWAL	\$68,790.00	PARTIALLY
EFT10885	17/05/2022	PAYCLEAR SERVICES - AWARE	SUPERANNUATION CONTRIBUTIONS	\$1,835.71	
EFT10886	17/05/2022	PAYCLEAR SERVICES - COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	\$873.08	
EFT10887	17/05/2022	PAYCLEAR SERVICES - PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$222.04	
EFT10888	17/05/2022	PAYCLEAR SERVICES - ASGARD INFINITY E WRAP SUPER	SUPERANNUATION CONTRIBUTIONS	\$185.99	
EFT10889	17/05/2022	PAYCLEAR SERVICES - AUSTRALIANSUPER	SUPERANNUATION CONTRIBUTIONS	\$1,095.29	
EFT10890	17/05/2022	PAYCLEAR SERVICES - REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$194.71	
EFT10891	17/05/2022	PAYCLEAR SERVICES - BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	\$724.12	
EFT10892	17/05/2022	PAYCLEAR SERVICES - MLC MASTERKEY SUPER GOLD STAR ACCOUNT (INCLUDING FUNDAMENTALS)	SUPERANNUATION CONTRIBUTIONS	\$281.50	
EFT10893	17/05/2022	PAYCLEAR SERVICES - AUSTRALIANSUPER	SUPERANNUATION CONTRIBUTIONS	\$115.56	
EFT10894	17/05/2022	PAYCLEAR SERVICES - CBUS	SUPERANNUATION CONTRIBUTIONS	\$193.68	
EFT10895	17/05/2022	PAYCLEAR SERVICES - SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$185.86	
EFT10896	17/05/2022	PAYCLEAR SERVICES - HOST PLUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$348.31	
EFT10897	17/05/2022	PAYCLEAR SERVICES - ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$155.26	
EFT10898	17/05/2022	PAYCLEAR SERVICES - IOOF EMPLOYER SUPER	SUPERANNUATION CONTRIBUTIONS	\$172.50	

List Of Accounts - May 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10899	17/05/2022	PAYCLEAR SERVICES - ACTIVE SUPER	SUPERANNUATION CONTRIBUTIONS	\$596.14	
EFT10900	20/05/2022	GREG & JO HAYES	COUNCILLOR SITTING FEES JANUARY TO MARCH 2022	\$352.00	
EFT10901	20/05/2022	PETER DAVID SMITH CR	COUNCILLOR SITTING FEES JANUARY TO MARCH 2022	\$880.00	
EFT10902	20/05/2022	JONATHAN RICHARD HIPPISEY	COUNCILLOR SITTING FEES JANUARY TO MARCH 2022	\$504.00	
EFT10903	20/05/2022	AVON WASTE	WASTE DISPOSAL SERVICES APRIL 2022	\$8,612.76	
EFT10904	20/05/2022	QUAIRADING FARMERS CO-OP	CO-OP SUPPLIES APRIL 2022 VARIOUS LOCATION INCLUDING CATERING ANNUAL ELECTORS MEETING, DEPOT, ADMINISTRATION BUILDING, MEDICAL AND CARAVAN PARK	\$948.89	
EFT10905	20/05/2022	TELSTRA	VARIOUS TELEPHONE CHARGES; LANDLINES FOR ADMIN, LICENCING, MEDICAL, POOL, DEPOT. VARIOUS MOBILE PHONE CHARGES; EXECUTIVE, CARAVAN PARK, MEDICAL, CESM ETC.	\$1,888.81	PARTIALLY
EFT10906	20/05/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES VARIOUS INCLUDING STATE LIBRARY, SURGICAL HOUSE AND HISCO (CARAVAN PARK)	\$60.50	
EFT10907	20/05/2022	LANDGATE	GROSS RENTAL VALUE CHARGEABLE SCHEDULE NO. G2022/01 DATED 27/11/2021 TO 01/04/2022	\$70.40	
EFT10908	20/05/2022	IT VISION	CHART OF ACCOUNT RESTRUCTURING (COA) - IT VISION PROJECT COSTS FOR ASSISTING THE SHIRE IN MIGRATING THE OLD COA TO A NEW COA STRUCTURE AS WELL AS ALIGNING OLD TRANSACTIONS TO THE NEW COA.	\$27,874.00	
EFT10909	20/05/2022	WA TREASURY CORPORATION	WATC LOAN 118, LOAN 117 AND LOAN 119 PRINCIPAL AND INTEREST REPAYMENT	\$38,197.57	
EFT10910	20/05/2022	EASTERN HILLS CHAINSAWS & MOWERS	AUGER PILOT BIT	\$140.00	
EFT10911	20/05/2022	QUAIRADING AGRI SERVICES	ASSORTED CLEANING PRODUCTS AND SUNDRY ITEMS REQUIRED FOR CARAVAN PARK AMENITIES, DEPOT, YOUTH CENTRE, PUBLIC CONVENIENCES, PUBLIC GARDENS	\$1,331.90	
EFT10912	20/05/2022	QUAIRADING CLUB INC.	REFRESHMENTS FOR ANNUAL ELECTORS MEETING	\$185.00	
EFT10913	20/05/2022	BURGESS RAWSON	VARIOUS WATER USAGE CHARGES FOR PTA LAND; HEAL ST QUAIRADING, QUAIRADING YORK ROAD, CRC, HEAL ST RESERVE	\$2,228.86	
EFT10914	20/05/2022	QUAIRADING MEDICAL PRACTICE (KINGDOM MEDICALS)	WORKS - PRE-EMPLOYMENT MEDICAL FOR DEPOT STAFF	\$139.70	

List Of Accounts - May 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10915	20/05/2022	MEDICAL DIRECTOR AUSTRALIA	SUPPORT - PRACSOFT: FIRST USER ANNUAL SUBSCRIPTION RENEWAL 05/07/2022-04/07/2023 (PRE-PAYMENT FOR 22/23 FINANCIAL YEAR) TO BE REIMBURSED BY MEDICAL PRACTICE	\$1,166.00	FULLY
EFT10916	20/05/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	IT MAINTENANCE AND SUPPORT FOR ADMIN AND MEDICAL, MONTHLY DAILY MONITORING FEE - APRIL 2022	\$340.00	
EFT10917	20/05/2022	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR FUEL APRIL 2022 - TO BE REIMBURSED	\$124.00	FULLY
EFT10918	20/05/2022	WATER CORPORATION	WATER CHARGES FEB-APRIL 2022 FOR VARIOUS COUNCIL BUILDINGS, INCLUDING CARAVAN PARK , SHIRE ADMIN AND DEPOT, AKV, RESIDENTIAL HOUSING, LICENCE TOAPIN WEIR	\$15,593.92	PARTIALLY
EFT10919	20/05/2022	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH MARCH FINANCIAL STATEMENTS AND COA CONVERSION. RATES EOM AND MONTHLY MONITORING FOR APRIL AND MAY 2022	\$10,725.00	
EFT10920	20/05/2022	SYNERGY	ELECTRICITY SUPPLY 10/03/2022 - 14/04/2022 CARAVAN PARK	\$2,115.34	
EFT10921	20/05/2022	J.A. GIMBEL PAINTING	PAINTING OF BOLLARDS & LAMP POSTS IN MAIN STREET	\$2,651.00	
EFT10922	20/05/2022	BRETT MCGUINNESS	COUNCILLOR SITTING FEES JANUARY TO MARCH 2022	\$504.00	
EFT10923	20/05/2022	WESTERN STABILISERS PTY LTD	R2R FUNDING: DOODENANNING-MAWSON ROAD CEMENT STABILISING, MIXING, MOB AND DEMOBILISATION AND WSFN FUNDING: FRASER'S PIT QUAIRADING-CUNDERDIN ROAD	\$87,154.63	PARTIALLY
EFT10924	20/05/2022	TREVOR STACEY	COUNCILLOR SITTING FEES JANUARY TO MARCH 2022	\$428.00	
EFT10925	20/05/2022	JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEES JANUARY TO MARCH 2022	\$428.00	
EFT10926	20/05/2022	COMBINED PEST CONTROL	ANNUAL PEST CONTROL (SPIDER FLY & MOSQUITO SERVICE) FOR 2022 - VARIOUS SHIRE BUILDINGS AND HOUSES	\$5,702.40	
EFT10927	20/05/2022	AJ & BR COWCILL	COUNCILLOR SITTING FEES JANUARY TO MARCH 2022	\$428.00	
EFT10928	20/05/2022	BRITTANY HADLOW	REIMBURSEMENT: MEAL EXPENSES CONTRACT TRAINING, PETROL EXPENSES FOR ANZAC DAY WREATH COLLECTION	\$263.85	
EFT10929	20/05/2022	AMPAC DEBT RECOVERY (WA) PTY LTD	AMPAC DEBT RECOVERY COSTS APRIL 2022	\$156.75	
EFT10930	20/05/2022	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	LRCI FUNDING: MT STIRLING ROAD WATER TRUCK HIRE	\$15,218.50	PARTIALLY
EFT10931	20/05/2022	RESONLINE PTY LTD	CARAVAN PARK - ROOM MANAGER MONTHLY FEE APRIL 2022	\$220.00	
EFT10932	20/05/2022	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	ULP PURCHASES FOR THE MONTH OF APRIL AND MAY 2022. DEC 2021 FUEL PURCHASES - INVOICE AMENDED POST ENTRY	\$381.05	

List Of Accounts - May 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10933	20/05/2022	BUNNINGS GROUP LTD	CARAVAN PARK - ENDURA SHED 3.75 X 2.25 X 2.35M TALL GABLE ROOF GARDEN SHED - SLATE GREY	\$1,281.55	
EFT10934	20/05/2022	EEJIUN CHEANG	COUNCILLOR SITTING FEES JANUARY TO MARCH 2022	\$428.00	
EFT10935	20/05/2022	COMPLETE OFFICE SUPPLIES PTY LIMITED	STATIONERY ORDER, MEDICAL, ADMIN, DEPOT, CARAVAN PARK	\$945.71	
EFT10936	20/05/2022	LG BEST PRACTICES PTY LTD	APRIL PAYROLL PROCESSING F/N ENDING 11/04/2022 & 25/04/2022, BANK RECONCILIATIONS, MARCH BAS PROCESSING COA RESTRUCTURE AND ONSITE VISIT FOR GO-LIVE NEW COA	\$13,718.35	
EFT10937	20/05/2022	GREENWAY TURF SOLUTIONS	PUMP FOR FLEET LINE MARKER	\$390.28	
EFT10938	20/05/2022	WOOLAH-WAH LAND ABORIGINAL CORPORATION	REFUND: TOWN HALL BOND HIRE DATE 7TH MAY 2022	\$875.00	FULLY
EFT10939	20/05/2022	VORTEX SKYMEDIA	AERIAL IMAGING FOR LIGHT INDUSTRIAL AREA MARKETING	\$403.00	
EFT10940	20/05/2022	NETLINK GROUP PTY LTD	BUSINESS INTERNET SECURITY CERTIFICATE UPGRADE	\$272.25	
EFT10941	20/05/2022	BOC LIMITED	DEPOT GAS BOTTLE REFILLS MEDICAL OXYGEN REFILLS	\$50.65	
EFT10942	26/05/2022	QUAIRADING TYRE & BATTERY SUPPLIES	REPLACEMENT TYRES AND FITTING LOADER AND TIP TRUCK, NEW BATTERY SUPPLIED AND FITTED FOR NEW CEO VEHICLE	\$810.60	
EFT10943	26/05/2022	TELSTRA	VARIOUS MOBILE PHONE CHARGES TO MAY 2022; EXECUTIVE, CARAVAN PARK, MEDICAL, CESM ETC.	\$662.24	PARTIALLY
EFT10944	26/05/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FIRE AND SAFETY EQUIPMENT - CESM	\$15.03	PARTIALLY
EFT10945	26/05/2022	EASTERN HILLS CHAINSAWS & MOWERS	AUGER - 150MM/6" X 695MM - BT 131, SERVICE MOWER, CHAINSAW AND BLOWER	\$999.50	
EFT10946	26/05/2022	QUAIRADING AGRI SERVICES	CLEANING SUPPLIES FOR ADMINISTRATION BUILDING	\$77.00	
EFT10947	26/05/2022	COMMUNITY RESOURCE CENTRE - QUAIRADING	COMMUNITY RESOURCE CENTRE MONTHLY CHARGES APRIL 2022	\$1,259.20	
EFT10948	26/05/2022	SURGICAL HOUSE	MEDICAL CENTRE MEDICAL SUPPLIES (SWABS, BANDAGES, FACE MASK, HAND SANITISER, STERI-STRIPS, BANDAGES, ETC.)	\$1,053.42	
EFT10949	26/05/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	LAPTOP FOR NEW POSITION COMPLIANCE CO-ORDINATOR, SECURITY CERTIFICATE, IT SUPPORT SERVICES FOR; ADMIN, CRC BASED STAFF, MEDICAL PRACTICE, CARAVAN PARK.	\$3,285.00	

List Of Accounts - May 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10950	26/05/2022	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES FOR STANDPIPES AT KELLERBERRIN-YOTING RD CUNDERDIN SOUTH, QUAIRADING RD CUNDERDIN SOUTH, DOODENANNING-MAWSON RD CUNDERDIN, QUAIRADING YORK RD	\$165.12	
EFT10951	26/05/2022	BOB WADDELL & ASSOCIATES PTY LTD	NEW MANAGEMENT BUDGET TEMPLATE FOR 2022/23 FINANCIAL YEAR, RATES SUPPORT AND MONITORING FOR W/E 22/05/2022, APRIL FINANCIAL STATEMENTS ASSISTANCE FOR NEW COA	\$2,887.50	
EFT10952	26/05/2022	SYNERGY	ELECTRICITY SUPPLY AND CHARGES VARIOUS LOCATIONS; STREET LIGHTING, MEDICAL, RESIDENTIAL HOUSING, DEPOT, ADMIN, ARTHUR KELLY VILLAGE, DAYCARE, SHIRE HALL, AIRPORT, CARAVAN PARK AND SURROUNDS, GILLET ST/50B UNITS, BORES	\$11,647.41	PARTIALLY
EFT10954	26/05/2022	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2021/22 4 ESL QUARTER 4 CONTRIBUTION	\$7,227.73	
EFT10955	26/05/2022	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 22/04/2022 - 20/05/2022	\$2,150.50	
EFT10956	26/05/2022	KAVANAGH BRIAN	REFUND: CARAVAN PARK CABIN CANCELLED BOOKING	\$467.50	FULLY
EFT10957	26/05/2022	HISCONF	VARIOUS KITCHEN AND BEDDING ITEMS CARAVAN PARK	\$415.80	
EFT10958	26/05/2022	BALLANTYNE ALL COMMERCIAL PROPERTY SERVICES	REPLACE SENSOR PROBE, CHAINS AND SHACKLES CARAVAN PARK DRAINAGE	\$3,422.98	
EFT10959	26/05/2022	HILLS FIRE EQUIPMENT SERVICE - ELLENFIELD NOMINEES (TRUST) T/A	ANNUAL FIRE EQUIPMENT TESTING SHIRE BUILDINGS	\$2,245.65	
EFT10960	26/05/2022	BRITTANY HADLOW	REIMBURSEMENT: ADMINISTRATION BUILDING ADDITIONAL KEYS	\$13.00	
EFT10961	26/05/2022	MORRIS PEST & WEED CONTROL	TERMITE TREATMENT 5 GUM TREES ON FORREST STREET	\$630.00	
EFT10962	26/05/2022	OFFICEWORKS	STATIONERY SUPPLIES DEPOT AND ADMIN	\$472.66	
EFT10963	26/05/2022	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING PROFESSIONAL SERVICES - APRIL 2022	\$541.17	
EFT10964	26/05/2022	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR PROVISION OF LIBRARY SERVICE - MAY 2022, ADMIN POSTAGE, MEDICAL CENTRE POSTAGE	\$2,465.54	
EFT10965	26/05/2022	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	ULP PURCHASES MAY 2022	\$12.60	
EFT10966	26/05/2022	COMPLETE OFFICE SUPPLIES PTY LIMITED	STATIONERY SUPPLIES ADMIN, DEPOT AND MEDICAL	\$443.88	
EFT10967	26/05/2022	NICOLE GIBBS	REIMBURSEMENT: FUEL	\$90.00	

List Of Accounts - May 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10968	26/05/2022	MERREDIN CARPETS AND FLOORING	SUPPLY AND INSTALL VINYL PLANKS & REMOVE OLD FLOORING IN ARTHUR KELLY VILLAGE UNITS 6 & 7	\$2,549.00	
EFT10969	26/05/2022	CRISP WIRELESS	SHIRE QUAIRADING CONTRIBUTION TO TELECOMMUNICATIONS TOWER, INTERNET PROVISION AT 50A SUBURBAN TO MAY 2022, INTERNET PROVISION TO MEDICAL CENTRE TO MAY 2022	\$33,933.50	
EFT10970	26/05/2022	GREEN EARTH ENTERPRISES PTY LTD.	STEEL SURROUND FOR OLD SCHOOL SITE	\$2,455.60	
EFT10971	26/05/2022	GAVIN SATIE	REFUND: CARAVAN PARK SITE CANCELLED BOOKING	\$165.00	FULLY
23897	04/05/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT 04/05/2022	\$542.00	
23898	11/05/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT 10/05/2022	\$561.10	
23899	19/05/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT 17/05/2022	\$457.20	
23900	24/05/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT 24/05/2022	\$637.60	
23901	31/05/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT 31/05/2022	\$1,198.90	
DD14799.1	20/05/2022	AUSTRALIAN TAXATION OFFICE	MARCH 2022 BAS PAYMENT	\$57,442.00	
DD14808.1	24/05/2022	AUSTRALIAN TAXATION OFFICE	APRIL 2022 BAS PAYMENT	\$16,235.00	
				\$483,905.45	

TRANSPORT TAKINGS FOR THE MONTH ENDING**31 MAY 2022****Attachment 11.1 (ii)**

ACTUAL TOTAL TAKINGS		
DATE	DESCRIPTION	AMOUNT \$
28/04/2022	TRANSPORT TAKINGS	1,933.50
29/04/2022	TRANSPORT TAKINGS	1,276.90
2/05/2022	TRANSPORT TAKINGS	1,064.65
3/05/2022	TRANSPORT TAKINGS	155.10
4/05/2022	TRANSPORT TAKINGS	1,130.30
5/05/2022	TRANSPORT TAKINGS	2,990.70
6/05/2022	TRANSPORT TAKINGS	74.75
9/05/2022	TRANSPORT TAKINGS	103.05
10/05/2022	TRANSPORT TAKINGS	959.80
11/05/2022	TRANSPORT TAKINGS	808.15
12/05/2022	TRANSPORT TAKINGS	2,512.60
13/05/2022	TRANSPORT TAKINGS	1,190.05
16/05/2022	TRANSPORT TAKINGS	2,022.20
17/05/2022	TRANSPORT TAKINGS	1,665.15
18/05/2022	TRANSPORT TAKINGS	2,211.90
19/05/2022	TRANSPORT TAKINGS	2,136.35
20/05/2022	TRANSPORT TAKINGS	504.00
23/05/2022	TRANSPORT TAKINGS	1,212.20
24/05/2022	TRANSPORT TAKINGS	2,339.30
25/05/2022	TRANSPORT TAKINGS	1,527.80
26/05/2022	TRANSPORT TAKINGS	388.65
27/05/2022	TRANSPORT TAKINGS	1,642.30
TAKINGS RECEIVED IN THE BANK - MAY 2022		29,849.40

AMOUNTS YET TO BE DRAWN		
DATE	DESCRIPTION	AMOUNT \$
30/05/2022	TRANSPORT TAKINGS	\$1,014.00
31/05/2022	TRANSPORT TAKINGS	\$1,737.35
MAY TAKINGS RECEIVED IN THE BANK - JUNE 2022		\$2,751.35

Shire of Quairading
Credit Card Reconciliation - Page 1

125 of 358


Statement From 28/04/2022 Statement Total
Statement To 29/05/2022 \$ 1,874.00

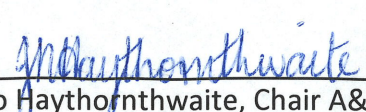


Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Nicole Gibbs	CEO	1475	\$ 1,285.88
Leah Horton	EMCS	1336	\$ 341.63
Richard Bleakley	EMCPS	7797	\$ 246.49
Simon Bell	CESM	0840	\$ -
Vacant	EMWS	1623	\$ -

Credit Card Transaction - GL Entry			
GL Code	Amount (incl GST)	GST (\$)	Narration/Summary
2040211.2101	\$ 285.47	\$ 25.95	Various Council refreshments CEO
W13216.2400.2104	\$ 373.98	\$ 34.00	Social Media Subscriptions CEO & EMCPS
2140285.2101	\$ 49.00	\$ 4.45	Legal Fees Identity Check CEO
P360.2610.4001	\$ 76.63	\$ 6.97	Unleaded Petrol Purchases EMCS Vehicle
P0.2610.4000	\$ * 406.90	\$ 36.99	Diesel Purchases CEO Vehicle
2140221.2101	\$ 129.74	\$ -	IT Subscription CEO
2140304.2101	\$ 44.00	\$ 4.00	Training High Risk Licence CEO
BM9103.2960.2101	\$ 265.00	\$ 24.09	Building Maintenance EMCS
2130665.2101	\$ 81.50	\$ 7.41	Noongar Symbols Posters EMCPS
2070765.2101	\$ 161.78	\$ 14.71	Signs for Medical Centre CEO
9130001.00	-\$ 1,874.00		Bring credit card expenses into muni - May 2022 - evidence in Credit Card File

Totals	\$ 1,874.00	\$ 158.57
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Shire Confirmation 
Nicole Gibbs, Chief Executive Officer

Council Approval 
Jo Haythornthwaite, Chair A&R Committee

ACCOUNTS PROCESSING	
Journal Date (DD):	18/06/2022
Journal Number:	21 22 227
Journal Batch:	6684
Journal Posting Period:	12



BusinessChoice Everyday Mastercard® Statement

SHIRE OF QUAIRADING
LEAH HORTON
PO BOX 38
QUAIRADING WA 6383

126 of 358
Billing Account Number
5163 2800 9109 9937
Payment Due Date
23 JUNE 2022
Closing Balance
\$1,874.00
Minimum Payment Due
\$57.00
Amount Paid (Details on the reverse)
\$

+5163280091099937+

(Cut along this dotted line)

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Company Name Shire Of Quairading	Number of Cards 4	Facility Number 02752751	Annual Cash % Rate 19.96%	Annual Purchase % Rate 14.25%
Contact Name Leah Horton	Billing Account Number 5163280091099937	Opening Balance 945.58	Credit Limit 10,000	
Statement From 28 APR 2022	Statement To 29 MAY 2022	Payment Due Date 23 JUN 2022	Opening Balance 945.58	Minimum Payment Due 57.00
		Closing Balance 1,874.00	Available Credit 8,126.00	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
945.58	945.58 -	0.00	0.00	0.00	1,874.00	1,874.00	0.00	57.00

SHIRE OF QUAIRADING

FILE NO:
02 JUN 2022
TO:
COPY TO:

S008454 / M008454 / 148 / CN1VPCP2

Important:

1. If mailing **DO NOT** send notes or coins.
2. Please write your Payment Account Number on the back of each cheque.
3. Check your records of your transactions against this statement.
4. Report any discrepancies to Westpac.

Details of cheques (proceeds may not be available until cleared)				CASH AMOUNT
DRAWER (i.e. account name on cheque)	CHEQUE NO.	BSB NO. OR BANK	ACCOUNT NO. OR BRANCH	CHEQUE AMOUNT
TELLER/BANK STAMP			TOTAL \$	
SIGNATURE: _____				



Choose the payment method that suits you best



By Mail

Complete and mail the top portion of page one of your statement together with your cheque to: Cards GPO Box 4220 Sydney NSW 2001



Using Card Autopay

Pay your account automatically from any cheque or non-passbook savings account with any bank or financial institution in Australia. To apply for Card Autopay for your credit card, call 1300 651 089 or download a form online at www.westpac.com.au.



By Telephone Banking

Call 132 032 if you have another Westpac account.



Via Westpac Internet Banking

At www.westpac.com.au if you have another Westpac account.



Using BPAY

Contact any participating institution to make this payment from your cheque or savings account.

When prompted, simply enter the biller code (5181) and your Payment Account Number as your reference number.



In Person

At any of our Westpac branches in Australia.

5008454 / M008454 / 148 / CNT1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.

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



Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
12 MAY	Payments AUTOMATIC PAYMENT	945.58 -
	Sub Total:	945.58 -
	Miscellaneous Transactions	
29 MAY	RICHARD BLEAKLEY 5163 2800 0131 8419 Monthly Balance	246.49
29 MAY	LEAH HORTON 5163 2800 0144 1336 Monthly Balance	341.63
29 MAY	NICOLE GIBBS 5163 2800 0186 1475 Monthly Balance	1,285.88
	Sub Total:	1,874.00
	Grand Total:	928.42

Remember to always keep your passcode secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode.

To help you learn how you can protect your card against unauthorised transactions, you can find more information at westpac.com.au/businessdispute

Complaints

If you have a complaint, contact our dedicated Customer Solutions team on 132 032 or write to us at Westpac Customer Solutions, Reply Paid 5265, Sydney NSW 2001. If an issue has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

Mail: Australian Financial Complaints Authority GPO Box 3 Melbourne VIC 3001

Shire of Quairading
Credit Card Reconciliation - Page 2

129 of 358

Statement From 28/04/2022
Statement To 29/05/2022

Credit Card Transactions - Nicole Gibbs, CEO						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
30/04/2022	iStock Photos	\$ 44.00	\$ 4.00	Y	W13216.2400.2104	Social Media Advert Subscription
1/05/2022	Dan Murphy's	\$ 238.17	\$ 21.65	Y	2040211.2101	Council Refreshments
1/05/2022	Vibe Bunbury	\$ 96.75	\$ 8.80	Y	P0.2610.4000	Petrol Q0
4/05/2022	Hong Kong BBQ	\$ 19.00	\$ 1.73	Y	2040211.2101	Refreshments for Meeting
4/05/2022	BP The Lakes	\$ 98.86	\$ 8.99	Y	P0.2610.4000	Petrol Q0
4/05/2022	Foolok Midland	\$ 13.80	\$ 1.25	Y	2040211.2101	Refreshments for Meeting
6/05/2022	SmartSheet	\$ 129.74	\$ -	N	2140221.2101	IT Subscription
9/05/2022	BP Williams	\$ 119.75	\$ 10.89	Y	P0.2610.4000	Petrol Q0
11/05/2022	SP Newsigns	\$ 69.20	\$ 6.29	Y	2070765.2101	Signs for Medical Centre
12/05/2022	Everything ID	\$ 82.73	\$ 7.52	Y	2070765.2101	Signs for Medical Centre
11/05/2022	Officeworks	\$ 9.85	\$ 0.90	Y	2070765.2101	Signs for Medical Centre
19/05/2022	Post Midland Gate	\$ 49.00	\$ 4.45	Y	2140285.2101	Legal Fees Identity Check
19/05/2022	Jules Shoppe	\$ 14.50	\$ 1.32	Y	2040211.2101	Refreshments for Meeting
20/05/2022	Canva	\$ 164.99	\$ 15.00	Y	2130240.2100	Social Media Advert: Canva Subscription
22/05/2022	Caltex Collie	\$ 91.54	\$ 8.32	Y	P0.2610.4000	Petrol Q0
24/05/2022	DMIRS	\$ 44.00	\$ 4.00	Y	2140304.2101	Training High Risk Licence
			\$ -	Y		
Total		\$ 1,285.88	\$ 105.10			

**BusinessChoice Everyday Mastercard® Statement**

MISS NICOLE JULIA GIBBS
SHIRE OF QUAIRADING
QUAIRADING WA 6383

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Miss Nicole Julia Gibbs	5163 2800 0186 1475	5,000	5,000.00
Statement From	Statement To	Facility Number	
28 APR 2022	29 MAY 2022	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	1,285.88	0.00	0.00	1,285.88 -	0.00	0.00	0.00

Direct Debit Date

\$1874.00 14.06.2022

S008460 / M008460 / 148 / CN1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
30 APR ✓	Purchases iStock.com <i>social media advertising</i> New York AUS <i>2130240</i>	44.00	
01 MAY ✓	COMMERICAL PHOTOGRAPHY, ART DAN MURPHY'S 4255 BUNBURY AUS	72.57	
01 MAY ✓	HOTELS, MOTELS, RESORTS - LO <i>refreshments</i> 2040211 DAN MURPHY'S 4255 BUNBURY AUS	165.60	
01 MAY ✓	HOTELS, MOTELS, RESORTS - LO <i>refreshments</i> 2040211 VIBE BUNBURY CENTRAL SOUTH PERTH AUS	96.75	
04 MAY ✓	PETROLEUM AND PETROLEUM PROD <i>petrol PO</i> HONG KONG BBQ MIDLAND AUS	19.00	
04 MAY ✓	FAST FOOD RESTAURANTS <i>refreshments</i> 2040211 BP THE LAKES 1903 CHIDLOW AUS	98.86	
04 MAY ✓	SERVICE STATIONS <i>petrol PO</i> FOOLOK MIDLAND MIDLAND AUS	13.80	
06 MAY ✓	EATING PLACES, RESTAURANTS <i>refreshments</i> 2040211 SMARTSHEET INC. BELLEVUE USA	129.78	
09 MAY ✓	INC FX FEE AUD \$3.78 <i>IT subscription</i> 2140221 COMPUTER SOFTWARE PDFFILLERCOM 855-7501663 USA	2.55	<i>reversed later.</i>
<i>rec</i> 09 MAY ✓	U. S. DOLLAR 1.75 INC FX FEE AUD \$0.07 BUSINESS SERVICES NOT ELSEWH		
09 MAY ✓	BP WILLIAMS 1938 WILLIAMS AUS	109.55	<i>Lost Receipt Fuel</i>
09 MAY ✓	SERVICE STATIONS <i>petrol PO</i> BP WILLIAMS 1938 WILLIAMS AUS	10.20	
11 MAY ✓	SERVICE STATIONS <i>petrol PO</i> SP NEWSIGNS LILYDALE AUS	69.20	
12 MAY ✓	MEN'S & LADIES CLOTHING STOR EVERYTHING ID MELBOURNE AUS	82.73	
	COMPUTER SOFTWARE		

5008460 / M008460 / 148 / CN1VPCP2



BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
11 MAY ✓	OFFICEWORKS BENTLEIGH EAS AUS	49.83 ✓	signature?
11 MAY	STATIONERY, OFFICE & SCHOOL PDFFILLERCOM 855-7501663 USA U. S. DOLLAR 1.75 INC FX FEE AUD \$0.07 BUSINESS SERVICES NOT ELSEWH	2.59 -	reversed.
19 MAY ✓	POST MIDLAND POST SH MIDLAND AUS	49.00 ✓	
19 MAY ✓	POSTAL SERVICES GOVERNMENT 0 legal costs	214 0285	
19 MAY ✓	JULES SHOPPE QPS YORK AUS	14.50 ✓	
20 MAY ✓	FAST FOOD RESTAURANTS refreshments 2040211	164.99	
20 MAY ✓	Canva* 03426-7914999 Sydney AUS	213 0240	
20 MAY ✓	COMMERCIAL PHOTOGRAPHY, ART social media	39.98 ✓	reversed.
20 MAY ✓	OFFICEWORKS BENTLEIGH EAS AUS		
22 MAY	STATIONERY, OFFICE & SCHOOL		
22 MAY	CALTEX COLLIE AUS	91.54 ✓	
24 MAY	SERVICE STATIONS petrol po		
24 MAY	DMIRS - ONLINE PAYMENT PERTH AUS	44.00 ✓	
	GOVERNMENT SERVICES NOT ELSE 2140304 - trainu		
	Sub Total:	1,285.88	
29 MAY	Miscellaneous Transactions		
	TRANSFER CLOSING BALANCE TO BILLING ACCT	1,285.88 -	
	Sub Total:	1,285.88 -	
	Grand Total:	0.00	

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

Cardholder Signature 

Date 22/06/2022

Transactions examined and approved.

Manager/Supervisor Signature 

Date 23/06/2022

Remember to always keep your passcode secret - don't tell anyone or let them see it. Never write your passcode on your card or on anything that could be lost or stolen. If you do need to record a reminder, you must make every effort to disguise it. You may be liable for losses if you don't protect your passcode.

To help you learn how you can protect your card against unauthorised transactions, you can find more information at westpac.com.au/businessdispute

S008461 / M008461 / 148 / CN1VPCP2

**Shire of Quairading
Credit Card Reconciliation - Page 3**

Statement From 28/04/2022
Statement To 29/05/2022

Credit Card Transactions - Leah Horton, EMCS						
Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
7/05/2022	Coles Express Northam	\$ 76.63	\$ 6.97	Y	P360.2610.400 1	Petrol 0Q
15/05/2022	Bunnings Northam	\$ 265.00	\$ 24.09	Y	BM9103.2960. 2101	Pet door for EMCS residence
Total		\$ 341.63	\$ 31.06			

**BusinessChoice Everyday Mastercard® Statement**

MRS LEAH MAREE HORTON
SHIRE OF QUAIRADING
QUAIRADING WA 6383

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is shown as a separate entry.

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mrs Leah Maree Horton	5163 2800 0144 1336	1,000	1,000.00
Statement From	Statement To	Facility Number	
28 APR 2022	29 MAY 2022	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	341.63	0.00	0.00	341.63 -	0.00	0.00	0.00

S008458 / M008458 / 148 / CN1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

If your Direct Debit Request is cancelled, you must arrange to either set up a new Autopay Request Form- Direct Debit Request or use alternative payment methods so we can process your payment. Please ensure that there are sufficient funds available in the nominated account to allow direct debit payments to be made in accordance with your BusinessChoice Facility Autopay Request Form- Direct Debit Request.


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

BusinessChoice Everyday Mastercard®

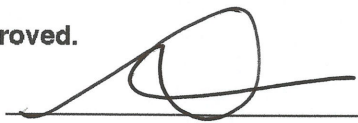
Date of Transaction	Description	Debits/Credits	Cardholder Comments
07 MAY	Purchases COLES EXPRESS 2128 NORTHAM AUS	76.63	
15 MAY	SERVICE STATIONS BUNNINGS 591000 MIDLAND AUS	265.00	
	HARDWARE STORES		
	Sub Total:	341.63	
29 MAY	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	341.63 -	
	Sub Total:	341.63 -	
	Grand Total:	0.00	

S008458 / M008458 / 148 / CN1VPCP2

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

Cardholder Signature  Date 22/06/2022

Transactions examined and approved.

Manager/Supervisor Signature  Date 22/06/2022

**Shire of Quairading
Credit Card Reconciliation - Page 4**

Statement From 28/04/2022
Statement To 29/05/2022

Credit Card Transactions - Richard Bleakley, EMCPS

Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
5/05/2022	SERCUL	\$ 81.50	\$ 7.41	Y	2130665.2101	Noongar Symbols Posters
9/05/2022	Canva	\$ 164.99	\$ 15.00	Y	W13216.2400.2104	Social Media Advert: Canva Subscription
Total		\$ 246.49	\$ 22.41			



BusinessChoice Everyday Mastercard® Statement

MR R M BLEAKLEY
SHIRE OF QUAIRADING

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Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mr R M Bleakley	5163 2800 0131 8419	1,000	1,000.00
Statement From	Statement To	Facility Number	
28 APR 2022	29 MAY 2022	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	246.49	0.00	0.00	246.49 -	0.00	0.00	0.00

S008456 / M008456 / 148 / CN1VPCP2

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
05 MAY	Purchases PAYPAL *SERCUL 4029357733 AUS	81.50	
09 MAY	CHARITABLE AND SOCIAL SERVIC Canva* 03415-7288441 Sydney AUS COMMERICAL PHOTOGRAPHY, ART	164.99	
	Sub Total:	246.49	
29 MAY	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	246.49 -	
	Sub Total:	246.49 -	
	Grand Total:	0.00	

SC08456 / M008456 / 148 / CN1VPCP2

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

Cardholder Signature 

Date 22/06/2022

Transactions examined and approved.

Manager/Supervisor Signature 

Date 22/06/2022

CEO

11.2 Financial Information – Statements of Income and Expenditure for the Period Ending – 30th May 2022

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Leah Horton (Executive Manager Corporate Services)
Attachments:	(i) Financial Statements for May 2022
Owner/Applicant:	N/A
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the monthly Financial Statements for the period ending 31st May 2022.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly financial statements for the period ending 31st May 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 11th 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.

- Since the March financial reports were presented, a large effort was placed on correcting both operating and non-operating grant funding. Multiple adjustments to the chart were required in order to show the accurate recognition for each funding source and the jobs tied to each source. This has resulted in an improvement to the monthly financial reports by the inclusion of note 12: Operating grants and contributions, and note 13: Non-Operating grants and contributions.

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 month's 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 11th 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.

Since the March financial reports were presented, a large effort was placed on correcting both operating and non-operating grant funding. The Shire previously split out expenditure for each project (in most cases), however funding for various grants; Local Roads & Community Infrastructure (LRCI), Roads to Recovery (R2R), Regional Roads Group (RRG), Drought Communities Program (DCP) and Wheatbelt Secondary Freight Network (WSFN) was put against one general ledger code (pooled), or even combined between funding bodies. Multiple adjustments to the chart were required in order to show the accurate recognition of income and expenditure for each funding source and the jobs tied to each source. Considerable effort has been made to ensure that the Shire is accurately recording revenue for tied funding in accordance with accounting standards AASB 15: Revenue from Contracts with Customers and AASB 1058: Income of Not-for-Profit Entities, whereby revenue can only be recognised when the Shire satisfies a performance obligation by transferring goods or services to a customer (i.e. only when there has been expenditure against the project).

Overall, these efforts have resulted in an improvement to the monthly financial reports by the inclusion of note 12: Operating grants and contributions, and note 13: Non-Operating grants and contributions.



SHIRE OF QUAIRADING

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 May 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Monthly Summary Information		
Key Terms and Descriptions - Statutory Reporting Programs		
Statement of Financial Activity by Program		
Key Terms and Descriptions - Nature or Type Descriptions		
Statement of Financial Activity by Nature or Type		
Note 1	Adjusted Net Current Assets	
Note 2	Cash and Financial Assets	
Note 3	Receivables	
Note 4	Other Current Assets	
Note 5	Payables	
Note 6	Rating Revenue	
Note 7	Disposal of Assets	
Note 8	Capital Acquisitions	
Note 9	Borrowings	
Note 10	Reserves	
Note 11	Other Current Liabilities	
Note 12	Operating Grants and Contributions	
Note 13	Non-Operating Grants and Contributions	
Note 14	Bonds & Deposits and Trust Fund	<i>Not Presented</i>
Note 15	Explanation of Material Variances	
Note 16	Budget Amendments	
Note 17	Caravan Park	

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SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2022

KEY INFORMATION

Items of Significance

The material variance adopted by the Shire for the 2021/22 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
PLAN - Land Held for Resale (Capital)	98%	786,000.00	786,000	770,261	15,739
Old Beverley East Road (Capital)	100%	64,782.00	64,782	64,819	(37)
Mount Stirling Road - LRCI Funded	89%	136,857.15	102,642	121,706	(19,064)
Carter - Doodenanning Road (Capital)	96%	78,661.93	78,662	75,858	2,804
Quairading - Corrigin Road (Capital)	1%	606,079.00	606,079	3,693	602,386
Arthur Kelly Village Access Road (Capital)	0%	3,878.00	0	0	0
Livingstone Road - LRCI Funded	100%	94,863.69	94,864	94,864	0
Groves Road Access (Capital)	24%	38,406.00	0	9,054	(9,054)
Winmar Road (R2R)	100%	64,450.00	64,450	64,450	0
Doodenanning - Mawson Road (R2R)	104%	285,458.75	214,092	298,036	(83,944)
Doodenanning - Mawson Road - LRCI Funded Expendit	0%	176,774.00	176,774	0	176,774
Quairading - Cunderdin Road - WSNF Expenditure	36%	299,040.99	224,283	107,153	117,130
Community Park - LRCI Funded Expenditure	16%	220,000.00	220,000	34,373	185,627
Grants, Subsidies and Contributions					
Operating Grants, Subsidies and Contributions	229%	1,158,363	1,155,969	2,655,785	1,499,815
Non-operating Grants, Subsidies and Contributions	37%	1,995,550	757,161	742,226	(14,935)
	108%	3,153,912	1,913,130	3,398,011	1,484,881
Rates Levied	100%	2,371,455	2,371,455	2,371,454	(1)

Financial Position		Prior Year 31 May 2021	Current Year 31 May 2022
Adjusted Net Current Assets	174%	\$ 1,236,841	\$ 2,150,885
Cash and Equivalent - Unrestricted	145%	\$ 1,842,837	\$ 2,680,310
Cash and Equivalent - Restricted	98%	\$ 3,660,513	\$ 3,582,624
Receivables - Rates	86%	\$ 216,765	\$ 186,622
Receivables - Other	29%	\$ 274,852	\$ 78,397
Payables	27%	\$ 879,331	\$ 233,806

% Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2022

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 May 2022
 Prepared by: Leah Horton (EMCS)
 Reviewed by: Nicole Gibbs (CEO)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

SIGNIFICANT ACCOUNTING POLICES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

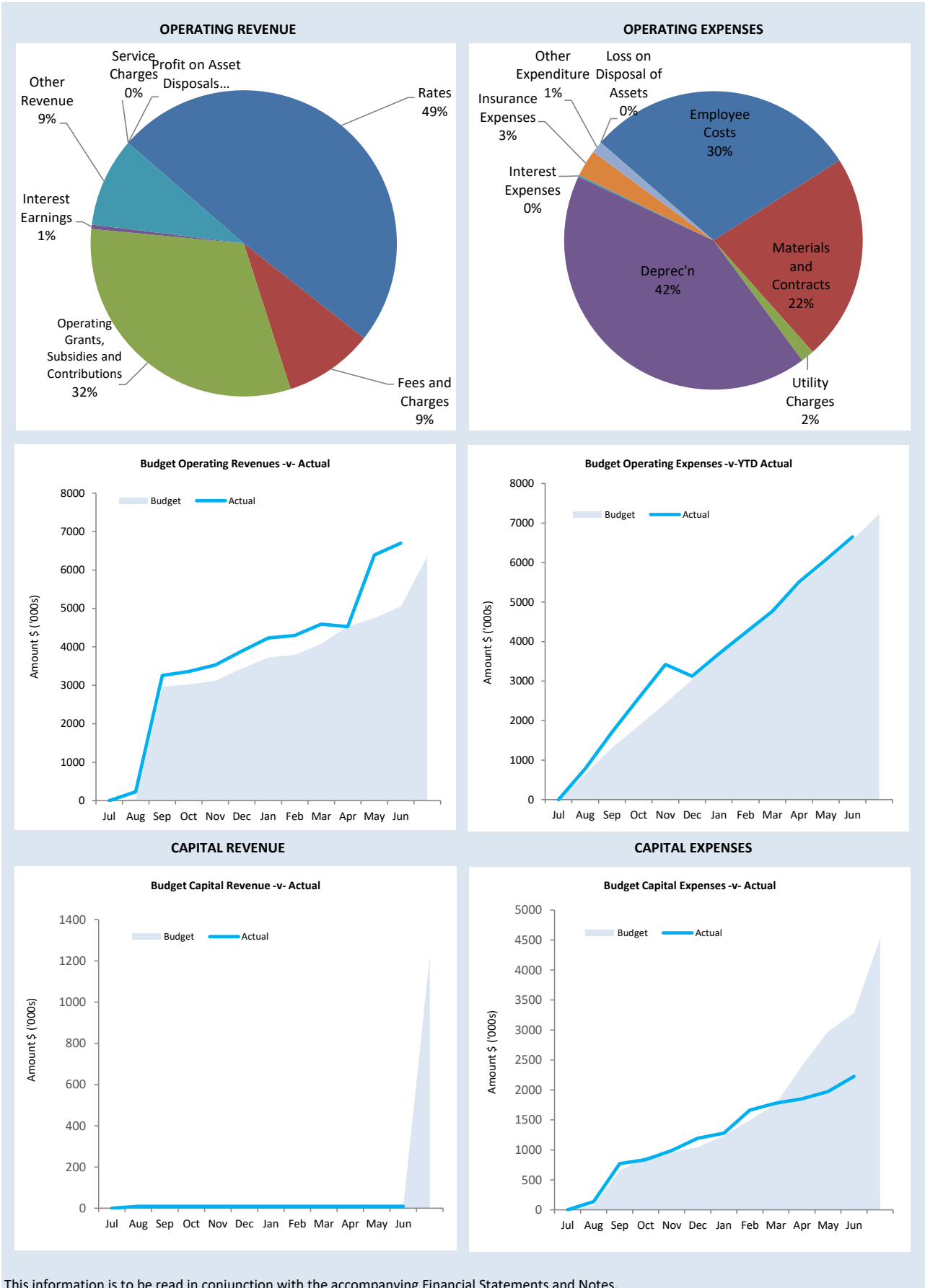
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions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

ROUNDING OFF FIGURES

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

**SHIRE OF QUAIRADING
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2022**

SUMMARY GRAPHS



**SHIRE OF QUAIRADING
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2022**

STATUTORY REPORTING PROGRAMS

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

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

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

STATUTORY REPORTING PROGRAMS

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		\$	\$	\$	\$	\$	%		
Opening Funding Surplus(Deficit)	1	1,468,917	1,515,049	1,515,049	1,515,049	0	0%		
Revenue from operating activities									
Governance		500	5,500	5,458	16,697	11,239	206%	▲	S
General Purpose Funding - Rates	6	2,371,455	2,371,455	2,371,455	2,371,454	(1)	(0%)	▼	
General Purpose Funding - Other		917,150	971,802	968,685	2,481,528	1,512,843	156%	▲	S
Law, Order and Public Safety		195,531	193,231	192,464	218,414	25,950	13%	▲	S
Health		10,879	10,879	9,969	22,799	12,830	129%	▲	S
Education and Welfare		49,559	49,559	45,679	40,681	(4,999)	(11%)	▼	
Housing		116,695	114,095	104,819	102,380	(2,439)	(2%)	▼	
Community Amenities		156,791	156,791	144,162	159,488	15,326	11%	▲	S
Recreation and Culture		23,021	23,021	22,061	26,508	4,448	20%	▲	
Transport		165,653	165,653	163,986	162,701	(1,286)	(1%)	▼	
Economic Services		241,196	246,196	216,700	234,527	17,827	8%	▲	
Other Property and Services		55,407	55,407	51,050	119,685	68,635	134%	▲	S
		4,303,837	4,363,589	4,296,489	5,956,862				
Expenditure from operating activities									
Governance		(753,845)	(856,397)	(784,862)	(713,114)	71,748	9%	▲	
General Purpose Funding		(75,080)	(75,080)	(67,636)	(34,602)	33,034	49%	▲	S
Law, Order and Public Safety		(354,161)	(358,261)	(328,793)	(342,761)	(13,968)	(4%)	▼	
Health		(301,387)	(320,387)	(292,927)	(232,904)	60,023	20%	▲	S
Education and Welfare		(225,350)	(225,350)	(206,364)	(158,245)	48,119	23%	▲	S
Housing		(186,230)	(210,730)	(195,211)	(145,372)	49,839	26%	▲	S
Community Amenities		(503,581)	(512,890)	(454,887)	(424,601)	30,287	7%	▲	
Recreation and Culture		(953,176)	(953,176)	(885,046)	(728,776)	156,270	18%	▲	S
Transport		(2,839,212)	(2,859,212)	(2,581,931)	(2,631,724)	(49,793)	(2%)	▼	
Economic Services		(865,106)	(807,934)	(721,897)	(665,187)	56,710	8%	▲	
Other Property and Services		(31,229)	(51,125)	(48,546)	(572,029)	(523,482)	(1078%)	▼	S
		(7,088,358)	(7,230,543)	(6,568,100)	(6,649,313)				
Operating activities excluded from budget									
Add back Depreciation		2,630,828	2,630,828	2,411,592	2,802,992	391,400	16%	▲	S
Adjust (Profit)/Loss on Asset Disposal	7	70,000	70,000	0	0	0			
Movement in Leave Reserve (Added Back)		1,068	1,068	0	338	338		▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		(82,625)	(165,058)	139,981	2,110,879				
Investing Activities									
Non-operating Grants, Subsidies and Contributions	13	2,822,245	1,995,550	757,161	742,226	(14,935)	(2%)	▼	
Proceeds from Disposal of Assets	7	155,000	155,000	0	0	0			
Land Held for Resale	8	(775,500)	(786,000)	(786,000)	(770,261)	15,739	2%	▲	
Land and Buildings	8	(183,200)	(189,200)	(181,876)	(205,844)	(23,968)	(13%)	▼	S
Plant and Equipment	8	(438,000)	(433,673)	(116,831)	(113,897)	2,934	3%	▲	
Furniture and Equipment	8	(38,000)	(43,760)	(43,760)	(25,706)	18,054	41%	▲	S
Infrastructure Assets - Roads	8	(1,936,346)	(1,849,252)	(1,626,628)	(839,633)	786,994	48%	▲	S
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	(179,418)	(179,418)	(179,418)	(125,073)	54,345	30%	▲	S
Infrastructure Assets - Other	8	(1,086,805)	(246,505)	(241,505)	(36,873)	204,632	85%	▲	S
Infrastructure Assets - Bridges	8	0	0	0	0	0			
Amount attributable to investing activities		(1,660,024)	(1,577,257)	(2,418,856)	(1,375,061)				
Financing Activities									
Proceeds from New Debentures	9	0	0	0	0	0			
Repayment of Debentures	9	(64,386)	(64,386)	(64,386)	(73,614)	(9,228)	(14%)	▼	
Repayment of Lease Financing	9	(33,321)	(33,321)	(30,547)	(28,338)	2,209	7%	▲	
Advances to Community Groups		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		0	10,944	10,944	9,228	(1,716)	(16%)	▼	
Transfer from Reserves	10	1,005,439	1,058,681	0	0	0			
Transfer to Reserves	10	(604,000)	(702,850)	(12,837)	(7,257)	5,580	43%	▲	
Amount attributable to financing activities		303,732	269,068	(96,826)	(99,982)				
Closing Funding Surplus(Deficit)	1	30,001	41,802	(860,652)	2,150,885				

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021/22 year is \$10,000 and 10%.

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

SHIRE OF QUAIRADING**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 31 MAY 2022****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

EXPENSES**EMPLOYEE COSTS**

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

SHIRE OF QUAIRADING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		\$	\$	\$	\$	\$	%		
Opening Funding Surplus (Deficit)	1	1,468,917	1,515,049	1,515,049	1,515,049	0	0%		
Revenue from operating activities									
Rates	6	2,371,455	2,371,455	2,371,455	2,371,454	(1)	(0%)	▼	
Operating Grants, Subsidies and Contributions	12	1,093,711	1,158,363	1,155,969	2,655,785	1,499,815	130%	▲	S
Fees and Charges		461,897	459,297	422,268	453,276	31,009	7%	▲	
Service Charges		0	0	0	0	0			
Interest Earnings		36,026	36,026	33,274	21,972	(11,302)	(34%)	▼	S
Other Revenue		340,749	338,449	313,524	453,847	140,323	45%	▲	S
Profit on Disposal of Assets	7	0	0	0	0	0			
Gain FV Valuation of Assets		0	0	0	0	0			
		4,303,837	4,363,589	4,296,489	5,956,334				
Expenditure from operating activities									
Employee Costs		(2,215,419)	(2,252,593)	(2,065,548)	(1,968,401)	97,147	5%	▲	
Materials and Contracts		(1,620,743)	(1,725,526)	(1,572,800)	(1,491,221)	81,578	5%	▲	
Utility Charges		(227,690)	(228,040)	(209,035)	(95,832)	113,203	54%	▲	S
Depreciation on Non-Current Assets		(2,630,828)	(2,630,828)	(2,411,592)	(2,802,992)	(391,400)	(16%)	▼	S
Interest Expenses		(12,856)	(12,856)	(12,199)	(12,810)	(611)	(5%)	▼	
Insurance Expenses		(191,024)	(191,761)	(183,225)	(192,858)	(9,633)	(5%)	▼	
Other Expenditure		(119,798)	(118,938)	(113,702)	(85,199)	28,503	25%	▲	S
Loss on Disposal of Assets	7	(70,000)	(70,000)	0	0	0			
Loss FV Valuation of Assets		0	0	0	0	0			
		(7,088,358)	(7,230,543)	(6,568,100)	(6,649,313)				
Operating activities excluded from budget									
Add back Depreciation		2,630,828	2,630,828	2,411,592	2,802,992	391,400	16%	▲	S
Adjust (Profit)/Loss on Asset Disposal	7	70,000	70,000	0	0	0			
Movement in Leave Reserve (Added Back)		1,068	1,068	0	338	338		▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0			
Movement in Employee Benefit Provisions		0	0	0	0	0			
Rounding Adjustments		0	0	0	0	0			
Movement Due to Changes in Accounting Standards		0	0	0	0	0			
Fair value adjustments to financial assets at fair value through profit and loss		0	0	0	0	0			
Loss on Asset Revaluation		0	0	0	0	0			
Adjustment in Fixed Assets		0	0	0	0	0			
Amount attributable to operating activities		(82,625)	(165,058)	139,981	2,110,350				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	13	2,822,245	1,995,550	757,161	742,226	(14,935)	(2%)	▼	
Proceeds from Disposal of Assets	7	155,000	155,000	0	0	0			
Land Held for Resale	8	(775,500)	(786,000)	(786,000)	(770,261)	15,739	(2%)	▲	
Land and Buildings	8	(183,200)	(189,200)	(181,876)	(205,844)	(23,968)	(13%)	▼	S
Plant and Equipment	8	(438,000)	(433,673)	(116,831)	(113,897)	2,934	3%	▲	
Furniture and Equipment	8	(38,000)	(43,760)	(43,760)	(25,706)	18,054	41%	▲	S
Infrastructure Assets - Roads	8	(1,936,346)	(1,849,252)	(1,626,628)	(839,633)	786,994	48%	▲	S
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	(179,418)	(179,418)	(179,418)	(125,073)	54,345	30%	▲	S
Infrastructure Assets - Other	8	(1,086,805)	(246,505)	(241,505)	(36,873)	204,632	85%	▲	S
Infrastructure Assets - Bridges	8	0	0	0	0	0			
Amount attributable to investing activities		(1,660,024)	(1,577,257)	(2,418,856)	(1,375,061)				
Financing Activities									
Proceeds from New Debentures		0	0	0	0	0			
Repayment of Debentures	9	(64,386)	(64,386)	(64,386)	(73,614)	(9,228)	(14%)	▼	
Repayment of Lease Financing	9	(33,321)	(33,321)	(30,547)	(28,338)	2,209	7%	▲	
Advances to Community Groups		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal	9	0	10,944	10,944	9,228	(1,716)	(16%)	▼	
Transfer from Reserves	10	1,005,439	1,058,681	0	0	0			
Transfer to Reserves	10	(604,000)	(702,850)	(12,837)	(7,257)	5,580	43%	▲	
Amount attributable to financing activities		303,732	269,068	(96,826)	(99,982)				
Closing Funding Surplus (Deficit)	1	30,001	41,802	(860,652)	2,150,356				

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021/22 year is \$10,000 and 10%.

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

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES

NOTE 1

ADJUSTED NET CURRENT ASSETS

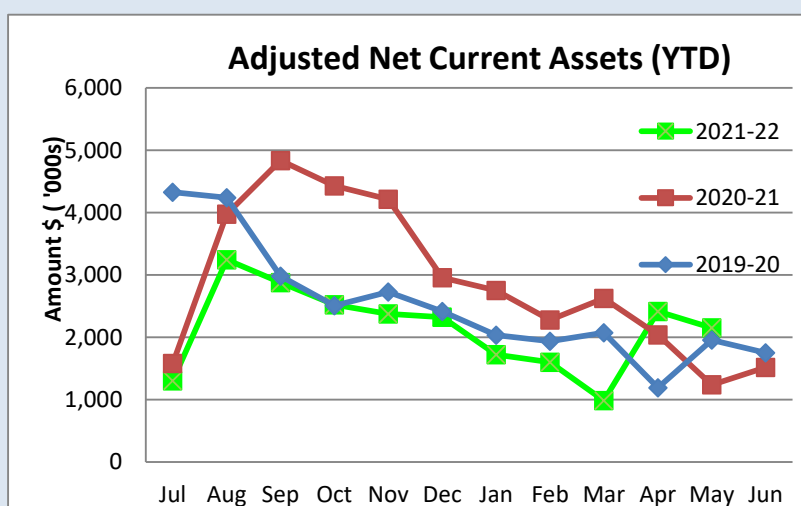
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2021 \$	This Time Last Year 31/05/2021 \$	Year to Date Actual 31/05/2022 \$
Current Assets				
Cash Unrestricted	2	2,240,356	1,842,837	2,680,310
Cash Restricted - Reserves	2	3,575,367	3,660,513	3,582,624
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	207,146	216,765	186,622
Receivables - Other	3	108,674	274,852	78,397
Other Financial Assets	3	10,944	0	1,716
Other Assets Other Than Inventories	4	8,384	2,841	7,770
Inventories	4	5,082	8,304	11,540
		6,155,952	6,006,112	6,548,980
Less: Current Liabilities				
Payables	5	(641,970)	(879,331)	(233,806)
Contract Liabilities	11	(207,679)	(4,795)	(362,772)
Bonds & Deposits	14	(94,222)	(94,166)	(106,794)
Loan Liability	9	(73,614)	0	0
Lease Liability	9	(29,058)	3,198	(6,357)
Provisions	11	(276,993)	(336,198)	(276,993)
		(1,323,537)	(1,311,291)	(986,721)
Less: Cash Reserves	10	(3,575,367)	(3,660,513)	(3,582,624)
Add Back: Component of Leave Liability not Required to be funded		166,273	205,731	166,610
Add Back: Loan Liability		73,614	0	0
Add Back: Lease Liability		29,058	(3,198)	6,357
Less : Loan Receivable - clubs/institutions		(10,944)	(0)	(1,716)
Net Current Funding Position		1,515,049	1,236,841	2,150,885

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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

**This Year YTD****Surplus(Deficit)****\$2.15 M****Last Year YTD****Surplus(Deficit)****\$1.24 M**

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

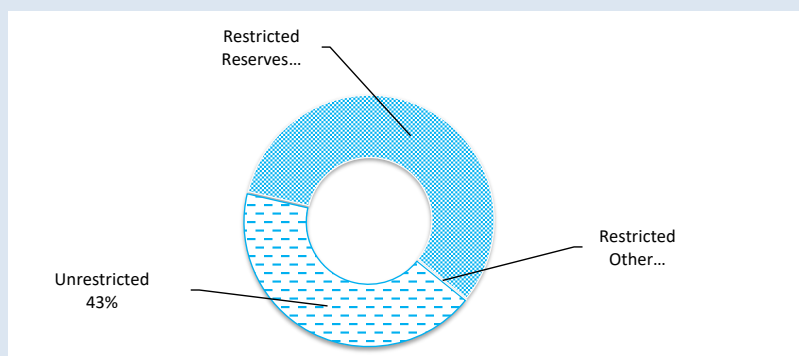
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Cash on Hand - Admin	1,400			1,400	Cash on Hand	Nil	On Hand
Petty Cash - Container Deposit Scheme	3,107			3,107	Cash on Hand	Nil	On Hand
At Call Deposits							
Municipal Cash at Bank	1,642,176			1,642,176	Westpac		Ongoing
Municipal Investment Cash at Bank	420,000			420,000	Westpac	0.01%	Ongoing
Medical Practice Cash at Bank (Closed June 2022)	0			0	Westpac		Ongoing
Childcare Centre Cash at Bank (Closed June 2022)	0			0	Westpac		Ongoing
	0			0	Westpac		Ongoing
Reserve Cash at Bank		54,547		54,547	Westpac	0.01%	Ongoing
Trust Cash at Bank			0	0	Westpac		Ongoing
Term Deposits							
Municipal - Term Deposit Investment 1	308,549			308,549	Westpac	0.29%	5/06/2022
Municipal - Term Deposit Investment 2	305,079			305,079	Westpac	0.24%	3/06/2022
	0			0			
Reserve - Term Deposit Investment 1		963,514		963,514	Westpac	0.40%	4/07/2022
Reserve - Term Deposit Investment 2		622,474		622,474	Westpac	0.28%	22/05/2022
Reserve - Term Deposit Investment 3		1,038,629		1,038,629	Westpac	0.46%	12/07/2022
Reserve - Term Deposit Investment 4		903,460		903,460	Westpac	0.24%	3/06/2022
		0		0			
		0		0			
Investments							
Total	2,680,310	3,582,624	0	6,262,934			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Unrestricted
\$6.26 M	\$3.58 M

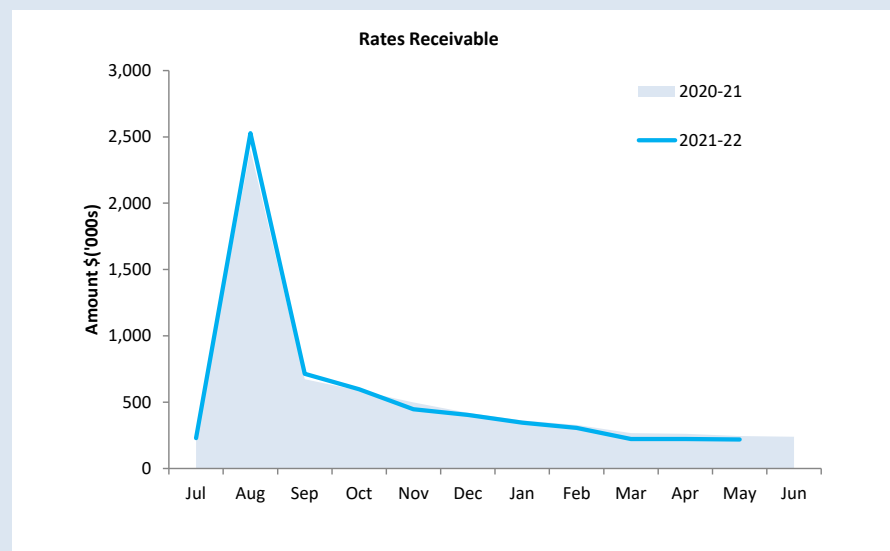
SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2021	31 May 22
	\$	\$
Opening Arrears Previous Years	261,704	239,115
Levied this year	2,423,221	2,472,017
Less Collections to date	(2,445,809)	(2,492,541)
Equals Current Outstanding	239,115	218,591
Net Rates Collectable	239,115	218,591
% Collected	91.09%	91.94%

KEY INFORMATION

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



Collected

92%

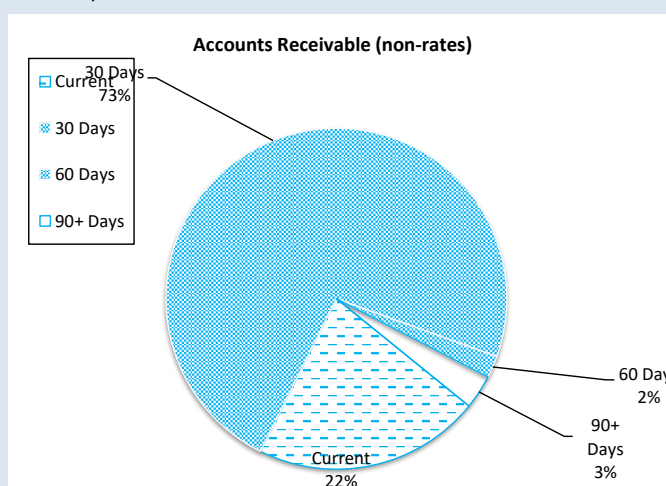
Rates Due

\$218,591

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	14,633	49,749	1,412	2,206	68,000
Percentage	22%	73%	2%	3%	
Balance per Trial Balance					
Sundry Debtors					68,000
Receivables - Other					10,397
Total Receivables General Outstanding					78,397
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due

\$78,397

Over 30 Days

78%

Over 90 Days

3%

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES
 NOTE 4
 OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2021	Asset Increase	Asset Reduction	Closing Balance 31 May 2022
	\$	\$	\$	\$
Other Financial Assets at Amortised Cost				
Financial assets at amortised cost - self supporting loans	10,944	0	(9,228)	1,716
Inventory				
Fuel, Visitor and Rec Centres stock on hand	5,082	6,458	0	11,540
Accrued income and prepayments				
Accrued income and prepayments	8,384	0	(613)	7,770
Total Other Current assets				21,027
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

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

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

CONTRACT ASSETS

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

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

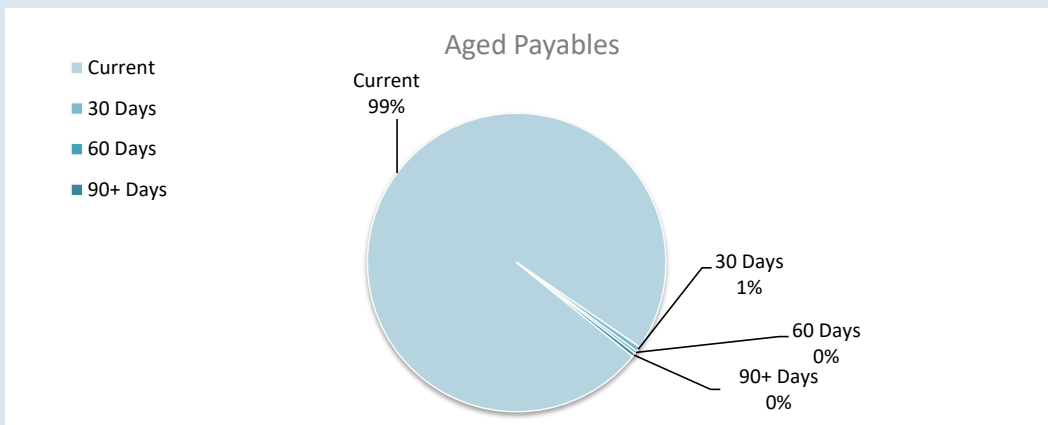
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	144,840	797	445	(572)	145,510
Percentage	99.5%	0.5%	0.3%	-0.4%	
Balance per Trial Balance					
Sundry creditors - General					143,358
Other creditors					(88)
Accruals/Income in Advance					4,365
ATO liabilities					68,734
Other accruals/payables					17,436
Total Payables General Outstanding					233,806

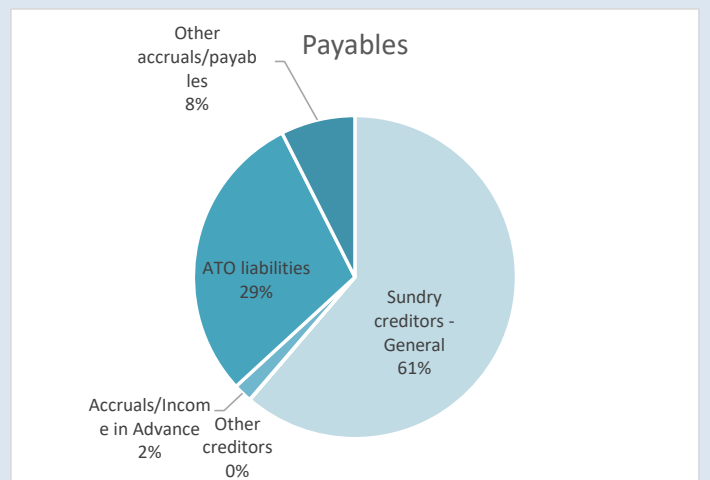
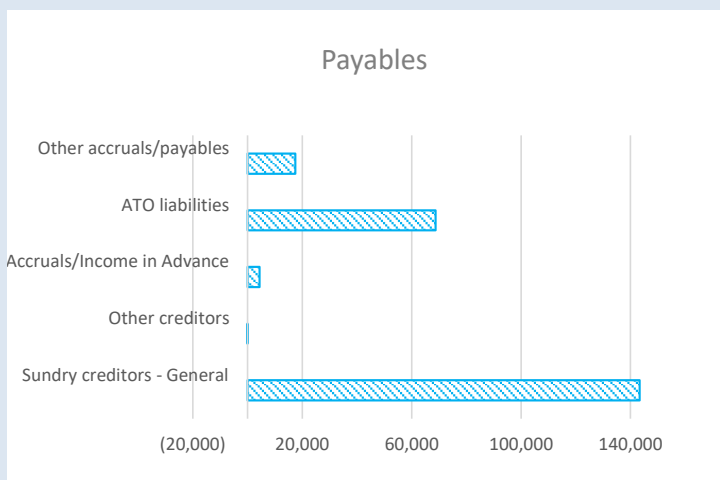
Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Creditors Due
\$233,806
Over 30 Days
0%
Over 90 Days
-0.4%



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross rental valuations											
GRV - Residential	0.138414	315	2,563,032	354,760	0	0	354,760	354,759	0	0	354,759
GRV - Industrial	0.138414	21	275,965	38,197	0	0	38,197	38,197	0	0	38,197
GRV - Commercial	0.138414	11	248,376	34,379	0	0	34,379	34,379	0	0	34,379
Unimproved valuations											
UV - Rural	0.011071	362	167,636,983	1,855,910	0	0	1,855,910	1,855,909	0	0	1,855,909
Sub-Totals		709	170,724,356	2,283,246	0	0	2,283,246	2,283,244	0	0	2,283,244
Minimum Payment											
	\$										
Gross rental valuations											
GRV - Residential	665	61	66,044	40,565	0	0	40,565	40,565	0	0	40,565
GRV - Industrial	665	6	11,115	3,990	0	0	3,990	3,990	0	0	3,990
GRV - Commercial	665	0	0	0	0	0	0	0	0	0	0
Unimproved valuations											
UV - Rural	665	47	1,361,269	31,255	0	0	31,255	31,255	0	0	31,255
Sub-Totals		114	1,438,428	75,810	0	0	75,810	75,810	0	0	75,810
		823	172,162,784	2,359,056	0	0	2,359,056	2,359,054	0	0	2,359,054
Amount from General Rates											
Ex-Gratia Rates							2,359,056				2,359,054
							12,399				12,400
Total Rates							2,371,455				2,371,454

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2022

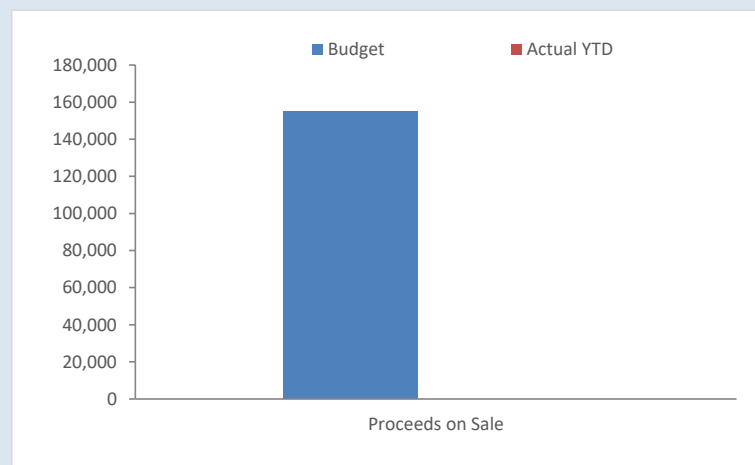
OPERATING ACTIVITIES

NOTE 7

DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land Held for Resale								
1203	Lhfr - Lot 304 (2) Edwards Way	37,000	30,000		(7,000)	0	0		
	Plant and Equipment								
8Q0	Mazda Cx9 Touring Awd	40,000	32,000		(8,000)	0	0		
Q5122	2012 Ud Nissan Truck	80,000	40,000		(40,000)	0	0		
6Q190	Isuzu Dmax 4X4 Ute	40,000	30,000		(10,000)	0	0		
4Q360	2020 Mazda Cx-5 Touring	28,000	23,000		(5,000)	0	0		
		0	0						
		225,000	155,000	0	(70,000)	0	0	0	0

KEY INFORMATION



Proceeds on Sale

Budget	YTD Actual	%
\$155,000	\$0	0%

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MAY 2022

INVESTING ACTIVITIES

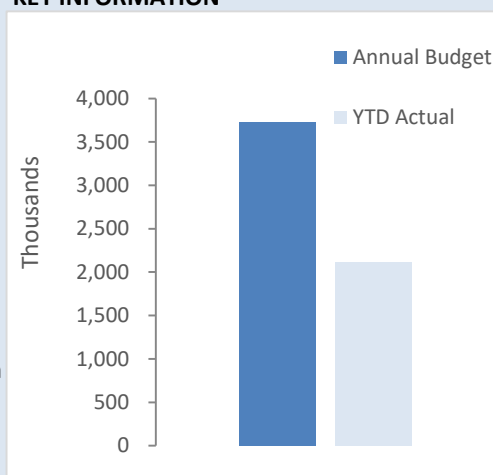
NOTE 8

CAPITAL ACQUISITIONS

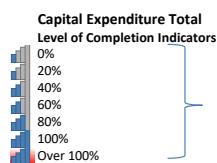
Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	775,500	786,000	786,000	770,261	(15,739)
Land and Buildings	183,200	181,876	189,200	205,844	23,968
Equipment on Reserves	0	0	0	0	0
Plant and Equipment	438,000	116,831	433,673	113,897	(2,934)
Motor Vehicles	0	0	0	0	0
Furniture and Equipment	38,000	43,760	43,760	25,706	(18,054)
Infrastructure Assets - Roads	1,936,346	1,626,628	1,849,252	839,633	(786,994)
Infrastructure Assets - Drainage	0	0	0	0	0
Infrastructure Assets - Footpaths	179,418	179,418	179,418	125,073	(54,345)
Infrastructure Assets - Other	1,086,805	241,505	246,505	36,873	(204,632)
Infrastructure Assets - Bridges	0	0	0	0	0
Capital Expenditure Totals	4,637,269	3,176,017	3,727,807	2,117,287	(1,058,730)
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,822,245	757,161	1,995,550	742,226	(14,935)
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	155,000	0	155,000	0	0
Council contribution - Cash Backed Reserves					
Various Reserves	1,058,681	0	1,058,681	0	0
Council contribution - operations	601,343	2,418,856	518,576	1,375,061	(1,043,795)
Capital Funding Total	4,637,269	3,176,017	3,727,807	2,117,287	(1,058,730)

SIGNIFICANT ACCOUNTING POLICIES

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

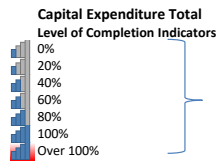
KEY INFORMATION

Acquisitions	Annual Budget	YTD Actual	% Spent
	\$3.73 M	\$2.12 M	57%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$2. M	\$0.74 M	37%



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over
					Annual Budget	Annual Budget	YTD Budget	Total YTD	
					\$	\$	\$	\$	\$
Land Held for Resale									
Community Amenities									
0.98	PLAN - Land Held for Resale (Capital)	4100607	507		(775,500)	(786,000)	(786,000)	(770,261)	15,739
Total - Community Amenities					(775,500)	(786,000)	(786,000)	(770,261)	15,739
0.98	Total - Land Held for Resale				(775,500)	(786,000)	(786,000)	(770,261)	15,739
Buildings - Specialised									
Education & Welfare									
1.02	Youth Centre - Building (Capital)	4080712	512	BC8701	(62,100)	(62,100)	(62,100)	(63,437)	(1,337)
Total - Education & Welfare					(62,100)	(62,100)	(62,100)	(63,437)	(1,337)
Economic Services									
1.16	Caravan Park Reception & Residence - Building (Capital)	4130212	512	BC13240	(81,800)	(87,800)	(80,476)	(102,001)	(21,525)
1.03	Caravan Park Single Occupancy (Backpacker) Units - Building (Cap	4130212	512	BC13247	(39,300)	(39,300)	(39,300)	(40,406)	(1,106)
Total - Economic Services					(121,100)	(127,100)	(119,776)	(142,407)	(22,631)
1.09	Total - Buildings - Specialised				(183,200)	(189,200)	(181,876)	(205,844)	(23,968)
Plant & Equipment									
Governance									
0.49	MEMBERS - Plant & Equipment (Capital)	4040130	530		(88,000)	(88,000)	(46,158)	(43,242)	2,916
Total - Governance					(88,000)	(88,000)	(46,158)	(43,242)	2,916
Recreation & Culture									
1.00	SWIM AREAS - Plant & Equipment (Capital)	4110230	530		(50,000)	(45,600)	(45,600)	(45,583)	17
Total - Recreation & Culture					(50,000)	(45,600)	(45,600)	(45,583)	17
Transport									
0.00	Works Supervisors Vehicle	4120330	530	PE12301	(45,000)	(45,000)	0	0	0
0.00	Loader (Second Hand)	4120330	530	PE12302	(50,000)	(50,000)	0	0	0
0.00	UD Auto Truck	4120330	530	PE12303	(180,000)	(180,000)	0	0	0
1.00	Peruzzo Panther Hi Lift Oval Mower	4120330	530	PE12304	(25,000)	(18,900)	(18,900)	(18,900)	0
Total - Transport					(300,000)	(293,900)	(18,900)	(18,900)	0
Economic Services									
1.00	RURAL - Plant & Equipment (Capital)	4130130	530		0	(6,173)	(6,173)	(6,173)	0
Total - Economic Services					0	(6,173)	(6,173)	(6,173)	0
0.26	Total - Plant & Equipment				(438,000)	(433,673)	(116,831)	(113,897)	2,934
Furniture & Equipment									
Recreation & Culture									
1.00	HALLS - Furniture & Equipment (Capital)	4110120	520		(20,000)	(25,760)	(25,760)	(25,706)	54
Total - Recreation & Culture					(20,000)	(25,760)	(25,760)	(25,706)	54
Other Property & Services									
0.00	ADMIN - Furniture & Equipment (Capital)	4140220	520		(18,000)	(18,000)	(18,000)	0	18,000
Total - Other Property & Services					(18,000)	(18,000)	(18,000)	0	18,000
0.59	Total - Furniture & Equipment				(38,000)	(43,760)	(43,760)	(25,706)	18,054
Infrastructure - Roads									
Transport									
1.00	Old Beverley East Road (Capital)	4120145	540	R2R006	(70,257)	(64,782)	(64,782)	(64,819)	(37)
0.89	Mount Stirling Road - LRCI Funded	4120162	540	LRC012	(136,857)	(136,857)	(102,642)	(121,706)	(19,064)
0.96	Carter - Doodenanning Road (Capital)	4120145	540	R2R026	(78,662)	(78,662)	(78,662)	(75,858)	2,804
0.01	Quairading - Corrigin Road (Capital)	4120149	540	RRG166	(606,079)	(606,079)	(606,079)	(3,693)	602,386
0.00	Arthur Kelly Village Access Road (Capital)	4120141	540	RC999	(3,878)	(3,878)	0	0	0
1.00	Livingstone Road - LRCI Funded	4120163	540	LRC070	(101,847)	(94,864)	(94,864)	(94,864)	0
0.24	Groves Road Access (Capital)	4120142	540	RC998	(38,406)	(38,406)	0	(9,054)	(9,054)
1.00	Winmar Road (R2R)	4120144	540	R2R133	(64,450)	(64,450)	(64,450)	(64,450)	0
1.04	Doodenanning - Mawson Road (R2R)	4120145	540	R2R027	(357,950)	(285,459)	(214,092)	(298,036)	(83,944)
0.00	Doodenanning - Mawson Road - LRCI Funded Expenditure	4120162	540	LRC027	(176,774)	(176,774)	(176,774)	0	176,774
0.36	Quairading - Cunderdin Road - WSFN Expenditure	4120162	540	WSF162	(301,186)	(299,041)	(224,283)	(107,153)	117,130
Total - Transport					(1,936,346)	(1,849,252)	(1,626,628)	(839,633)	786,994
0.45	Total - Infrastructure - Roads				(1,936,346)	(1,849,252)	(1,626,628)	(839,633)	786,994
Infrastructure - Footpaths									
Transport									
1.06	McLennan Street (Harris St - Stacey St) - Footpath Capital LRCI Funded Expenditure	4120170	560	FC123A	(105,498)	(105,498)	(105,498)	(111,717)	(6,219)
0.18	McLennan Street (Wood St - Heal St) - Footpath Capital LRCI Funded Expenditure	4120170	560	FC123B	(73,920)	(73,920)	(73,920)	(13,356)	60,564
Total - Transport					(179,418)	(179,418)	(179,418)	(125,073)	54,345
0.70	Total - Infrastructure - Footpaths				(179,418)	(179,418)	(179,418)	(125,073)	54,345



Percentage YTD Actual to Annual Budget
 Expenditure over budget highlighted in red.

% of

Completion Level of completion indicator, please see table at the top of this note for further detail.

Assets	Account Number	Balance Sheet Category	Job Number	Adopted	Amended		Total YTD	Variance (Under)/Over	
				Annual Budget	Annual Budget	YTD Budget			
				\$	\$	\$	\$	\$	
Infrastructure - Other									
Community Amenities									
0.00	Electric Car Charging Station (Capital)	4100790	590	OC10704	(10,000)	(10,000)	(10,000)	0	10,000
Total - Community Amenities					(10,000)	(10,000)	(10,000)	0	10,000
Recreation And Culture									
0.50	Construction Hall Carpark LRCI Funded Expenditure	4110190	590	OC11101	(328,000)	(5,000)	(5,000)	(2,500)	2,500
0.00	Hockey Lights Retention (Capital)	4110390	590	OC11331	(5,000)	(5,000)	0	0	0
1.00	Salmon Gums Trails Trails WA Funded Expenditure	4110390	590	OC11339	(17,300)	0	0	0	0
1.00	Community Park Lotterywest Funded Expenditure (Use LRC11322)	4110390	590	PC11322	(720,000)	0	0	0	0
0.16	Community Park - LRCI Funded Expenditure	4110390	590	LRC11322	0	(220,000)	(220,000)	(34,373)	185,627
Total - Recreation And Culture					(1,070,300)	(230,000)	(225,000)	(36,873)	188,127
Transport									
0.00	ROADC - Infrastructure Other (Capital)	4120190	590		(3,720)	(3,720)	(3,720)	0	3,720
0.00	AERO - Infrastructure Other (Capital)	4120690	590		(2,785)	(2,785)	(2,785)	0	2,785
Total - Transport					(6,505)	(6,505)	(6,505)	0	6,505
Economic Services									
1.00	Town Clock (Capital)	4130290	590	OC13202	0	0	0	0	0
1.00	Toapin Weir (Capital)	4130290	590	OC13210	0	0	0	0	0
Total - Economic Services					0	0	0	0	0
0.15	Total - Infrastructure - Other				(1,086,805)	(246,505)	(241,505)	(36,873)	204,632
0.57	Grand Total				(4,637,269)	(3,727,807)	(3,176,017)	(2,117,287)	1,058,730

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SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

FINANCING ACTIVITIES
NOTE 9
LOAN DEBENTURE BORROWINGS AND FINANCING

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2021	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport													
Loan 118 - Depot Building	341,872	0	0	0	48,332	48,332	48,332	293,540	293,540	293,540	9,886	10,028	10,028
Economic Services													
Loan 119 - Park Cottages	128,885	0	0	0	14,338	14,338	14,338	114,547	114,547	114,547	1,687	1,855	1,855
	470,758	0	0	0	62,670	62,670	62,670	408,087	408,088	408,088	11,573	11,883	11,883
Self supporting loans													
Recreation and Culture													
Loan 115 - Bowling Club	9,228	0	0	0	9,228	0	0	0	9,228	9,228	16	0	0
Loan 117 - Golf Club	3,503	0	0	0	1,716	1,716	1,716	1,787	1,787	1,787	102	126	126
	12,731	0	0	0	10,944	1,716	1,716	1,787	11,015	11,015	119	126	126
Total	483,488	0	0	0	73,614	64,386	64,386	409,874	419,102	419,102	11,691	12,009	12,009
Current loan borrowings	73,614							0					
Non-current loan borrowings	409,874							409,874					
	483,488							409,874					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

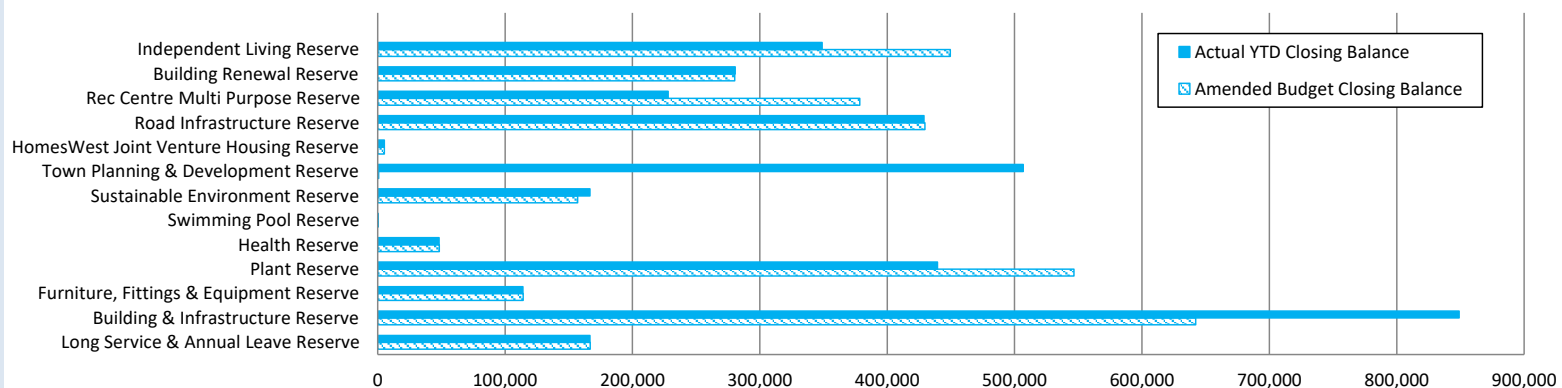
Particulars/Purpose	01 Jul 2021	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, Order & Public Safety													
Lease 2 - CESM Vehicle	69,453	0	0	0	23,645	29,779	29,779	45,808	39,674	39,674	592	695	695
Economic Services													
Lease 4 - Skeleton Weed Vehicle	0	59,255	0	0	4,693	0	0	54,562	0	0	526	0	0
Other Property & Services													
Lease 3 - Canon Photocopier	9,892	0	0	0	0	3,542	3,542	9,892	6,350	6,350	0	152	152
	79,345	59,255	0	0	28,338	33,321	33,321	110,262	46,024	46,024	1,118	847	847
Total	79,345	59,255	0	0	28,338	33,321	33,321	110,262	46,024	46,024	1,118	847	847
Current financing borrowings	29,058							6,357					
Non-current financing borrowings	50,287							103,905					
	79,345							110,262					

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service & Annual Leave Reserve	166,273	642	338	0	0	0	0	166,915	166,610
Building & Infrastructure Reserve	847,541	3,209	1,435	0	0	(208,481)	0	642,269	848,976
Furniture, Fittings & Equipment Reserve	113,811	439	231	0	0	0	0	114,250	114,042
Plant Reserve	438,580	1,893	890	363,100	0	(256,900)	0	546,673	439,471
Health Reserve	48,120	186	98	0	0	0	0	48,306	48,218
Swimming Pool Reserve	264	1	1	0	0	0	0	265	264
Sustainable Environment Reserve	166,380	642	338	0	0	(10,000)	0	157,022	166,717
Town Planning & Development Reserve	505,724	2,629	1,027	75,750	0	(583,300)	0	803	506,751
HomesWest Joint Venture Housing Reserve	5,266	20	11	0	0	0	0	5,286	5,276
Road Infrastructure Reserve	427,983	1,652	869	0	0	0	0	429,635	428,852
Rec Centre Multi Purpose Reserve	227,527	875	462	150,000	0	0	0	378,402	227,989
Building Renewal Reserve	279,726	471	853	0	0	0	0	280,197	280,579
Independent Living Reserve	348,172	1,341	707	100,000	0	0	0	449,513	348,878
	3,575,367	14,000	7,257	688,850	0	(1,058,681)	0	3,219,536	3,582,624

KEY INFORMATION

Note 10 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2021	Liability Increase	Liability Reduction	Closing Balance 31 May 2022
		\$	\$	\$	\$
Contract Liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	5,734	34,664	(28,095)	12,303
- non-operating	13	201,945	583,053	(434,529)	350,469
Total unspent grants, contributions and reimbursements		207,679	617,717	(462,624)	362,772
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
Total current unspent grants, contributions and reimbursements		207,679	617,717	(462,624)	362,772
Provisions					
Annual leave		177,142	0	0	177,142
Long service leave		99,851	0	0	99,851
Total Provisions		276,993	0	0	276,993
Total Other Current Liabilities					639,765
Amounts shown above include GST (where applicable)					

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

CONTRACT LIABILITIES

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

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 May 2022	Current Liability 31 May 2022	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies									
DLGSC Chart of Accounts (COA) Implementation Grant	0	0	0	0	0	0	5,000	5,000	5,000
General purpose funding									
Grants Commission - General/Roads (WALGGC)	0	0	0	0	0	590,714	627,608	627,608	1,601,489
Grants Commission - Roads (WALGGC)	0	0	0	0	0	284,336	302,094	302,094	841,149
Law, order, public safety									
DFES Grant - Operating Bush Fire Brigade	0	34,664	(22,361)	12,303	12,303	42,870	42,870	42,870	22,361
DFES Grant - Adverse Event Plan	0	0	0	0	0	1,000	1,000	917	0
Health									
Medical Practice Grant - Nursing Staff	0	0	0	0	0	10,000	10,000	9,163	22,069
Education and welfare									
Youth Centre Program Grant	0	0	0	0	0	2,500	2,500	2,299	0
Better Choices Program Grant	939	0	(939)	0	939	(0)	(0)	418	939
Community amenities									
NRM Community Stewardship Grant - Combating Vegetation Decline	4,795	0	(4,795)	0	4,795	0	0	0	4,795
Recreation and culture									
Grant - Toddler Learn to Swim	0	0	0	0	0	2,000	2,000	2,000	2,000
Direct Grant (MRWA)	0	0	0	0	0	145,653	145,653	145,653	145,653
Economic services									
Grant - COVID-19 Vaccination Community Program	0	0	0	0	0	0	5,000	4,945	3,445
	5,734	34,664	(28,095)	12,303	18,037	1,079,073	1,143,725	1,142,967	2,648,900
Operating Contributions									
Other property and services									
Admin staff contributions to vehicle running costs	0	0	0	0	0	5,824	5,824	5,335	6,239
PWO staff contributions to vehicle running costs	0	0	0	0	0	8,814	8,814	8,085	0
	0	0	0	0	0	14,638	14,638	13,420	6,239
TOTALS	5,734	34,664	(28,095)	12,303	18,037	1,093,711	1,158,363	1,156,387	2,655,139

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

NOTE 13**NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 May 2022	Current Liability 31 May 2022	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies									
Education and welfare									
DCP Grant - Youth Centre Upgrades	0	0	0	0	0	60,000	60,000	60,000	60,000
Recreation and culture									
LRCI Grant - Construction Hall Carpark	201,945	0	(2,500)	199,445	199,445	288,492	0	0	2,500
Trails WA Grant - Salmon Gums Trail	0	0	0	0	0	17,300	0	0	0
Lotterywest Grant - Community Park	0	0	0	0	0	645,000	0	0	0
LRCIP Grant - Community Park	0	0	0	0	0	0	166,891	0	0
Transport									
RTR Grant - Doodenanning - Mawson Construction	0	133,977	(133,977)	0	0	292,355	133,977	133,977	133,977
RTR Grant - Winmar (Junction) Rd Drainage	0	64,450	(64,450)	0	0	64,450	64,450	64,450	64,450
RTR Grant - East Beverley Carry Forward	0	70,257	(64,819)	5,438	5,438	70,257	53,000	53,000	64,819
RTR Grant - Carter - Doodenanning Road	0	64,175	(64,175)	0	0	64,175	64,175	64,175	64,175
RRG Grant - Quairading - Corrigin Road	0	149,279	(3,693)	145,586	145,586	375,000	375,000	0	3,693
LRCIP Grant - Mt Stirling Rd Resheet	0	0	0	0	0	136,857	136,857	0	0
LRCIP Grant - Doodenanning - Mawson Rd Reseal	0	0	0	0	0	176,774	176,774	0	0
LRCIP Grant - Livingston Rd Resheet	0	0	0	0	0	101,847	101,847	0	0
LRCIP Grant - Mclennan St Footpath (Harris St - Stacey St)	0	0	0	0	0	105,498	111,718	111,718	0
LRCIP Grant - Mclennan St Footpath (Wood St - Heal St)	0	0	0	0	0	73,920	29,841	29,841	0
WSFN Grant - Stage 4 - Quairading-Cunderdin (Includes Stage 3)	0	100,915	(100,915)	0	0	281,020	281,020	0	100,915
RADS Grant - Airstrip Upgrade	0	0	0	0	0	0	0	0	7,697
Economic services									
DCP Grant - Caravan Park Reception	0	0	0	0	0	50,000	50,000	50,000	50,000
DCP Grant - Single Occupancy Units	0	0	0	0	0	19,300	19,300	19,300	19,300
DCP Grant - Funding expended in 20/21	0	0	0	0	0	0	170,700	170,700	170,700
	201,945	583,053	(434,529)	350,469	350,469	2,822,245	1,995,550	757,161	742,226
Non-Operating Contributions									
Community amenities									
Total Non-operating grants, subsidies and contributions	201,945	583,053	(434,529)	350,469	350,469	2,822,245	1,995,550	757,161	742,226

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

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

The material variance adopted by Council for the 2021/22 year is \$10,000 and 10%.

Favourable Variance. ▲
Unfavourable Variance. ▼

Reporting Program	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Governance	11,239	206%	▲	S	Permanent	Reimbursement from LGIS (Insurer) not budgeted for. Monies relate to a rebate to be used on risk management expenditure (endorsed by Council in May OCM for refund and expenditure).
General Purpose Funding - Other	1,512,843	156%	▲	S	Permanent	Timing of financial assistance grant income in advance for this program due to receiving early allocation for 2022/23 funding.
Law, Order and Public Safety	25,950	13%	▲	S	Timing	The CESM expenditure is higher than budgeted and therefore the recoup of costs has also increased. We have more reimbursements from MOU participants than budgeted for.
Health	12,830	129%	▲	S	Timing	Increased grant funding received for the Nurse Workforce Incentive Program (WIP) as monies were accidentally paid direct to the medical practice for the previous financial year and have since been reimbursed to the Shire. Additional funds were unbudgeted.
Community Amenities	15,326	11%	▲	S	Timing	Actual domestic tipping fees, refuse collection charges, commercial collection and tipping fees are higher than budgeted.
Other Property and Services	68,635	134%	▲	S	Permanent	Income received that was not budgeted for relating to salaries and wages, being; workers compensation reimbursements and parental leave reimbursements. Increased private works income over what was budgeted for.
Expenditure from operating activities						
General Purpose Funding	33,034	49%	▲	S	Timing	Lower than budgeted costs for rates valuation expenses, debt collection charges and lower than budgeted admin allocation costs due to COA restructure and expenditure moving programs).
Health	60,023	20%	▲	S	Timing	Medical Centre operations costs and building maintenance actuals less than budgeted. There was a mid-year budget review for the Medical Centre (training costs) that have not yet been spent.

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

NOTE 15

EXPLANATION OF SIGNIFICANT VARIANCES

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Favourable Variance. ▲
Unfavourable Variance. ▼

Reporting Program	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Education and Welfare	48,119	23%	▲	S	Timing	Childcare centre building maintenance costs less than budgeted. Actual consultancy costs for Independent Living Units Concept Plans lower than budget. Youth Centre running costs lower than budgeted.
Housing	49,839	26%	▲	S	Timing	Significantly lower than budgeted expenditure on other housing building maintenance (housing for persons other than staff). Offset slightly by increased depreciation costs due to depreciation rates changing from the budget to the take up of the Fair Value Valuations.
Recreation and Culture	156,270	18%	▲	S	Timing	Lower than budgeted building maintenance and operating costs for Town Halls, Community and Sporting Buildings, Swimming Pool. Lower than budgeted costs for the Swimming Pool additional hours (early open and swimming lessons). Timing of expenses less than budget phasing relating to Oval and Ground Maintenance costs being less than expected due to staff turnover/vacancies. Depreciation costs lower than budgeted due to the take-up of the Fair Value Valuations and the amended depreciation rates. Variances with admin allocations budgets vs actuals due to the changing of expenditure between sub-programs and programs for the COA conversion. Community Grants Scheme expenditure behind budget.

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

NOTE 15

EXPLANATION OF SIGNIFICANT VARIANCES

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The material variance adopted by Council for the 2021/22 year is \$10,000 and 10%.

Favourable Variance. ▲
Unfavourable Variance. ▼

Reporting Program	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Other Property and Services	(523,482)	(1078%)	▼	S	Timing	<p>Variations with various admin allocations budgets vs actuals due to the changing of expenditure between sub-programs and programs for the COA conversion, \$1,035m was budgeted to be recovered into sub-program ADMIN, however only \$768k has been actually recovered to May EOM. This is because it has been recovered in other sub-programs due to the reallocation as seen by the increased revenue variances above for multiple areas.</p> <p>For sub-program PWO (public works overheads) budgeted recovery amount was \$642k, however only \$449k has been actually recovered to May EOM. Admin allocations were set at the beginning of the year, these allocations transfer actual costs to allocation budgets, however these were set in the old COA and upon conversion expenditure moved. Costs and allocations equal zero, however when expenditure has moved allocations have varied for the budget. This is an accounting entry only and not a true cost variance. This will be corrected for the next financial year in the new budget with new allocation calculations and distributions.</p> <p>Expenditure for private works increased (offset by increased revenue). Employee costs (salaries) slightly above budget for ADMIN however quite below budget for Public Works (depot) due to vacancies. Increased expenses for workers compensation and parental leave. Timing of costs relating to information management (subscriptions and annual licence fees), increased costs for motor vehicle expenses than budgeted, increased costs for plant parts, repairs, fuel, oils and insurance. Increased depreciation costs due to depreciation rates changed from budget due to the take-up of the Fair Value Valuations.</p>

SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

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

The material variance adopted by Council for the 2021/22 year is \$10,000 and 10%.

Favourable Variance. ▲
Unfavourable Variance. ▼

Reporting Program	Var. \$	Var. %	Var. ▲ ▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Investing Activities						
Non-operating Grants, Subsidies and Contributions	(14,935)	(2%)	▼		Permanent	Additional Drought Communities Funding Grant Payment received over budgeted income amount.
Land and Buildings	(23,968)	(13%)	▼	S	Timing	Increased expenditure on Youth Centre, Caravan Park Reception and Single Persons Unit capital works jobs than budgeted for.
Furniture and Equipment	18,054	41%	▲	S	Permanent	Capital expenditure for laptops moved to operating expenses due to being under the \$5,000 threshold. Laptops to not be registered as assets, but placed on the "Portable and Attractive Items" Register as per the FM Regulations.
Infrastructure Assets - Roads	786,994	48%	▲	S	Timing	Timing of roadworks for multiple jobs; Quairading-Corrigin Road, Doodenanning-Mawson and Quairading-Cunderdin Road behind budget phasing (works incomplete or not started). Will change once works proceed. Works for Mt Stirling Road ahead of budget schedule. Works for Doodenanning-Mawson Road (R2R Funding) spend over budget.
Infrastructure Assets - Footpaths	54,345	30%	▲	S	Timing	Footpath works on McLennan St (Harris to Stacey) above budget. Footpath works on McLennan St (Wood to Heal) behind budget phasing.
Infrastructure Assets - Other	204,632	85%	▲	S	Timing	Timing of expenses relating to Community Park due to the delay experienced while investigating options for a Skate Park, expected to increase in June. Timing of retention claims not finalised (will be finalised in June), Electric Car charging station expenditure not spent (but budgeted).

SHIRE OF QUAIRADING
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MAY 2022

NOTE 16
 BUDGET AMENDMENTS

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
		Budget Adoption		Closing Surplus/(Deficit)			30,002	30,002
		<i>Opening surplus adjustment (Adjusted 2020/21 Closing Balance)</i>	74-21/22				46,132	76,134
2100691		Land Held for Resale - Lot 304 (2) Edwards Way - Expected Loss on Sale of Asset 1203	74-21/22	Operating Expenses	(7,000)			76,134
2040191		Plant and Equipment - Mazda Cx9 - Expected Loss on Sale of Asset 8Q0	74-21/22	Operating Expenses	(8,000)			76,134
2120391		Plant and Equipment - 2012 Ud Nissan Truck - Expected Loss on Disposal of Asset Q5122	74-21/22	Operating Expenses	(40,000)			76,134
2120391		Plant and Equipment - Isuzu Dmax 4X4 Ute - Expected Loss on Disposal of Asset 6Q190	74-21/22	Operating Expenses	(10,000)			76,134
2140291		Plant and Equipment - 2020 Mazda Cx-5 Touring - Expected Loss on Sale of Asset 4Q360	74-21/22	Operating Expenses	(5,000)			76,134
2050165		FESA Levy - Duplication	74-21/22	Operating Expenses		3,900		80,034
2140204		Staff Training Expenses	74-21/22	Operating Expenses			(5,000)	75,034
2040252		Accounting Support Expenses - Consultant Support Costs	74-21/22	Operating Expenses			(10,990)	64,044
2040252		Accounting Support Expenses - New Chart of Accounts (COA)	74-21/22	Operating Expenses			(47,340)	16,704
3040210		Accounting Support Grant - New Chart of Accounts Funding Available	74-21/22	Operating Revenue		5,000		21,704
2040252		Accounting Support Expenses - New Monthly Financial Reporting Template following new COA	74-21/22	Operating Expenses			(7,500)	14,204
2090189	BM9107	74 McLennan Street Expenses - Airconditioning	74-21/22	Operating Expenses			(7,500)	6,704
2090189	BM9108	8 Murphy Street Expenses - Mould Cleaning & Testing	74-21/22	Operating Expenses			(8,500)	(1,796)
3090220		8 Murphy Street Income Loss	74-21/22	Operating Revenue			(2,600)	(4,396)
2090289	BM9208	7 Edwards Way Expenses - Blinds & Flooring	74-21/22	Operating Expenses			(8,500)	(12,896)
2040116		Election Expenses	74-21/22	Operating Expenses		4,750		(8,146)

GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
2100556		NRM Small Community Grant - Unspent Grant Funding Returned	74-21/22	Operating Expenses			(4,795)	(12,941)
3030210		Grants Commission (FAG's) Income	74-21/22	Operating Revenue		54,652		41,711
4120330	PE12304	Peruzzo Panther Hi-Lift Oval Mower Purchase	74-21/22	Capital Expenses		6,100		47,811
5030281		Peruzzo Panther Hi-Lift Oval Mower Funded from Reserves	74-21/22	Capital Revenue			(6,100)	41,711
4110120		Town Hall Table & Chairs Purchase	74-21/22	Capital Expenses			(5,760)	35,951
4100607		Light Industrial Area Subdivision Expenses	74-21/22	Capital Expenses			(10,500)	25,451
3130210		Community Drought Grant Income Carryover 2020/21	74-21/22	Capital Revenue		170,700		196,151
4120162	WSF162	Wheatbelt Secondary Freight Network (WSFN) Stage 4 Expenses	74-21/22	Capital Expenses		2,145		198,296
3120110		East Beverley Carry Forward Grant Funding Reduction	74-21/22	Capital Revenue			(17,257)	181,039
4120141	RC006	Old East Beverley Expenses Reduction	74-21/22	Capital Expenses		5,475		186,514
3110500		Roads to Recovery (R2R) Grant Funding Reduction	74-21/22	Capital Revenue			(158,378)	28,136
4120145	R2R027	Roads to Recovery (R2R) Expenses Reduction	74-21/22	Capital Expenses		105,491		133,627
4030281		Town Planning and Development Reserve Budget Error	74-21/22	Capital Revenue			(75,750)	57,877
4030281		Plant Reserve Budget Error	74-21/22	Capital Revenue			(23,100)	34,777
5030281		Building and Infrastructure Reserve Budget Error	74-21/22	Capital Revenue		98,850		133,627
5110359		Self-Supporting Loan 115 Principal Income Error (not Budgeted)	74-21/22	Capital Revenue		9,228		142,855
5110360		Self-Supporting Loan 117 Principal Income Error (not Budgeted)	74-21/22	Capital Revenue		1,716		144,571
2050311		CCTV System - Upgraded Hardware	149-21/22	Operating Expenses			(8,000)	136,571
3050701		CESM MOU Income Adjustment - Kellerberrin Withdrawal	149-21/22	Operating Revenue			(2,300)	134,271
2040141		InfoCouncil Software	149-21/22	Operating Expenses			(18,072)	116,199
2040252		Rates EOY Consultant	149-21/22	Operating Expenses			(5,400)	110,799
2140221		IT Vision emailing Payslips Implementation	149-21/22	Operating Expenses			(1,909)	108,890
2040252		2022/2023 Budget Template (Management Budget)	149-21/22	Operating Expenses			(18,000)	90,890
2130240	W13217	Quairading Website Redevelopment	149-21/22	Operating Expenses			(10,000)	80,890
2130240	W13208	Dangin Heritage Signage Project Removal	149-21/22	Operating Expenses		10,000		90,890
2100652		Old School Site Project Finalisation	149-21/22	Operating Expenses			(10,000)	80,890

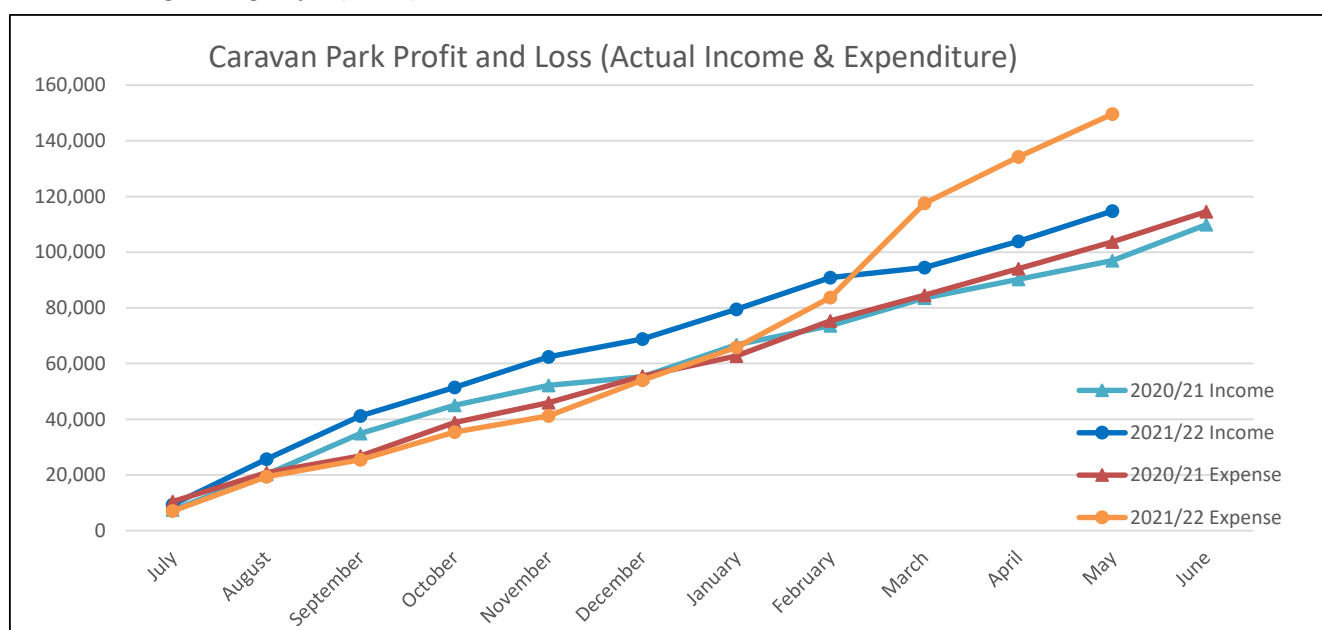
GL Code	Job #	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	173 of 358
					Adjustment	Cash	Available Cash	Amended Budget Running Balance
					\$	\$	\$	\$
2130240	W13209	Quairading Dollars Project Removal	149-21/22	Operating Expenses		10,000		90,890
2140200		Executive Management Team Salary Parity	149-21/22	Operating Expenses			(12,988)	77,903
2130600		Community Trainee Salary Budget	149-21/22	Operating Expenses		20,000		97,903
2130111	W13101	Noxious Weed/Pest Control Unspent Money	149-21/22	Operating Expenses		20,000		117,903
2120211	RM000	Road Maintenance - Increased costs	149-21/22	Operating Expenses			(20,000)	97,903
2070765		Medical Centre - Nurse 4 days per week	149-21/22	Operating Expenses			(16,000)	81,903
2070765		Medical Centre Accreditation training	149-21/22	Operating Expenses			(3,000)	78,903
2100111		Hard Rubbish Collection	149-21/22	Operating Expenses		5,486		84,389
2130665		COVID-19 Roll-out funding - Increased costs for Community and Grants	149-21/22	Operating Expenses			(5,000)	79,389
3130610		COVID-19 Roll-out funding - Indigenous Vaccination Grant	149-21/22	Operating Revenue		5,000		84,389
2130266	W13220	Caravan Park Reception - Increased capital funding required	149-21/22	Operating Expenses		6,000		90,389
4130212	BC13246	Caravan Park Reception - Increased capital funding required	149-21/22	Capital Expenses			(6,000)	84,389
2130112		Skeleton Weed - Capital Purchase implications from vehicle	149-21/22	Operating Expenses		6,173		90,561
4130130		Skeleton Weed - Capital Purchase implications from vehicle	149-21/22	Capital Expenses			(6,173)	84,389
4110390	OC11339	Salmon Gums Project Removal - Expenses	149-21/22	Capital Expenses		17,300		101,689
3110310	OCI11339	Salmon Gums Project Removal - Income	149-21/22	Capital Revenue			(17,300)	84,389
4110190	OC11101	LRCI Project - Hall Carpark Phase 2 moved to Phase 3	149-21/22	Capital Expenses		323,000		407,389
5030281		LRCI Project - Portion Funded by Reserves	149-21/22	Capital Revenue			(39,508)	367,881
3120113		LRCI Funding Budget Allocation	149-21/22	Capital Revenue			(326,351)	41,529
4110390	PC11322	Community Park Expenses	149-21/22	Capital Expenses		500,000		541,529
3110310	PCI11322	Community Park Grant Funding	149-21/22	Capital Revenue			(478,109)	63,420
4110230		Pool Heating Project - Cost Reduction	149-21/22	Capital Expenses		4,400		67,820
4120145	R2R027	Doodenanning - Mawson Road (R2R)	149-21/22	Capital Expenses			(33,000)	34,820
4120142	RC070	Livingstone Road Resheeting Projects	149-21/22	Capital Expenses		6,983		41,803
					(70,000)	1,402,349	(1,360,545)	41,803

KEY INFORMATION

SHIRE OF QUAIRADING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

NOTE 17
CARAVAN PARK

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	YTD Budget (Amended)	YTD Var %	Annual Budget (Original)	Annual Budget (Amended)	Annual (Amd) Var %
INCOME							
Caravan Park Charges*	697	\$ 44,383.84	\$ 27,000.00	164%	\$ 36,000.00	\$ 36,000.00	123%
Cabin and Unit Charges*	439	\$ 70,409.84	\$ 56,250.00	125%	\$ 75,000.00	\$ 75,000.00	94%
TOTAL INCOME	1136	\$ 114,793.68	\$ 83,250.00	138%	\$ 111,000.00	\$ 111,000.00	103%
EXPENDITURE							
Caravan Park							
Wages		\$ 42,881.47	\$ 28,105.38	153%	\$ 37,473.84	\$ 37,473.84	114%
Materials, Contracts & Operations		\$ 40,461.72	\$ 28,642.59	141%	\$ 44,190.12	\$ 38,190.12	106%
Utilities & Insurance		\$ 6,060.20	\$ 13,349.79	45%	\$ 17,799.72	\$ 17,799.72	34%
Caravan Park Total		\$ 89,403.39	\$ 70,097.76	128%	\$ 99,463.68	\$ 93,463.68	96%
Cabins (3x 2 bedroom Cabins)							
Wages & O/H		\$ 23,319.46	\$ 23,087.52	101%	\$ 30,783.36	\$ 30,783.36	76%
Materials & Contracts		\$ 3,594.31	\$ 5,273.91	68%	\$ 7,031.88	\$ 7,031.88	51%
Utilities & Insurance		\$ 2,359.67	\$ 8,081.91	29%	\$ 10,775.88	\$ 10,775.88	22%
Cabins Total		\$ 29,273.44	\$ 36,443.34	80%	\$ 48,591.12	\$ 48,591.12	60%
Caretaker Reception							
Wages		\$ 1,048.12	\$ 9,837.99	11%	\$ 13,117.32	\$ 13,117.32	8%
Materials, Contracts & O/H		\$ 13,667.29	\$ 11,056.86	124%	\$ 14,742.48	\$ 14,742.48	93%
Utilities & Insurance		\$ 1,026.99	\$ 1,621.80	63%	\$ 2,162.40	\$ 2,162.40	47%
Caretaker Reception Total		\$ 15,742.40	\$ 22,516.65	70%	\$ 30,022.20	\$ 30,022.20	52%
Units (4x 1 bedroom units)							
Wages, Materials & Contracts		\$ 14,873.05	\$ 1,757.97	846%	\$ 2,343.96	\$ 2,343.96	635%
Utilities & Insurance		\$ 321.36	\$ 5,190.12	6%	\$ 6,920.16	\$ 6,920.16	5%
Units Total		\$ 15,194.41	\$ 6,948.09	219%	\$ 9,264.12	\$ 9,264.12	164%
TOTAL EXPENDITURE		\$ 149,613.64	\$ 136,005.84	110%	\$ 187,341.12	\$ 181,341.12	83%
Closing Funding Surplus(Deficit)		-\$ 34,819.96	-\$ 52,755.84	66%	-\$ 70,341.12	50%	



*Income received through SecurePay (Australia Post online payments) does not differentiate between the type of accommodation (Caravan Park v.s. Cabin/Unit), therefore some of the income split is estimated based on % of bookings x revenue received

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Feedback Policy

Meeting Date:	30th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Feedback Policy
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

For Council to consider and endorse the updated “Complaints Policy” which has been amended and is now entitled a “Feedback Policy.”

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

The Shire of Quairading Council needs to have a strong, clear and transparent Feedback Policy and procedure to ensure that all feedback from the public is handled in a consistent, timely and efficient manner.

Council currently have a “Complaints Policy” that is very basic and doesn’t include a procedure for staff to follow in the event that a compliment or suggestion is received by a member of the public.

Shire officers have developed a new “Feedback Policy” for Council consideration that has clearly defined definitions and more detailed procedures that cover complaints, compliments and suggestions submitted to Council.

MATTER FOR CONSIDERATION

For Council to consider the new “Feedback Policy”.

BACKGROUND

Local governments receive feedback from the public on a daily basis whether the feedback be in the form of a compliment, complaint or suggestion surrounding works that have been carried out or services provided to our community.

Receiving feedback in any form must be taken seriously and be considered important to Council. Feedback gives insight about where the community consider Council are doing well, and where there may be room for improvement. Feedback allows the Shire of Quairading adhere to the continuous improvement model where unidentified issues submitted by members of the public may be rectified in a timely and consistent manner. It holds management of the Shire to be accountable to the public, and employees to strive to carry out high quality work.

Having a strong, clear and transparent Feedback Policy and procedure are vital to an organisation as if feedback is not handled well, it could lead to a significant breakdown in the relationships between Council and the community.

STATUTORY ENVIRONMENT

Freedom of Information Act (WA) 1992

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Privacy Act 1998

Public Interest Disclosure Act 2003.

AS/NZ 1002:20014 - Guidelines for complaints management in organisations;

POLICY IMPLICATIONS

Complaints Policy

FINANCIAL IMPLICATIONS

There is no cost associated with developing a Policy.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

No consultation was required in the development of this Policy.

RISK ASSESSMENT

	Option 1
Financial	N/A
Health	N/A
Reputation	High <i>If any type of feedback is not managed well, it could cause a significant relationship breakdown between the community and Council.</i>
Operations	Low <i>If Council has a strong Policy for feedback management, complaints, compliments and suggestions from the public can be dealt with quickly and efficiently, so not to take up too much of staff time.</i>
Natural Environment	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

The Shire of Quairading currently has a “Complaints Policy” which outlines what a complaint is and is not, has a basic procedure for the public when submitting a complaint and Council’s principles of complaint management.

The amended “Feedback Policy” is now more detailed, with well-defined definitions and more specific procedural information for staff. With reference to a complaint lodge, the Policy includes protection for employees should a complainant become unreasonable, which it did not have before.

Shire officers have suggested to change the Policy title to be called a “Feedback Policy” so not to make the Policy have a negative connotation, and so procedures could be included in the event that a compliment or suggestion is sent to Council, as this was not included in the current document.

All updates to the Policy can be found highlighted in yellow.

FEEDBACK POLICY

[Formally Complaints Policy]

All changes are highlighted in yellow.

PURPOSE

The Shire welcomes all feedback which we use to continuously improve our quality of community engagement, product and service delivery and innovative project design and delivery.

This policy supports Shire of Quairading officers to manage compliments, complaints and feedback in a fair, effective and consistent manner that is responsive to the needs of our community.

Most importantly, this feedback is actively used to inform continuous quality improvement across all aspects of Shire operations.

SCOPE

This policy applies to compliments, suggestions and complaints relating to the Shire of Quairading, the scope of which includes:

- a. Decisions made by employees of the Shire;
- b. Suggestions from the public for improving service quality and delivery;
- c. The conduct of employees and contractors of the Shire;
- d. Practices, policies and procedures of the Shire; and
- e. Organisational learning and continuous improvement.

DEFINITIONS

Compliment

A compliment is positive feedback about our products, services or staff. It can recognise a skill, behaviour or activity of the organisation, an organisation's business unit, or individual staff member.

Complaint

A complaint is negative feedback and an expression of dissatisfaction related to our products, services or staff.

Suggestion

A suggestion is any opinion, comment, feedback, and expression of interest or concern made about our products, services or staff.

Customer

A customer is the recipient of a service or product of the Shire of Quairading.

POLICY

The Shire of Quairading undertakes to respond to all feedback in a timely and courteous manner in accordance with its Code of Conduct and Feedback Management Framework.

Compliments

There are numerous instances where the Shire is complimented on the provision of services it provides and the employees that undertake those services.

Compliments provide clear indications on what our community values about the work we do, and listening to what the Shire's customers have to say:

- a. Indicates which aspects of the Shire's services customers value;
- b. Helps to build a balanced picture of how services impact customers;
- c. Provides the Shire with an opportunity to share compliments among its employees demonstrating good practice in the services provided; and
- d. Helps to boost morale and provide recognition to employees.

Employees who continually demonstrate excellent customer service may be recognised through regular performance reviews.

All compliments will be logged into the Shire's records management system so we can use the feedback for continuous quality improvement (to improve our products and services). Comments will be sent to the officer/s involved and to the appropriate supervisor for assessment and response. This response may include a change to system, policy and/or process.

Suggestions

The Shire also encourages the community to submit suggestions and ideas as part of its commitment to providing great service and striving towards continuous improvement.

As part of our commitment to providing excellence in customer service the Shire will:

- a. Listen to suggestions;
- b. Create an environment where feedback is seen as a means to continually improve our services; and
- c. Ensure that employees acknowledge and respond to suggestions in a timely manner.

Complaints

What is a Formal Complaint?

The Australian Standard on Complaints Handling defines a 'complaint' as any: *"expression of dissatisfaction made to an organisation, related to its products [or services] or the complaints handling process itself, where a response or resolution is explicitly or implicitly expected."*

What is not a Formal Complaint?

Examples of matters that are **not** formal complaints are as follows: -

- a. A request for service (unless there was no response to a first request for a service);
- b. A request for information or an explanation of a Policy or Procedure;
- c. Disagreement with a Council Policy;
- d. A request for review of a decision for which a structured process applies;

- e. An expression concerning the general direction or performance of the Council or Councillors;
- f. A petition
- g. Reports of damaged or faulty infrastructure; and
- h. Reports about noise, dogs, nuisances, unauthorised building work or similar issues that fall into the Regulatory aspect of Council's Service.

Many issues raised are called "complaints" because the customer is unhappy about the situation. However, they are simply issues dealt with by Council on a day-to-day basis, are not formal complaints and do not form part of the formal complaints management process.

Anonymous Complaints

An anonymous customer complaint will only be investigated where reasonable and sufficient information is provided and which, in the opinion of Shire employees, constitutes:

- a. A breach of statutory provisions;
- b. A breach of an approval, licence or permit;
- c. A matter for which the Shire is obligated to act, prescribed in the *Local Government Act 1995*, *Corruption Crime & Misconduct Act 2003* or under any other written law (i.e. the Public Interest Disclosure (PID) legislation);
- d. A matter which if not attended to could reasonably constitute a risk to the public health and safety of persons, animals or the environment; and
- e. A matter which is deemed to be capable of investigation and resolution without assistance from the complainant.

Please refer to Annexure A for the Feedback Management Framework.

GUIDELINES

Annexure A - Feedback Management Framework attached.

Freedom of Information Act (WA) 1992

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Privacy Act 1998

Public Interest Disclosure Act 2003.

STATUTORY ENVIRONMENT

Freedom of Information Act (WA) 1992

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Privacy Act 1998

Public Interest Disclosure Act 2003

AS/NZ 1002:20014 - Guidelines for complaints management in organisations;

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	Neville Hale(ACEO)	29 June 2017	217-16/17	New Policy	
02	Graeme Fardon	20 December 2018	115-18/19	Policy Review Project – 03/10/2018	
03	Graeme Fardon	17 December 2020	97-20/21	Biennial Policy Review	December 2020

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Annexure A

FEEDBACK MANAGEMENT FRAMEWORK

1. OBJECTIVE

The intent of the Feedback Management Framework is to guide the Shire of Quairading in its management and handling of complaints, and provide information to the public on how to appropriately submit feedback.

2. SCOPE

The Feedback Management Framework acknowledges customers, employees, Elected Members, contractors and all parties who deal with the Shire of Quairading have a right to provide feedback about the Shire's Policies and Services.

3. FEEDBACK PROCESS

The Shire accepts compliments, suggestions and complaints via our website, email, letter, social media, telephone or in person.

A customer can nominate an independent person to assist or provide feedback/a complaint on their behalf. The customer who is impacted by the complaint must provide permission for another person to act on their behalf and the Shire must be notified in writing.

3.1 Compliments or suggestions management process

If the nature of the feedback is a compliment or suggestion, Council staff receiving the compliment are to:

- a. Thank the person and acknowledge the compliment or suggestion has been received
- b. Save the correspondence in the record keeping system
- c. Ensure that the information is sent to the relevant division supervisor

If applicable or requested, the department supervisor or delegated person should provide a follow up call to the person who submitted the feedback and provide information on any outcomes that resulted from their submission.

3.2 Complaints management process

If the nature of the feedback is a complaint, it is encouraged that the complainant provides their complaint in writing to ensure information is correctly documented and received. At a minimum, the following information is to be supplied in order to effectively process the complaint: -

- a. Name and address.
- b. Contact details.
- c. Complaint details
- d. If applicable, the date and time of occurrence of complaint
- e. If applicable, the outcomes expected by the complainant

If this information is not provided it may hinder Council officer's ability to effectively and efficiently investigate the complaint.

All corporate records in relation to the complaints handling process as set out in this Policy will be captured in the Council's record keeping system. Council officers will ensure that complaints are recorded in a systematic way so that information can be easily retrieved for reporting and analysis.

Unreasonable Complainant Conduct

All complaints which are received by the Council will be treated seriously and complainants will be treated with respect. However, occasionally the conduct of a complainant can be unreasonable and may impede the Council's investigation of a complaint, the ability to allocate resources fairly across all matters, or may detrimentally impact upon the health, safety or security of Council staff.

This may take the form of unreasonable persistence, unreasonable demands, unreasonable lack of cooperation, unreasonable arguments or otherwise unreasonable or threatening behaviour.

Should a complainant become unreasonable they should be directed to the Chief Executive Officer.

The Shire's principles of complaint management are;

Fairness and Objectivity

The Shire's handling of customer feedback is based on the Shire of Quairading's values and guiding principles and is in line with the standards set by the Shire's Customer Service Charter. All feedback is to be addressed in an equitable, objective and unbiased manner. Anyone who is dissatisfied with the Shire of Quairading's services can easily and simply make a complaint, and can do so without fear of retribution.

Customer Focus

The Shire is committed to providing an open, transparent and easily accessible complaints handling process for its customers.

Responsiveness

The Shire is required to address each complaint in a fair, objective, unbiased and timely manner. If the nature of the feedback is a complaint, our customers are to be kept informed of the complaint's progress and of any delays during the process.

Remedies and Resolution of Complaints

The Shire's Chief Executive Officer is assigned to make decisions in order to deal with complaints promptly, and, where possible, to achieve an early resolution.

The decision or action taken regarding the customer complaint is to be communicated to the customer as soon as the decision or action is taken.

The Shire recognises the various remedial methods that can be used to deal with a complaint:

- a. A review of the Issue.
- b. Information to the customer as to how the complaint was dealt with, upon conclusion thereof.
- c. A change to the decision.

- d. A conciliation process.
- e. Referral to third party for appeals e.g. State Administrative Tribunal, the State Ombudsman's Office.
- f. Other remedies that are considered appropriate to the circumstances i.e. an Apology.

Timeliness

Any complaint submitted to the Shire is required to be acknowledged within 2 business days.

The Shire is committed to respond within 7 business days to all complaints submitted, either with a final solution or, if the nature of the complaint requires a longer period to resolve, with an interim response outlining the reason for the delay, further action to be taken and anticipated timeframe that a full response be provided.

Risk

In establishing the order in which complaints may be attended to, consideration is given to the urgency of each complaint in terms of public safety implications, seriousness, frequency of occurrence, severity and the need for immediate action.

Confidentiality

Customers of the Shire have the right to expect that their Privacy is respected when making a complaint or having a complaint investigated. Personal information related to the complaint is required to be kept confidential in accordance with the *Freedom of Information WA Act 1992*.

All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information. There may be no adverse repercussions by the Shire for a complainant who, in good faith, chooses to make a complaint against the Shire or an employee of the Shire.

External Review

Any complainant is able to seek external review about any complaint about any Elected Members or Shire Staff from the Ombudsman, Public Sector Commission or Department of Local Government and Communities.

The level of information provided to the Shire by these agencies, and that which it can report to others is constrained by the various laws and policies governing those agencies.

Reporting to the Council

As part of Council's Performance Review, Council's Complaint Processes, Activity Level and Resolution Percentage Achieved by Council will be reported to Council on an Annual Basis.

12.2 Grievance Policy

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Grievance Policy
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ SECONDED _____

That Council endorse the tabled Grievance Policy.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

The *Fair Work Act 2009* and the *Work, Health & Safety Act 2020* both compel Council to ensure the development and implementation of a Grievance Policy. The Shire of Quairading does not have one. Employees and Councillors with a genuine internal grievance against an employee, manager, the CEO or Councillor must be afforded their right of a lawful and structured policy and process to follow in order to address the grievance.

MATTER FOR CONSIDERATION

For Council to endorse the Grievance Policy.

BACKGROUND

The Shire of Quairading does not have a Grievance Policy to address internal grievances.

Policies are imperative to a workplace as they provide a reference for officers to ensure consistency and clarity in daily operations. Policies are legally binding documents in the workplace. This policy is intended to assist officers to protect themselves and their colleagues against inappropriate conduct in the work place.

A strong Grievance Policy provides good governance and risk management for Council as it provides managers and employees with a very clear process on how staff grievances can be appropriately voiced and resolved.

A clear Grievance Policy and procedure minimises the risk of a grievance escalating into a serious issue which may result in:

1. The Shire's insurance costs escalating due to action taken under the *Fair Work Act 2009*;
2. Civil action being taken against individual managers or Councillors under the *Work, Health & Safety Act 2020*;
3. Damage to the Shire's reputation;
4. A negative impact on the Shire's internal staff productivity and day-to-day operations;
5. A negative impact on employee relationships (especially if the grievance is long-term);

6. An increase in inappropriate behaviour, staff unrest and turn-over;
7. A negative impact on the physical and/or mental health and well-being of staff; and
8. A lack of trust in Council and management if grievances are poorly managed.

This policy also assists the Shire to:

1. Provide a workplace that is safe;
2. Provide a workplace where all employees are protected from being treated unfairly; and
3. Comply with obligations under the *Work, Health & Safety Act 2020* and *Fair Work Act 2009* with regard to duty of care.

The ability to appropriately and promptly resolve grievances also affirms the Shire's commitment to continuous improvement, in that a grievance may be an opportunity to identify where there may be a deficiency within the organisation and reverse the deficiency. This includes providing the opportunity to boost staff morale, build more resilient working relationships, build trust between employees and Council and establish more efficient work practices.

STATUTORY ENVIRONMENT

Fair Work Act 2009

Fair Work Amendment Act 2013

Equal Opportunity Act 1984

Work Health & Safety Act 2020

Local Government Industry Award 2020

Privacy Act 1988

POLICY IMPLICATIONS

Feedback Policy

Bullying, Harassment and Discrimination Policy

FINANCIAL IMPLICATIONS

There is no cost associated with implementing a new Policy.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

No consultation was required in the development of this Policy.

RISK ASSESSMENT

	Option 1
Financial	High <i>Penalties under the Work, Health & Safety Act 2020 and Fair Work Act 2009 for non-compliance can be extreme in terms of financial risk to individuals and the organisation.</i>
Health	High <i>If staff grievances are not dealt with appropriately, it could affect the mental health and well-being of staff.</i>
Reputation	High <i>The Shire of Quairading is a small community and a lack of commitment to employee well-being will be noted.</i>
Operations	High <i>Poor organisational culture will reduce productivity.</i>
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.

GRIEVANCE POLICY

PURPOSE

Council is committed to a legal, fair and effective process for the resolution of grievances. Our process aims to resolve grievances through discussion, consultation, cooperation, mediation and, if necessary, disciplinary action.

All grievances will be resolved in accord with the relevant provisions in the:

- *Fair Work Act 2009*
- *Fair Work Amendment Act 2013*
- *Equal Opportunity Act 1984*
- *Work Health & Safety Act 2020*
- *Local Government Industry Award 2020*
- *Privacy Act 1988*

OBJECTIVE

This Policy has been put in place to provide a transparent process for Council and employees to follow to resolve employee grievances in accord with the law. The objectives of this document are: to ensure the organisation:

- a. Provides employees and Councillors with their legal rights and responsibilities;
- b. Encourages employees to come forward with grievances;
- c. Deals with grievances in a supportive way, without victimisation or intimidation of any person connected with the grievance;
- d. Encourages the resolution of grievances promptly and as close as possible to the source of the grievance;
- e. Focuses management on preventing and resolving grievances;
- f. Provides a grievance resolution process which complies with the law, including by establishing a process which provides for:
 - i. Mental and physical health and well-being of employees;
 - ii. Privacy and confidentiality;
 - iii. Fairness and impartiality;
 - iv. Freedom from victimisation;
 - v. Timeliness;
 - vi. Ease of use and trustworthiness; and
 - vii. Seriousness and sensitivity.

DEFINITIONS

Bullying

The *Fair Work Amendment Act 2013* defines workplace bullying as repeated unreasonable behaviour by an individual towards a worker which creates a risk to health and safety.

Conciliation

Conciliation involves an impartial person experienced in mediation assisting the parties to a grievance to reach an agreement about how it should be resolved.

Discrimination

Discrimination occurs where a person is given less favourable treatment than someone else based on the number of grounds under which it is unlawful to discriminate against a person.

Direct discrimination occurs when a person is treated less favourably than another person in the same or similar circumstances. For example, unlawful sex discrimination may arise if a person is refused a job interview because she is a woman.

Indirect discrimination occurs when there is a requirement that adversely impacts on a particular person with an attribute covered by anti-discrimination legislation (e.g. sex, race, marital status, etc.). There may be no intention to discriminate, but the conduct or decision leads to a discriminatory effect if the conditions imposed are not reasonable.

For example: it may be indirect discrimination if the only way to enter a public building is by a set of stairs as people with disabilities who use wheelchairs are unable to enter the building.

Grievance

A grievance is any type of problem, concern or complaint related to an employee's work or the work environment. A grievance can be about any act, behaviour, omission, situation or decision impacting on an employee that the employee thinks is unfair or unjustified.

Grievance Officer

A self-nominated officer below executive level afforded grievance training.

Victimisation

Victimisation is when a person is harassed, treated unfairly or intimidated because they have lodged a grievance, assisted someone else with a grievance or been a witness in a grievance investigation.

SCOPE

This policy applies to all Shire employees and Councillors.

POLICY

Council's grievance procedure is based on the following principles:

Compliance with Industrial Relations Law

The *Fair Work Act 2009*, *Fair Work Amendment Act 2013*, *Equal Opportunity Act 1984*, *Work Health & Safety Act 2020*, *Local Government Industry Award 2020* and *Privacy Act 1988* demand specific due process for dealing with a grievance.

Privacy and confidentiality

Privacy and confidentiality must be strictly observed at all times during the grievance process. Information relating to the grievance must only be passed on when in accordance with the *Privacy Act 1988* and where necessary to fairly and effectively deal with the grievance. This applies to everyone involved in each grievance, including the parties involved, witnesses, support people and the employees handling the grievance. A breach of privacy or confidentiality will result in disciplinary action.

Fairness and impartiality

All grievances will be handled fairly and impartially. This means that:

- a. A lawful investigation, in accord with the Investigation Policy.
- b. Any person who is the subject of a grievance (respondent) is entitled to full details about the grievance, including the time, date and specifics of the alleged offence.
- c. The respondent must be given the lawful right of response to the grievance; and
- d. All parties to a grievance must have the lawful right of response to allegations and statements made by the other parties and by witnesses.
- e. If anyone involved in handling a grievance has a bias or conflict of interest that may affect their ability to be fair and impartial, they must declare this to the parties and to the employees member handling the grievance, in accord with the Conflict of Interest Policy. One or both of the parties may also perceive a bias or conflict of interest even if the officer handling the grievance does not. In these cases, the grievance will be handled by another officer.

Freedom from victimisation

Council will take all reasonable steps to prevent the victimisation of anyone connected with a grievance. Victimisation constitutes a breach of this policy and will result in disciplinary action.

Timeliness

Council will take all reasonable steps to ensure that grievances are handled as quickly as possible whilst following due process. This will ensure the best outcome for all parties involved.

Ease of use and trustworthiness

This policy and procedure will be accessible to all employees and Council Members and implemented appropriately. All reasonable steps will be taken to ensure that the contents of this policy and procedure are understood by everyone working in the organisation.

Seriousness and sensitivity

All grievances will be taken seriously and handled with sensitivity, taking into account the individual background and values of each party and any differences between them.

Internal and external support

Both parties to a grievance have the right to have a support person of their choice at meetings relating to the grievance.

The parties to the grievance can contact an external agency for information, advice or help at any time during the grievance procedure.

Malicious complaints

Council encourages employees to raise all genuine concerns. Employees should not be put off from raising concerns because they are afraid that they may be wrong or they won't be able to prove their claims.

However, making allegations that are not true, or making a complaint solely to cause trouble for others may be considered to be serious misconduct. Employees making malicious and vexatious complaints will be subject to disciplinary action.

If it is alleged during the grievance procedure that the grievance is malicious or vexatious, this will be investigated at the same time as the original grievance.

PROCEDURE

Employee Lodging Grievance against Employee

In the first instance, it is preferable that the employee approaches the respondent directly to attempt to resolve the issue amiably. However, if the employee is not comfortable to approach the person directly, they must lodge the grievance directly with the Grievance Officer, the supervisor or the executive manager either verbally through an organised meeting or in writing.

If the employee is not comfortable to lodge the grievance with the Grievance Officer, the supervisor or the executive manager, s/he should lodge the grievance with the CEO.

All grievances against an employee are to be forwarded by the Grievance Officer, the supervisor or the executive manager to the CEO immediately (within 24 hours), who will appoint either the Grievance Officer, another appropriate officer or specialist consultant to investigate the grievance.

All parties to the investigation will receive written notice of the due process to be used, will be afforded the opportunity to bring a support person to meetings, will be afforded every reasonable right of response and will be duly advised of the outcome of the investigation.

Employee Lodging Grievance against CEO

In the first instance, it is preferable that the employee approach the CEO directly to attempt to resolve the issue amiably. However, if the employee is not comfortable to approach the CEO directly, s/he has the option of lodging the grievance directly with:

- a. The Grievance Officer
- b. The supervisor or executive manager either verbally through an organised meeting or in writing.
- c. Council, with the letter addressed to the Shire President
- d. Fair Work Ombudsman
Ph. 13 13 94 or to make an online enquiry visit <https://www.fairwork.gov.au/>
- e. Worksafe (Department of Commerce)
1300 307 877 or visit <https://www.commerce.wa.gov.au/worksafe/ask-question-or-make-complaint>

When a grievance is lodged against the CEO, the Shire President is to be notified immediately (within 24 hours). The Shire President will advise Council and Council will engage an independent consultant to investigate the grievance.

All parties to the investigation will receive written notice of the due process to be used, will be afforded the opportunity to bring a support person to meetings, will be afforded every reasonable right of response and will be duly advised of the outcome of the investigation.

Employee Lodging Grievance against Council or a Council Member

In the first instance, it is preferable that the employee approach the Grievance Officer or CEO to attempt to have the issue resolved amiably through mediation. However, if the employee is not comfortable to engage in a mediation process, the CEO will advise Council of this fact and the intention of the CEO and the Shire President (if the Shire President is not the person to whom the complaint regards) to engage an external specialist consultant to enact an investigation.

The employee also has the option of lodging the grievance directly with:

- a. Council, with the letter addressed to the Shire President
- b. Fair Work Ombudsman
Ph. 13 13 94 or to make an online enquiry visit <https://www.fairwork.gov.au/>
- c. Worksafe (Department of Commerce)
1300 307 877 or visit <https://www.commerce.wa.gov.au/worksafe/ask-question-or-make-complaint>

When a grievance is lodged against Council or a Council Member, the Shire President is to be notified immediately (within 24 hours). The Shire President will advise Council and Council will consult with the CEO on the intent to engage an independent consultant to investigate the grievance.

All parties to the investigation will receive written notice of the due process to be used, will be afforded the opportunity to bring a support person to meetings, will be afforded every reasonable right of response and will be duly advised of the outcome of the investigation.

Elected Member Lodging Grievance against another Elected Member

In the instance an Elected Member has a grievance against another Elected Member, in the first instance, it is preferable the Elected Member approach either the Shire President or the CEO so that an independent mediator can be engaged to negotiate a resolution to the issue.

If the mediation process fails or the Elected Member doesn't feel comfortable approaching the Shire President, the Elected Member can speak to the CEO who will direct the Grievance Officer to lodge a minor breach with the Local Government Standards Panel for further investigation. The Local Government Standards Panel does not accept complaints directly from the complainant.

All Investigations

All investigations will include as a minimum:

- a. An appropriate officer or external consultant as appointed by the CEO or the Shire President/Council to conduct the investigation.
- b. An acknowledgment to the employee of the grievance in writing and the name and contact details of the person conducting the investigation.
- c. A meeting held with the complainant to obtain further information and to discuss the grievance and the preferred outcome. This meeting will occur within two working days of the original notification.
- d. A meeting held with all parties to the grievance (separately) to commence the investigation process.
- e. Dependent on the outcome of the investigation, options to resolve a grievance may include:
 - i. Informal discussion between the parties, where agreement can be reached on actions to resolve the grievance. This verbal agreement should be formalised in writing.
 - ii. Conciliation to reach an agreement between the parties using mediation or counselling. Conciliation may be used in the following instances:
 - When there is some basis for agreement (e.g. the parties may agree about what happened but have different interpretations);
 - The parties show some willingness to cooperate; and/or
 - Both parties have equal bargaining power.
 - iii. Disciplinary action, including potential termination of employment.
 - iv. Reporting the grievance to the Western Australian Police Force or Corruption and Crime Commission in the instance of suspected criminal activity.
 - v. Self-reporting the grievance to Work Safe or the Fair Work Commission.
 - vi. Dismissal of the grievance if there is limited proof and/or information to enable an appropriate or meaningful decision. In this instance, the outcome will be explained to all parties to the grievance and no disciplinary action will be taken.
 - vii. Withdrawal of the grievance if this is lawfully acceptable. If a grievance is withdrawn it cannot be raised again, unless there is repeated behaviour or new facts come to fruition.

12.3 Street Addressing Policy

Meeting Date:	30th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Urban and Rural Street Addressing Policy
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

For Council to endorse the Urban and Rural Street Addressing Policy.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

The Shire of Quairading is responsible for assigning a street number to rural roads and urban lots as per the *Local Government Act 1995*. In order to be able to assign street or road number, the Shire requires to have a Policy that outlines to staff and the community the procedure to allocate a number. Council currently do not have an addressing Policy. Shire officers have now developed one.

MATTER FOR CONSIDERATION

For Council to consider endorsing an Urban and Rural Street Addressing Policy.

BACKGROUND

Under the *Local Government Act 1995* the Shire of Quairading is responsible for assigning street numbers to rural and urban residential property addresses. The requirements for street addressing is outlined in the Landgate Addressing Guidelines, and the Australian/New Zealand Standard AS/NZS: 4819 20011 'Geographic information – Rural and Urban addressing'.

A Quairading resident requested to have a rural road number assigned to their property. It was then Shire officers discovered Council do not have a relevant Policy or procedure to refer to.

Not having an addressing Policy means in the event that a resident requests a change of address, requests a rural road number or just general information about how their property is assigned a number, there is nothing to guide employees or the community on how to lawfully fill this request.

STATUTORY ENVIRONMENT

Local Government Act 1995

Australian/New Zealand Standard AS/NZS: 4819 20011 'Geographic information – Rural and Urban addressing'.

Landgate Property Street Addressing Guidelines

POLICY IMPLICATIONS

This is a new Policy.

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.5 Community: Support emergency services planning, risk mitigation, response and recovery
- 5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership: Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

There was no consultation required for this Policy.

RISK ASSESSMENT

	Option 1
Financial	N/A
Health	Medium <i>It is important that we ensure our community is safe by ensuring emergency services are to easily identify and access a property.</i>
Reputation	Low <i>Having a Policy that clearly defines to the public what an appropriate request to make with reference to changing a property address, allows employees to have fair and consistent reasons to give if an application is not approved.</i>
Operations	Medium <i>Having information readily available to the public prior to an application being put into the Shire for a property address change may deter a community member from submitting a property address change application if they can identify that it is not a reason the Shire will consider appropriate for changing an address, in turn, the Shire may only receive legitimate applications to consider for an address change (or any other request relating to addressing) as outlined in the Policy.</i>
Natural Environment	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

In order to be able to consider and process a request from the public to apply for a rural road number, change their property address, or just be given general information on why their property has been assigned a certain number, the Shire requires to have a clear street addressing Policy that can be followed and be available to members of the public.

The Policy gives very clear examples of when the Shire will not consider a change of address request. Without this Policy the Shire has nothing to back up why a change of address request should be declined if it is considered unreasonable. The Policy keeps Council consistent in their decision making. Having this information readily available to the public on the website may deter what is deemed an unreasonable requests.

It is important for the safety of our community that there is a Policy outlining the requirement for an urban/rural property number to be clearly displayed for emergency services to easily be able to identify a property.

As the Shire of Quairading district has both urban and rural residential addresses, it is a requirement for our Policy to be tailored to both categories of property.

The Policy that has been developed clearly defines:

1. How a street number is allocated.
2. What constitutes an appropriate request for a change of property address.
3. What Rural Road Numbering is, and how a resident can apply for one.

URBAN AND RURAL STREET ADDRESSING POLICY

PURPOSE

To ensure the correct street addressing and clear identification of all properties within the Shire of Quairading and to outline the process and procedure of numbering and renumbering properties within the Shire of Quairading.

OBJECTIVE

The purpose of this Policy is to provide a transparent process for Shire of Quairading employees as well as the Quairading community to follow with regards to numbering a property, or requesting a property number to be changed. This Policy ensures that we are compliant with the *Local Government Act 1995*, Landgate addressing requirements and Australian/New Zealand Standard AS/NZS: 4819 20011 'Geographic information – Rural and Urban addressing'.

POLICY

The Shire of Quairading is responsible for assigning a street number to all land throughout its municipal district to ensure unambiguous and easy identification of each lot.

That number, when used in conjunction with the other address components such as the road name and locality, needs to uniquely and clearly identify each address site and enable it to be easily located.

The address number is crucial in enabling an address site to be readily locatable by emergency service responders and service delivery providers.

Addresses are assigned using a lodged survey plan supplied to the Shire by Landgate. The addresses assigned by the Shire are shared with Landgate. This ensures Certificate of Title issued by Landgate contain the addresses assigned by Council.

In exceptional circumstances, the Shire may from time to time assign a new street number to a lot instead of what was previously assigned, including all lots in a street whether previously numbered or not.

Urban Street Addressing

1. Allocation of Street Address

- a. The main pedestrian access from a road to a building/dwelling (i.e., the front door) determines the correct street address.
- b. Each individual lot shall be allocated a street number prior to occupation and as early as practicable in the subdivision and development process. An address number may also be assigned to utility sites and reserves.
- c. A street number will be allocated dependent to where the main access point (driveway), letterbox and front door of the property are located.
- d. Street numbering shall be sequential, ranging from lowest to highest from the main access point of the road.
- e. The use of a building name as a street address is not permitted.

2. Identification of Street Address

In accordance with the Landgate guidelines and to meet the requirements of Emergency Service responders and other service providers, properties must:

- a. Have the front door or access to a property clearly identifiable and not obstructed by a garage door or other barrier.

- b. The owner or occupier of the subject property is to paint or affix and maintain the current number on a conspicuous and visible place on the front of a building on the property or on the fence, wall, or letterbox adjacent to the road fronting the property within 14 days after the property is first occupied. Numbers are to be clearly displayed and visible and legible from the road. The house number should be displayed on the letterbox. Letterbox requirements are as follows:
 - i. Must be located at the front boundary access to the property. It must be close to the main access point.
 - ii. The minimum dimensions for each number on a residential letterbox are 75 millimetres high.
 - iii. The minimum dimensions for each number on a non-residential property are 150 millimetres high.

3. Street Addressing for Subdivisions and Developments

The start point for street addressing is to commence from the start point of the subject road. The following methods are to be used to determine the start point:

- a. For roads between two other roads, the start point is to be at the intersection of the road or higher order, in relation to road hierarchy; and
- b. For roads of equal order, the start point is the closest to the General Post Office (GPO) Perth; and
- c. The start point for cul-de-sac is the entrance to the road.

4. Street Addressing Patterns

- a. Street addresses will be consecutive and where a street address has been allocated to a property, then that address must be used.
- b. Odd and even numbers cannot be used on the same side of a road.
- c. Odd numbers will generally be allocated to the left-hand side of a road, and even numbers to the right-hand side, commencing from the start point of the road.
- d. Every lot will be allocated a street address, including reserves, schools, public utilities, drainage reserves and the like. Usually, one street address will be allocated per lot, but if foreseen by the Shire and where possible, additional numbers will be set aside to allow for the development potential of the subject lot.
- e. Where a lot has two road frontages and the orientation of the dwelling/building has not yet been determined, then the subject property will be allocated a street address for both roads where possible. In accordance with the Australian/New Zealand Standard AS/NZS: 4819 20011, upon completion of the development, a primary address in one frontage shall be allocated. The unused number will be reserved in case of future use.
- f. All street addresses will be sequential, ranging from the lowest to the highest, for example 1, 1A, 2, 2A, 3, 4, 5, 6, 7 and so on.
- g. If a new subdivision is being developed in stages and the first stage occurs in the middle portion of what will eventually be a continuous road of dwellings or buildings, an estimate will be made of the total number of lots likely to be created along the entire road. This will be aligned with the Residential Design Code provisions for density, and lot frontage widths for properties.
- h. Street addresses for subdivisions, amalgamations, survey strata and strata subdivisions will be allocated at the clearance/endorsement of documentation stage. In the case of amalgamations, the Shire of Quairading reserves the right to retain any street addresses not used, as it deems appropriate.
- i. Single houses and grouped dwellings may be required to share a street number.

- j. If a property containing a retained existing dwelling/building is redeveloped with an additional dwelling/building at the rear and there is only one street number available, the existing dwelling/building will retain the original street number and the new dwelling/buildings will be allocated a suffix to the property street address in accordance with Clause 4.1 below.
- k. If an existing lot is developed and split adjacent to the road into two or more separate lots with direct road frontage, the following provisions will be applied:
 - i. where available, whole street numbers will be allocated, and the allocated property numbers will follow the current street numbering pattern; or
 - ii. where there is only one street number available, the lot closest to the road starting point will retain the original street number and thereafter numbers with suffixes will run sequentially from that point.
- l. Where there is only one street number available, developments will be allocated suffixes, for example 1A, 1B, 1C and 1D. Where more than four (4) suffixes are required, they will be allocated with a numeric prefix, for example 1/17, 2/17, 3/17 and so on.
- m. Where there is a mixed-use development (as per the Residential Design Codes of Western Australia), standard street address rules apply.

Rural Road Numbering

Rural Road Numbering is the style of property addressing used for rural and semi-rural areas in Western Australia.

This numbering style was introduced to aid emergency services when responding to time-critical situations and service providers in locating rural and semi-rural properties more easily and efficiently. Residents are encouraged to apply for a rural road number if you own a rural property that is currently still using a lot number for addressing i.e. Lot 100 Rural Street.

Rural Road Numbering is a logically established method of numbering a property containing one or more habitable dwellings based on the distance from the start of a road, and usually a Rural Road Numbering plate is erected at the intersection of another road.

Allocation of a Rural Road Number

Allocation of a rural road number is carried out in a logical sequence and in accordance with Australian/New Zealand Standard AS/NZS: 4819 20011 'Geographic information – Rural and Urban addressing'. The number is based on a distance from a starting point, usually a road intersection to the property entrance, with odd numbers on the left hand side and even numbers on the right hand side.

The number is equal to the number of metres along the road the property is located and divided by ten. As an example, if a property is 3270 meters from the beginning of the road then your RSA plate will display 327.

Properties that have two entries to separate buildings will be allocated a separate address. This is to ensure that Emergency Service can locate you as quickly as possible. One number may have been allocated for the homestead and another for the shearing shed if they are accessed separately.

Location of a Rural Road Numbering plate

A Rural Road Numbering plate must be mounted at the beginning of a relevant driveway of a rural property. The plate can be mounted by star picket, strainer box post or any other fixture, as long as the number can be clearly seen from the side of the road in either direction. If a property has more than 1 entrance, each entrance can have an individual Rural Road Numbering plate assigned.

Applying for a Rural Road Number

To apply for a Rural Road Number, the property owner can submit a written request to the Shire's Chief Executive Officer by email (shire@quairading.wa.gov.au) or post (i.e. PO Box 38, Quairading WA 6383). Only the property owner can apply for a rural road number.

Request to change a Rural Road Number or Urban Street Address

The Shire accepts change of property address applications in writing (with reasons) addressed to the Shire's Chief Executive Officer via email (shire@quairading.wa.gov.au) or post (i.e. PO Box 38, Quairading WA 6383), however, it must be noted the Shire will only consider changing a property address if there is a valid reason for the request, such as:

- a. Problems with mail or service delivery;
- b. Difficulties locating a property;
- c. If the main access point for an urban property located on a street corner is located on the opposite street frontage to the address currently in use.

Should a change of property address application be successful, the resident can't choose the number allocated to their property. The numbering must still adhere to the numbering standards.

The Shire will not consider changing a property address for the following reasons:

- a. The number is considered "unlucky";
- b. Religious reasons;
- c. To improve the "feng shui" of the property;
- d. Personal preferences;
- e. The number is not good for business;
- f. The property is difficult to sell; **or**
- g. The number/address "devalues" the property.

An unused street number which has been set aside for a corner lot will not be re-allocated to the adjoining other property as this number may be required for future purposes.

Council will only consider re-allocating other unused street numbers if the adjacent property cannot be further developed.

If an owner requests a change of address and it is accepted, the Shire will notify Landgate, Australia Post, all key essential service providers (i.e. Water Corporation, Western Power, Telstra etc.), the State and Federal Electoral Commissions, the Police, St John Ambulance and the Department of Fire and Emergency Services to update their property information records.

Any costs associated with a change of street address remain the responsibility of the property owner. This may include:

- a. The replacement and/or relocation of letterboxes;
- b. Cost of new numbers;
- c. Alteration to numbers on buildings;
- d. Replacing/removing painted kerb side numbers; and/or
- e. Notifications to other Government agencies, business and personal contacts.

Costs regarded as consequential will not be covered by the Shire. The Shire excludes any claim for consequential or special losses or any indirect loss to the extent permitted by Law, arising out of any act or omission by or on behalf of the Shire in relation to the addressing of any property. Such damages, losses or costs include, but are not limited to, loss of profits, interest, income, market or utility.

GUIDELINES

Landgate Property Street Addressing Guidelines

STATUTORY ENVIRONMENT

Local Government Act 1995

Australian/New Zealand Standard AS/NZS: 4819 20011 'Geographic information – Rural and Urban addressing'.

Record of ToR Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01				New Policy	

DRAFT

12.4 Microgrid Working Group Terms of Reference

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Microgrid Working Group Terms of Reference
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council endorse the microgrid working group terms of reference.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

A Recommendation was tabled at the May 2022 Ordinary Council Meeting to establish a microgrid working group. As per Resolutions 178-21/22 and 179-21/22 the working group was established, members were nominated and the first task of the working group was assigned to create terms of reference for Council consideration.

MATTER FOR CONSIDERATION

The Shire of Quairading microgrid working group terms of reference.

BACKGROUND

At the April 2022 Strategic Planning Committee, Cr Hippisley presented to Council the idea of creating a micro grid within the Shire of Quairading. A micro grid 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.

CEO, Ms Nicole Gibbs and Cr Hippisley carried out further investigation into funding and grant opportunities, and met with industry experts in the field to see if it is a worthwhile project to pursue.

As Shire officers believed this is a worthwhile project to pursue, the establishment of a working group to conduct further investigation was tabled at the May 2022 Ordinary Council Meeting.

Resolution 178-21/22 and 179-21/22 saw the establishment of the working group, the nomination of the working group members and the assignment of the first task of the working group which was creating the group's terms of reference.

“RESOLUTION: 178-21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That Council endorse the establishment of a microgrid working group.”

“RESOLUTION: 179-21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That Council:

Endorse the nominated persons to establish the Micro-grid Working Group:

- *Cr Hippisley*
- *Cr Smith*
- *Ms Gibbs*

That the Microgrid Working Group establish terms of reference as the first task.”

STATUTORY ENVIRONMENT

May 2022 Ordinary Council Meeting minutes, Resolution 179-21/22.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 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

CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>The project is in investigative stage only and external funding is being sourced.</i>
Health	N/A
Reputation	Low <i>The project is in investigative stage only and external funding is being sourced so there should be no negative publicity.</i>
Operations	Low <i>Clear terms of reference help to ensure the smooth running of the group. They can prevent irrelevant issues being raised and provide an element of professional objectivity, ensuring the member’s time is used wisely and the group remains proactive.</i>

<p>Natural Environment</p>	<p>Low</p> <p><i>Once the terms of reference are created the group will be able to convene to work on the microgrid project. If Quairading was able to establish a microgrid, this would have a positive impact on the natural environment.</i></p>
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	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

As per Council resolution 179-12/22, the working group have come up with the terms of reference to be tabled to Council.



MICROGRID WORKING GROUP

TERMS OF REFERENCE

Working Group Name

Shire of Quairading Microgrid Working Group

Objectives

The Working Group is a forum to make recommendations to the Shire of Quairading Council on how it might champion the development and establishment of a microgrid to service the Shire. Specifically the group will:

- Champion self-sufficient and reliable solar powered energy options for the Shire. For this purpose 'self-sufficient' is defined as the 'generation of energy equal to or more than the energy used.'
- Identify new ideas and best practice models relevant to microgrid technology.
- Conduct an environmental scan of other microgrid projects, with a focus on Shires in the Eastern States that have introduced microgrid technology.
- Strengthen and establish new relationships with Government, industry specialists and the scientific community.
- Secure external funding for a feasibility study to test the applicability of the models and technology to Quairading.
- Establish a microcosm project across the sports arena (swimming pool, sports ground, oval lights, caravan park, reticulation, community centre, agricultural hall).
- Report back to Council on activities, progress and findings.

Background

At the April 2022 Strategic Planning Committee, Cr Hippisley presented to Council the idea of creating a micro grid within the Shire of Quairading. A micro grid 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.

Preliminary meetings with government funding agencies, government regulatory agencies and industry experts indicated that the project was worthy of pursuit. While there are significant regulatory obstacles in Western Australia, which have resulted in the Eastern States being some decades ahead of us in the microgrid field, there is growing industry and political support to reverse this position.

The Strategic Community Plan 2021-2031 (SCP, page 16, Economy 2.1, 2.3) confirms that economic development is a high priority, that thriving local businesses are needed to provide jobs and investment opportunities for existing and potential new residents, and that a thriving local community is needed to provide both a workforce and capital for local business.

The Strategic Community Plan commits to 'Leveraging Federal and State Government priorities and programs,' elaborating that the 'Shire will work with relevant agencies on opportunities to leverage priorities and programs to benefit local and regional businesses.'

Finally, the Strategic Community Plan states that the 'Shire seeks to ensure the sustainability of our local environment through reduction of the Shire's carbon footprint through renewable energy.'

The development of Distributed Energy Resources (DER) is currently a priority for the Commonwealth Government, State Government and Western Power. The Commonwealth

Government, in the 2020-21 Federal Budget, committed \$50m to a six-year program to improve the resilience and reliability of electricity supply in regional communities.

Term

The term of operation for the Working Group will be determined by Council through formal adoption. The Working Group will initially operate for a one-year term with the option to continue subject to the outcome of an annual review by Council.

Membership

The Working Group will comprise of self-nominated Council Members and the CEO, as adopted by Council. Specifically the membership will be:

- Jonathan Hippisley (Council Member)
- Peter Smith (Shire President)
- Nicole Gibbs (CEO)

Members of the working group will have the following roles:

- Share knowledge and experience in relation to the political environment, microgrid technology and innovation and funding opportunity and process.
- Share and meet with relevant stakeholders that may assist with progressing the project.
- Contribute to funding applications.
- Distribute relevant information across the community.
- Contribute to the agenda for Council

Operations

- The Working Group will meet on a regular basis as determined by the group to discharge its remit, with a minimum of 12 meetings per year
- Working Group meetings will generally be in person but may be via teleconference.
- Working Group members will be responsible for their own travel arrangements and costs unless otherwise agreed by Council.
- A meeting quorum will be a majority of members of the Working Group.
- Recommendations for Council will be on a simple majority vote.
- Meeting papers will be provided prior to the meeting.
- Meetings will be minuted and distributed to members within 10 working days of the meeting.
- Minutes must clearly identify responsibilities and timelines for action items.
- A Working Group email list will be established for sharing of information between meetings.

Review Timeline

- These Terms of Reference may be amended, varied or modified by the Working Group, subject to adoption of the changes by Council.

Endorsement of Establishment of Working Group

- Adopted at the Council Meeting of 26 May 2022, Resolution 178-21/22.

Endorsement of Terms of Reference

- Adopted at the Council Meeting of 30 June 2022 **Resolution xx-21/22**

12.5 Local Roads and Community Infrastructure (LRCI) Program - Phase 3 Extension

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) LRCI Program Guidelines Phase 1 (ii) LRCI Program Guidelines Phase 2
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council notes the information provided, that there will be an extension to the LRCI funding for the 2022/23 financial year.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

The Australian Government has committed to an extension of the LRCI Phase 3 funding for the 2022/23 financial year. Eligible local governments will receive a funding allocation equal to their Phase 1 allocation, with the chosen project to be completed by the 30th June 2024.

MATTER FOR CONSIDERATION

That Council note there will be a funding allocation of \$393,347 for the 2022/23 financial year.

BACKGROUND

The Shire received an email on the 27th of May 2022 with regards to an update on the LRCI Program.

The Australian Government has committed an extension to the Phase 3 LRCI funding with an additional \$500 million allocated to the LRCI Program to continue to boost Australia's economic recovery. This funding will be available in the 2022/23 financial year.

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

Under the Phase 3 extension, Councils will receive a funding allocation equal to their Phase 1 nominal funding allocation. The Shire of Quairading received \$393,347. This funding will be available from 01 July 2023, with the project construction completion due by 30 June 2024.

The Phase 3 Extension is a separate Grant Opportunity delivered like a further Phase, and is not simply additional funds for Phase 3. The Phase 3 Extension Guidelines and Grant Agreements will be drafted by the Department over the coming months and will be made available to Council once complete. Nominations for Phase 3 Extension will open later in the year.

Final Reports

To be eligible for the final payment within any Program Phase, eligible Funding Recipients that have completed all their Phase 1 or Phase 2 projects prior to the 2021/2022 Annual Report may submit a Final Report to access their Final Payment Instalment early for each relevant Phase. The Final Report must record that all projects listed in the relevant approved work schedule are complete within the Eligible Construction Time Period (ECTP) detailed in the Program Guidelines for that Phase.

Final Reports are separate to Annual Reports and Quarterly Reports, and can be used to demonstrate that all approved projects within a Phase are completed and eligible to receive the remaining 10% (or actual expenditure) of unpaid funding.

Updated Phase 1 and Phase 2 Guidelines

In recognition of the continuing impacts of inclement weather and COVID-19, the Deputy Prime Minister, the Hon Barnaby Joyce MP made the decision to extend the Eligible Construction Time Period (ECTP) for LRCI Phase 1 and Phase 2 projects to 30 June 2022. The Deputy Prime Minister also decided to align the requirements and timing of the Annual Reports and Quarterly Reports for each phase of the LRCI Program.

STATUTORY ENVIRONMENT

LRCI Phase guidelines

Local Government Act 1995

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Should the Shire of Quairading be allocated the funding, it will allow Council to commence a new project within the District.

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)
- 2.3 Economy: Shire engages stakeholders and partners to help capture local economic development initiatives
- 3.1 Built Environment: Safe, efficient and well maintained road and footpath infrastructure
- 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
- 5.2 Governance & Leadership: Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Council officers may carry out community consultation to gauge what projects are the highest priority to the community.

RISK ASSESSMENT

	Option 1
Financial	Low <i>The funding will assist Council in delivering a quality asset to the Shire of Quairading.</i>
Health	N/A
Reputation	Medium <i>If the funding is allocated to Quairading, the Shire has an opportunity to bring something to the community that will be appreciated. Misuse of the funding could cause community dissatisfaction.</i>
Operations	Medium/High <i>If the funding is allocated, a Shire officer will need to be able manage the project on top of other projects/day-to-day activities.</i>
Natural Environment	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

Nil.

COVID-19 Local Roads and Community Infrastructure Program Guidelines – Phase 1

Opening date:	1 July 2020
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program LRCIP@infrastructure.gov.au
Date guidelines released	24 June 2020
Date Updated guidelines released:	April 2022
Type of grant opportunity:	Demand-driven (Eligibility-based)

Contents

1.	Local Roads and Community Infrastructure Program Process	4
1.1	Introduction	5
2.	About the grant program	5
3.	Grant amount and grant period	6
4.	Eligibility criteria	6
4.1	Who is eligible for a grant?	6
4.2	Who is not eligible for the Grant Program?	7
5.	What the grant money can be used for	7
5.1	Eligible grant activity	7
5.2	Projects must be additional to existing work plans	8
5.3	Eligible Construction Time Period	8
5.4	What the grant money cannot be used for	8
6.	The grant selection process	9
6.1	Who will approve grants?	9
7.	Letter of offer process	9
8.	Notification of outcomes	10
9.	Successful grantees	10
9.1	The grant agreement	10
9.2	How we pay the Grant	11
9.3	Grant Payments and GST	15
10.	Announcement of grants	15
11.	Reporting requirements	15
11.1	Quarterly Reports	15
11.2	Ad hoc Report	17
11.3	Annual Report	18
11.4	Audited financial statements	19
11.5	Final Report	19
11.6	Reconciliation Process	19
11.7	Compliance visits and Record Keeping	20
11.8	Fraud	20
11.9	Specific legislation, policies and industry standards.	20
12.	How we monitor your grant activity	20
12.1	Keeping the Department informed	20
12.2	Department Contact Details	21

12.3	Evaluation	21
12.4	Acknowledgement	21
12.5	Media releases	21
12.6	Signage	22
12.7	Project Events	22
13.	Probity	22
13.1	Enquiries and feedback	22
13.2	Conflicts of interest	23
13.3	How we manage conflicts of interest	23
13.4	Privacy	24
13.5	Confidential Information	24
13.6	Freedom of information	25
14.	Consultation	25
15.	Glossary	27

1. Local Roads and Community Infrastructure Program Process

The Local Roads and Community Infrastructure Program is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communications (The Department) Outcome 3. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines 2017*



The grant opportunity opens

We will provide Eligible Funding Recipients with the Grant Guidelines and publish them on [GrantConnect](#).



Grant decisions are made

The Eligible Funding Recipients for this Program have been pre-identified. The Deputy Prime Minister allocates the grants based on a formula.



We notify Eligible Funding Recipients of the outcome

The Deputy Prime Minister sends a letter of offer and Grant Agreement to Eligible Funding Recipients



Eligible Funding Recipients sign the Grant Agreement

Eligible Funding Recipients must sign the Grant Agreement and return it to the Department.



The Department enters into a grant agreement

The Department will execute a Grant Agreement with Eligible Funding Recipients.



Nomination of projects to be undertaken

Eligible Funding Recipients will submit a Work Schedule nominating projects to be funded through the LRCI Program



The Department assesses nominated projects to ensure eligibility requirements are met

The Department will notify Eligible Funding Recipients if nominated projects are eligible/not eligible for funding. If projects are ineligible, Eligible Funding Recipients can nominate alternative projects for assessment.



Delivery of grant

Eligible Funding Recipients undertake Eligible Projects set out in Approved Work Schedule. The Department manages the grant by working with Eligible Funding Recipients, monitoring progress and making payments.



Evaluation of the Local Roads and Community Infrastructure Program

The Department will evaluate the Local Roads and Community Program as a whole. The Department will base this on information Eligible Funding Recipients provide, as well as from other sources.

1.1 Introduction

The Guidelines contain information for Phase 1 of the Local Roads and Community Infrastructure (LRCI) Program. The guidelines have been updated in April 2022.

The LRCI Program was announced on 22 May 2020. The program will support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies. This funding will stimulate growth and create jobs in local communities following the impacts of COVID-19.

This document sets out:

- the purpose of the grant opportunity
- the eligibility criteria
- how Eligible Funding Recipients will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

The LRCI Program is administered by the Department of Infrastructure, Transport, Regional Development and Communications (the Department).

2. About the grant program

Phase 1 of the LRCI Program will run from 1 July 2020 to 30 June 2023, with projects required to be physically completed by 30 June 2022. The Program was announced as part of the Australian Government's wider economic response to COVID-19.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected that councils will use local businesses and workforces to deliver projects under the LRCI Program where possible to ensure stimulus funding flows into local communities.

The scope of the LRCI Program supports a broad range of Eligible Projects so communities can fund the infrastructure that they need, support businesses and create employment opportunities across their communities.

The LRCI Program is a Demand Driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3 of the Department's Portfolio Budget Statement:

- Strengthening the sustainability, capacity and diversity of our cities and regional economies, including through facilitating local partnerships between all levels of government and local communities; through reforms that stimulate growth; and providing grants and financial assistance.

The objective of the LRCI Program is to stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of the COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Department will administer the LRCI Program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

3. Grant amount and grant period

The Australian Government has announced a total of \$500 million for the LRCI Program Phase 1. Funding is available from July 2020.

Eligible Funding Recipients will receive a grant amount called a 'Nominal Funding Allocation'.

The formula used to calculate a Nominal Funding Allocation has been modelled on funding allocations under the Roads to Recovery Program (R2R) and the local road component of the Financial Assistance Grants Program. The formula used to determine a state/territory's share of funding under the LRCI Program follows the same state/territory allocation process as these programs. Within a state/territory's share of funding, the calculation of each Eligible Funding Recipient's Nominal Funding Allocation has been derived based on recommendations from the relevant Local Government Grants Commission, and takes into consideration factors such as population estimates, and road length in each local governing body area. This is similar to how individual shares of R2R funding and local road component of the Financial Assistance Grant Program is calculated.

The formula has been consistently applied to determine the Nominal Funding Allocation of each Eligible Funding Recipient under the LRCI Program.

Co-contributions are not required under the LRCI Program, but Eligible Funding Recipients may expend their own funds on Eligible Projects.

4. Eligibility criteria

Only Eligible Funding Recipients will receive a letter of offer for the LRCI Program.

4.1 Who is eligible for a grant?

The Eligible Funding Recipients for this grant program have been identified. They are:

- all local councils in Australia;
- the ACT Government in lieu of a system of local government;
- relevant state government, the shires of Christmas Island, Cocos (Keeling) Islands and Norfolk Island and the Lord Howe Island Board that provide local council services to 'unincorporated areas' in Australia;
- the NT Government for areas that were unincorporated until 2008 but are yet to be transferred to the new councils; and
- the Victorian Department of Environment, Land, Water and Planning for the French Island.

The Eligible Funding Recipients have been selected for this grant opportunity as the intention is to fund local communities directly. By providing funding to the level of Government closest to communities, the Australian Government can ensure that the economic boost is felt throughout every community across Australia. Further, by allowing councils to select projects to be undertaken (within a specified framework), local governments will be able to deliver projects in line with priorities at the local level.

4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see: Section 4.1).

General applications by other organisations will not be accepted.

5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are those that meet the requirements set out in section 5.1, 5.2 and 5.3 and deliver benefits to the community.

5.1 Eligible grant activity

Eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider how works can support improved road safety outcomes. This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

These projects must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- playgrounds and skate parks (including all ability playgrounds);

- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

5.2 Projects must be additional to existing work plans

To be considered an Eligible Project, projects need to be additional to an Eligible Funding Recipient's existing work plan for the financial years within the eligible construction time period. Projects that have been brought forward from future work plans will be considered additional.

Projects will not be considered additional if Eligible Funding Recipients substitute LRCI Program funds for their own funding or other sources of funding. The purpose of the LRCI Program funding is to enable Eligible Funding Recipients to undertake infrastructure projects additional to what they had planned to undertake using their own funds, to stimulate local economies and employment opportunities.

5.3 Eligible Construction Time Period

Construction activity on Eligible Projects must be undertaken between 1 July 2020 and 30 June 2022, subject to the following exceptions:

The Department may consider extensions to the Eligible Construction Time Period due to exceptional and unforeseen circumstances. Planning issues and general delays associated with construction will not be considered exceptional circumstances. Applications will be assessed on a case by case basis, and should be in the manner and form stipulated by the Department.

If construction activity cannot be completed during between 1 July 2020 and 30 June 2022, an Eligible Funding Recipient may not receive their full Nominal Funding Allocation.

5.4 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These are Ineligible Projects and Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent;
- projects that receive Australian, state or territory government funding for the same purpose, unless otherwise agreed by the Department;
- commencement ceremony, opening ceremony or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- community/public art;

- road building plant or other capital equipment especially moveable equipment (e.g. graders);
- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded eligible project;
- stand-alone design and preliminary works;
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded eligible project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective costs.

6. The grant selection process

6.1 Who will approve grants?

The Deputy Prime Minister or Secretary of the Department will decide the award of grants to Eligible Funding Recipients.

A grant to an Eligible Funding Recipient will be made on the basis that the organisation meets the Eligibility Criteria.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department in accordance with the formula set out at Section 3.

The decision maker's decision is final in all matters, including:

- the approval of the grant; and
- the grant amount.

There is no appeal mechanism for the decision to approve or not approve a grant.

7. Letter of offer process

Eligible Funding Recipients will receive a letter of offer to participate in the LRCI Program. This will occur in June 2020 by mail/electronic form. This letter will:

- a) specify the Nominal Funding Allocation; and
- b) include a Grant Agreement that sets out the terms and conditions of the LRCI Program.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found at the Department's

website and on [GrantConnect](#). Any alterations and addenda¹ will be published on GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

8. Notification of outcomes

An Eligible Funding Recipient will receive a letter of offer and Grant Agreement.

9. Successful grantees

9.1 The grant agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Commonwealth. The Grant Agreement used for the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

An Eligible Funding Recipient should not make financial commitments until a grant agreement has been executed with the Commonwealth. The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and the Work Schedule is approved.

A Grant Agreement must be executed with the Commonwealth before any payments can be made.

To accept the offer, the Eligible Funding Recipient must sign the Grant Agreement:

- provide all the information requested; and
- return the Grant Agreement to the Program Manager by the date stipulated in the letter of offer.

By signing and returning the Grant Agreement, Eligible Funding Recipients agree to abide by the terms and conditions contained therein. The Department will then execute the Grant Agreement on behalf of the Commonwealth and return a copy to the Eligible Funding Recipient.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Commonwealth may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. Where an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, and Questions and Answers (Q&A) documents

9.2 How we pay the Grant

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
First Instalment: Work Schedule approval payment	Within four weeks of the Work Schedule being approved.	The first payment will be equal to 50 per cent of an Eligible Funding Recipient's Nominal Funding Allocation.
Progress Instalments: Eligible Funding Recipients can receive multiple progress payments.	Within four weeks of the Department's acceptance of a Quarterly Report	A Progress Instalment will be equal to the Eligible Funding Recipient's: <ul style="list-style-type: none"> • actual expenditure until the end of the period covered by the relevant Quarterly Report; and • projected expenditure on Eligible Projects in an Approved Work Schedule to the end of the subsequent quarter; <p>less:</p> <ul style="list-style-type: none"> • received instalments; and • 10 per cent of the Nominal Funding Allocation.
Final payment	Within four weeks of the Secretary of the Department or their Delegate's decision being made to release the final instalment upon receipt of the Final Report or Annual Report.	The Final Instalment will equal the smaller of: <ul style="list-style-type: none"> • the residual amount of an Eligible Funding Recipient's Nominal Funding Allocation; or • total eligible expenditure under the program <p>less instalments paid to date.</p>

Submission of a Work Schedule

Eligible Funding Recipients will nominate projects they intend to spend LRCI grant money on in their Work Schedule.

Eligible Funding Recipients are required to submit a Work Schedule in the manner and form stipulated by the Department.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Grantee proposes to undertake using the Grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5;
- proposed timeframes for the project, including construction commencement date, construction duration and estimated construction completion date;
- detail any Conflicts of Interest and management actions to manage these conflicts;
- the amount of Grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure;
- provide clear project descriptions;
- detail any conflicts of interest and management actions;
- specify the amount of grant funding required (projected expenditure);
- meet mapping requirements notified by the Department; and
- expected number of full-time equivalent jobs supported by the project over the construction period.

If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated in Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

Eligible Funding Recipients will be provided with a Work Schedule template and further information on how to fill out a Work Schedule. The process for submitting a Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

Eligible Funding Recipients can submit their Work Schedule when they return their signed Grant Agreement or any time afterwards. However, failure to promptly return a Work Schedule will result in release of grant funds being delayed.

Approval of a Work Schedule

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or detailed projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department will contact the Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Secretary of the Department or their Delegate to approve/not approve the Work Schedule and the release of the First Instalment (of three instalments) of grant funds on the basis of their assessment of the information provided by an Eligible Funding Recipient.

The Secretary of the Department or their Delegate will decide whether to approve the Work Schedule and the release of the First Instalment. Approval may be subject to conditions detailed in the Grant Agreement.

Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

Eligible Funding Recipients must keep their Work Schedule up to date in accordance with the Program Guidelines as in force from time to time; and any other requirements notified by the Commonwealth.

At a minimum, an Eligible Funding Recipient must update a Work Schedule in accordance with any requirements notified by the Commonwealth, immediately prior to submitting the second Quarterly Report or immediately before submission of an Ad hoc report for Early Access (refer to Section 11 for information on reporting requirements). This is because the amount of grant money to be released is calculated with reference to projected expenditure on Eligible Projects.

First Instalment

The First Instalment will be paid to an Eligible Funding Recipient within four weeks of the Work Schedule and release of the First Instalment being approved by the Secretary of the Department or their delegate.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient's Nominal Funding Allocation.

Progress Instalment

The Secretary of the Department or their Delegate will decide whether to approve release of Progress Instalments on the basis of:

- the Department's assessment of, and the information provided in, relevant Quarterly Report/s;
- If seeking Early Access to progress instalments, the information contained in an Ad hoc report detailing a Eligible Funding Recipient's actual expenditure to date and projected expenditure in the manner and form required by the Department;
- whether or not a Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; and
- consideration of other relevant information.

Further information may be requested by the Department at this stage and considered by the Secretary or their Delegate.

If the Delegate approves release of a Progress Instalment, payment will be made within four weeks of the Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release a Progress Instalment.

The payment value for a Progress Instalment will equal:

- actual expenditure up until the end of the relevant quarter; plus
- projected expenditure to the end of the next quarter.

less:

- the first instalment; and
- 10 per cent of the Nominal Funding Allocation.

Early Access

If the Eligible Funding Recipient has expended all of its First Instalment in advance of 1 January 2021, an Eligible Funding Recipient can seek to access the Second Instalment early. The process followed in relation to the Second Instalment will be followed for Early Access with necessary changes to timeframes. The payment value will be equal:

- actual expenditure up until the Ad hoc Report date; plus projected expenditure to 31 March 2021

less:

- the first instalment; and
- 10 per cent of the Nominal Funding Allocation.

Final Instalment

The Secretary or their Delegate will decide whether to approve release of the Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- acceptance of a complete Final Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information.

The Final Instalment will be the lesser of the residual amount of an Eligible Funding Recipient's Nominal Funding Allocation and the total actual expenditure under the program less instalments paid to date.

Further information may be requested by the Department at this stage and considered by the Secretary or their Delegate.

The Final Instalment will be paid within four weeks of the Secretary of the Department or their Delegate's decision to release the grant payment.

9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST.

Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect. The Department may also publish information details of grants, including individual projects funded on its website or other government websites. This information may include:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes.

11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.

Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Quarterly Reports and Work Schedules if necessary. Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

11.1 Quarterly Reports

Eligible Funding Recipients must submit Quarterly Reports throughout the Grant Period.

Quarterly Reports must be submitted per the timeframes in **Table 2 –Quarterly Reports** and in accordance with the Grant Agreement.

Quarterly Reports are used to provide the Department with information on the progress of Eligible Projects and are a requirement for the receipt of funds for payment of the Second

and Third Instalments of grant payments. Quarterly Reports must be submitted in the manner and form specified by the Department and include required details.

Eligible Funding Recipients must provide the following information in a Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of Eligible Projects; including any evidence required per the Grant Agreement; and
- estimated and/or confirmed jobs supporting by the grant funding.

The figures in the Quarterly Reports should be prepared on an accrual basis. Quarterly Reports must be submitted within the period specified in the Grant Agreement.

If an Eligible Funding Recipient has expended their Nominal Funding Allocation and/or returned any grant funding additional to the Approved Work Schedule, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports. However Eligible Funding Recipients are required to provide their subsequent Annual Report and (if applicable) the Final Report. This waiver of reporting requirements is an application of the proportionality principle.

Table 2 –Quarterly Reports

Lodgement period for Quarterly Reports	Quarter: Actual expenditure period	Quarterly Report
1–31 October 2020	1 July 2020 - 30 September 2020	Mid payment update of Work schedule. Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2021	1 October 2020 - 31 December 2020	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2021	1 January 2021 - 31 March 2021	Actual expenditure and eligible project updates for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 July 2021	1 April 2021 – 30 June 2021	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.

2020/2021 Annual Report by 31 October 2021.	1 July 2020 - 30 June 2021	Annual Report Actual expenditure and eligible project updates from 1 July 2020 (commencement of program) to 30 June 2021.
1-31 October 2021	1 July 2021 – 30 September 2021	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarters.
1-31 January 2022	1 October 2021 – 31 December 2021	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2022	1 January 2022 - 31 March 2022	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1-31 July 2022	1 April 2022 – 30 June 2022	Actual expenditure for the period commencing on 1 July 2020 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
2021/2022 Annual Report by 31 October 2021	1 July 2021 – 30 June 2022	Annual Report Actual expenditure and eligible project updates from 1 July 2021 to 30 June 2022.

The Department must be informed of any Reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

11.2 Ad hoc Report

If an Eligible Funding Recipient has spent all of their First Instalment in advance of 1 January 2021, they can submit an Ad hoc report to access their second instalment early. The submission of an Ad hoc report does not negate the requirement to submit Quarterly Reports or an Annual Report.

An Ad hoc report must be in the manner and form required by the Department and contain the following information:

- the amount of grant funding spent from 1 July 2020 until the date specified in the Ad Hoc Report;
- the amount of grant funding which the Eligible Funding Recipient intends to spend on Eligible Projects on an Approved Work Schedule following the report until 31 March 2021;

- details of progress towards completion of funded Projects; including any evidence required per the Grant Agreement; and
- estimated and/or confirmed jobs supported by the grant funding.

11.3 Annual Report

Phase 1 Annual Report for the 2020/2021 Financial Year

Eligible Funding Recipients must provide the Department with an Annual Report for the 2020/2021 Financial Year no later than 31 October 2021, unless otherwise agreed by the Department.

The report must be signed by an appropriate auditor, and must contain the auditor's opinion on the Eligible Funding Recipient's preparation of financial statements and their accounts and records. The 2020/2021 Annual report requires that Eligible Funding Recipient also engage the auditor to consider the appropriateness of accounts that relates to any Phase 2 Funding received during the 2020/2021 Financial year.

Phase 1 Annual Report for the 2021/2022 Financial Year

Eligible Funding Recipients who have not completed all approved projects by 30 June 2021 must provide the Department with an Annual Report for the 2021/2022 Financial Year no later than 31 October 2022, unless agreed by the Department. This report is to be audited and submitted in conjunction with the Eligible Funding Recipient's Phase 2 and Phase 3 Annual Report.

The Annual Report(s) will need to be in the manner and form specified by the Department in the Annual Report Guidance document.

The report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the relevant financial year;
2. Total amount of grant funding spent on Eligible Projects;
3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
 - a) a written and signed Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
 - i. The Phase 1 nominal funding allocation of the Eligible Funding Recipient;
 - ii. The Phase 1 grant payments the Eligible Funding Recipient received in the financial year;
 - iii. the amount spent by the Eligible Funding Recipient during the financial year;

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.

- b) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.
4. Photographic evidence of all approved projects. The infrastructure investment signage must be included where practicable.

11.4 Audited financial statements

As part of the Annual Report process outlined in section 11.3 above, the Department requires that Eligible Funding Recipients submit a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

- i. the Chief Executive Officer's financial statement included with the Annual Report (refer section 11.3) is based on proper accounts and records;
- ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records, including the Final Report provided;
- iii. the expenditure has been on Eligible Projects under the LRCI Program;
- iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

11.5 Final Report

If Eligible Funding Recipients completed their Phase 1 projects prior to the 2021/2022 Annual Report, they can submit a Final Report to access their Final Payment Instalment early.

The submission of a Final Report does not negate the submission of the 2021/2022 Annual Report. The Final Report must also be audited by an appropriate auditor as part of the 2021/2022 Annual Report.

The Final Report must be submitted in the manner and form stipulated by the Department, and must contain the following:

- 1) A declaration confirming that all the projects are completed within the Eligible Construction Time Period.
- 2) The construction commencement and completion dates for each project, including any delays contributing to the completion of the project (e.g. supply chain issues).
- 3) The LRCI Actual Expenditure for all projects listed on the Eligible Funding Recipient's most recently approved work schedule.
Note: this figure may vary from the amount approved on the work schedule. The LRCI Actual Expenditure must be calculated on accrual basis.
- 4) The outcome achieved for each project. Detail any community feedback (e.g. improvements to accessibility, greater use of facilities, increase in tourism etc.)

11.6 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects listed on an Approved Work Schedule, they will be required to repay that amount to the Department within four weeks of receiving such a request.

If construction activity for a particular project cannot be completed within the Eligible Construction Time Period, an Eligible Funding Recipient may be required to repay the total cost for that project to the Department within four weeks of receiving such a request.

Eligible Funding Recipients may apply to the Program Delegate seeking waiver of this repayment requirement. This request for waiver should be in the manner and form stipulated by the Department.

11.7 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs of projects completed using program payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

11.8 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

11.9 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

Environment and Planning laws

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and Local government planning approvals.

12. How we monitor your grant activity

12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
- bank account details.

An Eligible Funding Recipient's bank account details for the LRCI program is the bank account the Eligible Funding Recipient uses for the Roads to Recovery Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2022.

12.2 Department Contact Details

Email the mailbox at: LRCP@infrastructure.gov.au

Mail to: Program Manager

Local Roads and Community Infrastructure Grant Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 594

CANBERRA ACT 2601

12.3 Evaluation

The Department will evaluate the LRCI Program to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Quarterly and Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of funded projects to assist with this evaluation.

12.4 Acknowledgement

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

12.5 Media releases

If Eligible Funding Recipients propose to issue any media release relating to an Eligible Project under the LRCI Program, they must:

- At least two business days prior to the proposed release, unless otherwise agreed by the Department, provide a copy of the proposed media release and obtain the Department's agreement to the media release; and

- Provide the relevant local Federal Member of Parliament with the opportunity to participate in the media release.

On receipt of the second and third instalment, an Eligible Funding Recipient must provide via email a summary of projects commencing, in progress, and completing in a Federal Electorate, and the funds claimed against those projects, to the relevant local Federal Member of Parliament. Eligible Funding Recipients must copy the Department into this email and must send the email within seven calendar days of the payment being made to them.

12.6 Signage

For Eligible Projects on an Approved Work Schedule over \$10,000, Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences.

Signage guidelines will be available on the Department's website.

Eligible Funding Recipients must ensure that all signs erected as required by these Guidelines remain in place for the duration of the project to which they relate and for a minimum period of six months, after the day on which the project is completed.

12.7 Project Events

If a Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony or any other event in relation to a funded project, they must inform the Department and the relevant local Federal Member of Parliament of the proposed ceremony or event at least two weeks before the proposed ceremony or event is to be held, and provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

If requested by the Department or the relevant local Federal Member of Parliament, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff, the relevant local Federal Member of Parliament, or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the guidelines, the revised guidelines will be published on GrantConnect and the Department's website.

13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at LRCIP@infrastructure.gov.au.

Frequently Asked Questions may be published at https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx

To make a complaint, the Department can be contacted on 13 28 46. Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

General Manager
 COVID Recovery Infrastructure Investment Stimulus
 GPO Box 2013
 CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to a Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.

13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\) of the *Public Service Act 1999*](#). Commonwealth officials including the decision maker, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.

13.4 Privacy

The Department treats personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement. The obligation will not be breached where required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and explain why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Commonwealth employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;
- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [*Freedom of Information Act 1982*](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator
 Department of Infrastructure, Regional Development and Cities
 GPO Box 594
 CANBERRA ACT 2601

Tel: (02) 6274 6495
 Fax: (02) 6275 1347
 email: foi@infrastructure.gov.au

14. Consultation

The Australian Government sought assistance from local councils to identify potential projects that could be fast-tracked given the economic impacts being experienced from the

COVID-19 pandemic. Projects nominated by councils have informed the scope of the LRCI Program.

The Department has consulted with the Australian Local Government Association in developing these Guidelines.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
commencement date	the expected start date for the grant activity
Commonwealth	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act).
Commonwealth Grants Rules and Guidelines	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines

Term	Definition
grant	<p>for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth:</p> <ol style="list-style-type: none"> a. under which relevant money² or other <u>Consolidated Revenue Fund (CRF)</u> money³ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Nominal Funding Allocation	The maximum funding that an Eligible Funding Recipient can access under the LRCI Program for Eligible Projects
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <ul style="list-style-type: none"> • Information or an opinion about an identified individual, or an individual who is reasonably identifiable; • whether the information or opinion is true or not; and • whether the information or opinion is recorded in a material form or not
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Funding Recipient can use grant money to pay for and approved by the Secretary of the Department or their Delegate
Work Schedule	a list of projects that a Funding Recipient proposes to be funded under the LRCI Program

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

COVID-19 Local Roads and Community Infrastructure Program Guidelines – Phase 2

Opening date:	14 December 2020
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity	Department of Infrastructure, Transport, Regional Development and Communications
Enquiries:	Any questions should be directed to: Program Manager Local Roads and Community Infrastructure Program LRCIP@infrastructure.gov.au
Date guidelines released	14 December 2022
Date updated guidelines released:	April 2022
Type of grant opportunity:	Demand-driven (Eligibility-based)

Contents

1.	Local Roads and Community Infrastructure Program Process	4
1.1	Introduction	5
2.	About the LRCI Program – Phase 2	5
3.	Grant amount and grant period	6
3.1	Phase 2 – ‘use it or lose it’ principle	6
4.	Eligibility criteria	7
4.1	Who is eligible for a grant?	7
5.	What the grant money can be used for	7
5.1	Eligible grant activity	8
5.2	Maintaining overall capital expenditure	9
5.3	Co-contributions	9
5.4	Eligible Construction Time Period	10
5.6	What the grant money cannot be used for	10
6.	The grant selection process	11
6.1	Who will approve grants?	11
7.	Letter of offer process	11
8.	Notification of outcomes	12
9.	Successful grantees	12
9.1	The Grant Agreement	12
9.2	How we pay the Grant	13
9.3	Grant Payments and GST	17
10.	Announcement of grants	17
11.	Reporting requirements	17
11.1	Quarterly Reports	17
11.2	Annual Report	19
11.3	Audited financial statements	20
11.4	Final Report	21
11.5	Reconciliation Process	21
11.6	Compliance visits and Record Keeping	21
11.7	Fraud	22
11.8	Specific legislation, policies and industry standards.	22
12.	How we monitor your grant activity	22
12.1	Keeping the Department informed	22
12.2	Department Contact Details	23

12.3	Evaluation	23
12.4	Public information conditions	23
12.5	Signage	23
12.6	Project Events	24
13.	Probity	24
13.1	Enquiries and feedback	24
13.2	Conflicts of interest	25
13.3	How we manage conflicts of interest	25
13.4	Privacy	25
13.5	Confidential Information	26
13.6	Freedom of information	27
14.	Consultation	27
15.	Glossary	28

1. Local Roads and Community Infrastructure Program Process

The Local Roads and Community Infrastructure (LRCI) Program is designed to achieve Australian Government objectives

This grant opportunity is part of the LRCI Program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communication's (The Department) Outcome 3.2. The Department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines 2017*.



The grant opportunity opens

The Department will provide Eligible Funding Recipients with the Grant Guidelines for this grant opportunity (Phase 2) and publish them on [GrantConnect](#).



Grant decisions are made

The Eligible Funding Recipients for the LRCI Program have been pre-identified. The Deputy Prime Minister approves the allocation of funding under the Program, based on a formula. The Assistant Secretary, COVID Recovery Infrastructure Investment Stimulus, will approve the award of the grant.



Eligible Funding Recipients are notified of the outcome

Eligible Funding Recipients are sent a letter of offer and Grant Agreement signed by the Department.



Eligible Funding Recipients sign the Grant Agreement

Eligible Funding Recipients must sign the Grant Agreement and return it to the Department.



Nomination of projects to be undertaken

Eligible Funding Recipients will submit a draft Work Schedule nominating projects to be funded through the LRCI Program.



The Department assesses nominated projects to ensure project eligibility requirements are met

The Department will notify Eligible Funding Recipients if nominated projects are approved by providing an Approved Work Schedule. If projects are ineligible, Eligible Funding Recipients can nominate alternative projects for assessment.



Delivery of grant

Eligible Funding Recipients undertake Eligible Projects set out in their Approved Work Schedules. The Department manages the grant by working with Eligible Funding Recipients, monitoring progress and making payments.



Evaluation of the Local Roads and Community Infrastructure Program

The Department will evaluate the LRCI Program as a whole. The Department will base this on information Eligible Funding Recipients provide, as well as from other sources.

1.1 Introduction

The Guidelines contain information for Phase 2 of the Local Roads and Community Infrastructure (LRCI) Program. The guidelines have been updated in April 2022.

The LRCI Program was announced on 22 May 2020. On 6 October 2020, as part of the 2020-2021 Budget, the Government announced a further \$1 billion to extend the LRCI Program. The grant opportunity set out in these Guidelines is for Phase 2 of the LRCI Program only.

The LRCI Program supports local councils to create jobs by delivering priority local road and community infrastructure projects across Australia.

This document sets out:

- the purpose of the grant opportunity;
- the eligibility criteria;
- how Eligible Funding Recipients will be monitored and evaluated; and
- responsibilities and expectations in relation to the grant opportunity.

The LRCI Program is administered by the Department of Infrastructure, Transport, Regional Development and Communications (the Department).

2. About the LRCI Program – Phase 2

Phase 2 of the LRCI Program will run from 14 December 2020 to 30 June 2023. Project construction can commence once Work Schedules are approved by the Department with projects required to be physically completed by 30 June 2022.

The LRCI Program is a temporary, targeted stimulus measure responding to the economic impacts of the COVID-19 pandemic. The LRCI Program assists a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement.

As with the first funding round for the LRCI Program, Eligible Funding Recipients can select a broad range of projects to fund so that communities can continue to be provided with the infrastructure they require. It is expected that Eligible Funding Recipients will use local businesses and workforces to deliver projects wherever possible to ensure stimulus funding flows into local communities.

The LRCI Program is a demand driven (eligibility based) grant program.

The LRCI Program will be delivered under Outcome 3.2 of the Department's Portfolio Budget Statement 2020-2021:

- the local government program supports regional development and local communities through delivery of policy advice to the Australian Government and financial assistance to local governments to strengthen local government capacity and better support local communities.

The objective of the LRCI Program is to protect and create jobs by stimulating additional infrastructure construction activity in communities across Australia.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funding construction projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Department will administer the LRCI Program according to the [Commonwealth Grants Rules and Guidelines 2017 \(CGRGs\)](#).

3. Grant amount and grant period

The Australian Government has announced total funding of \$1 billion over two years, providing \$500 million in 2020-21 and \$500 million in 2021-22 for Phase 2 of the LRCI Program.

Each Eligible Funding Recipient will be allocated a grant amount calculated using a formula (this grant amount is the 'Phase 2 Allocation').

The formula used to determine the Phase 2 Allocations will comprise of two parts with the following weighting, added together:

- one third of the allocation calculated using the existing LRCI formula (based on the Roads to Recovery Program (R2R)); and
- two thirds of the allocation based on council population size.

Population was calculated using the Estimated Regional Population by Local Government Area data provided by the Australian Bureau of Statistics (28 August 2020). Where there was an insufficient breakdown to the level of Eligible Funding Recipients under this program (for example in relation to Christmas, Cocos and Norfolk Islands) the 2019 population was attributed to the component areas using percentages derived from 2016 Census data.

The formula has been consistently applied to determine the Phase 2 Allocation of each Eligible Funding Recipient under the LRCI Program.

This grant opportunity will open on 14 December 2020 and close on 30 June 2023. The First Instalment of the Phase 2 Allocation will be paid after the Eligible Funding Recipient's Work Schedule has been approved, and not before 1 January 2021.

3.1 Phase 2 – 'use it or lose it' principle

If:

- an Eligible Funding Recipient has not applied for the full amount of their Phase 2 Allocation in a draft Work Schedule by 31 May 2022; or
- savings related to Eligible Projects have not been reallocated under an Eligible Funding Recipient's Phase 2 Allocation before 31 May 2022,

the Commonwealth has the right to not pay the amount of the Phase 2 Allocation not applied for or reallocated by the Eligible Funding Recipient.

Eligible Funding Recipients to have in place an executed Grant Agreement in relation to their 'Nominal Funding Allocation' under Phase 1 of the LRCI Program before receiving their letter of offer and Grant Agreement for Phase 2 (see 4.3 below).

4. Eligibility criteria

Only Eligible Funding Recipients are able to participate in Phase 2 of the LRCI Program. Eligible Funding Recipients will receive a letter of offer to participate in Phase 2 of the LRCI Program.

4.1 Who is eligible for a grant?

The Eligible Funding Recipients for this grant program have been identified. They are:

- all local councils in Australia;
- the ACT Government in lieu of a system of local government;
- relevant state government, the shires of Christmas Island, Cocos (Keeling) Islands and Norfolk Island and the Lord Howe Island Board that provide local council services to 'unincorporated areas' in Australia;
- the NT Government for areas that were unincorporated until 2008 but are not yet transferred to the new councils; and
- the Victorian Department of Environment, Land, Water and Planning for the French Island.

The Eligible Funding Recipients have been selected for this grant opportunity as the intention is to fund local communities directly. By providing funding to the level of government closest to communities, the Australian Government can ensure that the economic boost is felt throughout every community across Australia.

4.2 Who is not eligible for the Grant Program?

Organisations are not eligible for the LRCI Program unless they have been identified by the Australian Government as an Eligible Funding Recipient (see: Section 4.1).

General applications by other organisations will not be accepted.

4.3 Eligibility linked to Phase 1

Eligible Funding Recipients will need to have in place an executed Grant Agreement in relation to their 'Nominal Funding Allocation' under Phase 1 of the LRCI Program before receiving their letter of offer and Grant Agreement for Phase 2.

If the Eligible Funding Recipient does not have in place an executed Grant Agreement under Phase 1, the Eligible Grant Recipient will not be eligible to receive any amount of the Phase 2 Allocation.

5. What the grant money can be used for

Grant money can only be used on Eligible Projects, which are projects that are a Local Road Project or Community Infrastructure Project (as set out below), and that meet the Eligible Project Requirements set out in subsections 5.1 to 5.6, and deliver benefits to the community.

5.1 Eligible grant activity

Local Roads Projects

Eligible Local Road Projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider works that support improved road safety outcomes. This could include projects involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Community Infrastructure Projects

Eligible Community Infrastructure Projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

'Generally accessible to the public' means that the project, or the amenity provided by the project, is generally accessible to the public at large. Some areas are clearly publicly accessible as they are areas that are open to all members of the public such as parks, playgrounds, footpaths and roads.

Projects will also be considered generally publically accessible if they are in a location that is:

- generally publically accessible to the wider public undertaking a specific activity (for example council operated sporting fields); or
- generally publically accessible for a limited age group of the Community as a whole i.e. a kindergarten building; or
- used for the provision of an essential service or community service, as determined by the Department, and the amenity of the asset is publicly accessible and benefits the community.

All projects whether carried out on council owned land, or another type of public land, must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety. Examples of eligible works include:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;

- picnic shelters or barbeque facilities at community parks;
- community/public art associated with an Eligible Project (Eligible Funding Recipients will need to provide a clear description of the conceptual basis of the artwork);
- playgrounds and skate parks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

Other Public Land

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets).

5.2 Maintaining overall capital expenditure

The purpose of the LRCI Program funding is to support local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic. As an economic stimulus measure, the intent is that Eligible Funding Recipients undertake infrastructure projects which are additional to projects that they had planned to undertake using their own funds.

Given the timing of funding under Phase 2 and taking into account that Eligible Funding Recipients may not yet have confirmed future infrastructure spending, the additionality principle, that applied to Phase 1, has been modified for Phase 2 only.

Under Phase 1, LRCI funds could not be used on existing projects. Under Phase 2, Eligible Funding Recipients are required to maintain their overall capital spending on roads and community infrastructure, funded by their own revenue, at or above their capital spending level for the relevant financial years within the Eligible Construction Time Period. The focus on overall capital spending (in Phase 2) provides Eligible Funding Recipients with greater flexibility to set and deliver the infrastructure priorities in their communities.

Proof of maintaining capital expenditure will be a requirement for an Eligible Funding Recipient to receive their full Phase 2 Allocation. The Department will consider, in exceptional circumstances, exemptions to this requirement.

5.3 Co-contributions

Co-contributions are not required under the LRCI Program, but are allowed to be used for projects. A project can be funded by a combination of LRCI Program funds, the Eligible Funding Recipient's funds, and other government programs (including state government programs), as long as the combined funding for the project does not exceed the estimated cost of a project.

An Eligible Funding Recipient using co-contributions for a project also needs to meet the conditions of other funding programs from which funds are sourced (i.e. a state program). Eligible Funding Recipients are responsible for determining if the funding conditions of another program would not permit the use of LRCI Program funding towards that project.

5.4 Eligible Construction Time Period

Construction activity on Eligible Projects must be undertaken between 1 January 2021 and 30 June 2022, subject to the following exceptions:

The Department may consider extensions to the Eligible Construction Time Period due to exceptional and unforeseen circumstances. Planning issues and general delays associated with construction will not be considered exceptional circumstances. Applications will be assessed on a case by case basis, and should be in the manner and form stipulated by the Department.

If construction activity cannot be completed or savings related to Eligible Projects have not been reallocated to other Eligible Projects under their Phase 2 Allocation (through approval of an updated Work Schedule with amended funding and/or new project nominations) before 30 June 2022, an Eligible Funding Recipient may not receive their full Phase 2 Allocation.

5.5 Combined Projects - LRCI Phase 1 and Phase 2 projects

Eligible Funding Recipients can nominate projects that utilise LRCI funding from both Phase 1 and Phase 2, but will need to demonstrate that the project is eligible under the respective program guidelines for each phase.

Eligible Funding Recipients can nominate later stages of projects that are already receiving funding under the LRCI Program, provided that the component funded under Phase 1 is not amended without approval by the Department and maintains its eligibility under the relevant program guidelines.

Eligible Funding Recipients are also able to submit projects previously nominated under Phase 1 that were not approved as meeting the eligibility requirements under the relevant program guidelines, but may be eligible under these Guidelines for Phase 2.

5.6 What the grant money cannot be used for

Eligible Funding Recipients cannot use grant money to pay for business as usual activities and costs, or any other activities and costs not associated with Eligible Projects. These activities are Ineligible Projects or Ineligible Expenditures.

The following are examples of Ineligible Projects and Ineligible Expenditures:

- costs incurred in the preparation of a Work Schedule or related documentation;
- general administrative overheads and staff salaries not connected with Eligible Projects funded under the Program;
- subsidy of general ongoing administration of an organisation such as electricity, phone, rent, or costs incurred by the Council as a Landlord in the general course of a lease;
- commencement ceremonies, opening ceremonies or any other event associated with Eligible Projects;
- transport planning studies;
- road rehabilitation studies (if not part of an Eligible Project);
- road building plant or other capital equipment especially moveable equipment (e.g. graders or trailers);
- land;

- training (if not part of an Eligible Project);
- public liability insurance;
- fringe benefits tax;
- GST payable component of a supply;
- finance leases on equipment;
- depreciation, except for depreciation of plant and equipment directly attributable to a grant funded Eligible Project;
- stand-alone design and preliminary works;
- operating lease charges where the rental expense cannot be directly linked to the grant project (e.g. a grader may be hired for a period for a variety of tasks, only charges that specifically relate to the funded Eligible Project can be charged against the grant funds);
- overseas travel; and
- the covering of retrospective costs.

6. The grant selection process

6.1 Who will approve grants?

The Assistant Secretary, COVID Recovery Infrastructure Investment Stimulus (the Delegate) approves grants on the basis that the organisation is an Eligible Funding Recipient as identified in section 4.1.

The amount of grant money awarded to an Eligible Funding Recipient will be determined by the Department in accordance with the formula outlined at section 3.

The Delegate's decision is final in all matters, including:

- the approval of the grant; and
- the grant amount.

There is no appeal mechanism for the decision to approve or not approve a grant.

7. Letter of offer process

All Eligible Funding Recipients will receive an offer to participate in Phase 2 of the LRCI Program. This offer will:

- a) specify the Phase 2 Allocation;
- b) be in the form of a Grant Agreement that sets out the terms and conditions of Phase 2 of the LRCI Program executed by the Commonwealth;
- c) provide information on the submission of Work Schedules.

Before accepting the offer, Eligible Funding Recipients must read and understand these Guidelines and the Grant Agreement. The Guidelines can be found on the Department's website and on [GrantConnect](#). Any alterations and addenda¹ will be published on

¹ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, and Questions and Answers (Q&A) documents

GrantConnect and the Department's website. By registering on GrantConnect, organisations will be automatically notified of any changes to the Guidelines.

8. Notification of outcomes

All Eligible Funding Recipients will receive a letter of offer to participate in Phase 2 of the LRCI Program and a Grant Agreement.

9. Successful grantees

9.1 The Grant Agreement

An Eligible Funding Recipient must enter into a legally binding grant agreement with the Commonwealth by signing the Grant Agreement. The Grant Agreement used for Phase 2 of the LRCI Program will be supplied to Eligible Funding Recipients. The Grant Agreement has standard terms and conditions that cannot be changed.

The Grant Agreement may also contain conditions specific to an Eligible Funding Recipient in a Schedule.

To accept the offer, the Eligible Funding Recipient must sign the Grant Agreement:

- provide all the information requested; and
- return the Grant Agreement to the LRCI Program - Program Manager.

A Grant Agreement must be executed with the Commonwealth before any payments can be made. The Department is not responsible for any of an Eligible Funding Recipient's expenditure until a Grant Agreement is executed and a Work Schedule is approved for the Eligible Funding Recipient.

Eligible Funding Recipients should keep a copy of the Grant Agreement and any supporting documents.

The Commonwealth may recover grant funds from an Eligible Funding Recipient if the Grant Agreement has been breached. If an Eligible Funding Recipient fails to meet the obligations of the Grant Agreement, the Grant Agreement may be terminated.

9.2 How we pay the Grant

Table 1 Grant Payment Overview

Payment milestone	Grant payment date	Amount
<p>First Instalment:</p> <p>Work Schedule approval payment</p>	<p>The First Instalment of the Phase 2 Allocation will be paid after 1 January 2021 and after the Eligible Funding Recipient's Work Schedule has been approved.</p>	<p>The first payment will be equal to 50 per cent of an Eligible Funding Recipient's Phase 2 Allocation, unless the Eligible Funding Recipient is the recipient of a Low Value Grant.</p> <p>For Low Value Grants, Eligible Funding Recipients will receive 70 per cent of their Phase 2 Allocation in their first instalment.</p>
<p>Progress Instalments:</p> <p>Eligible Funding Recipients can receive multiple progress payments.</p>	<p>Within four weeks of the Department's acceptance of a Quarterly Report</p>	<p>A Progress Instalment will be equal to the Eligible Funding Recipient's:</p> <ul style="list-style-type: none"> • actual expenditure until the end of the period covered by the relevant Quarterly Report; and • projected expenditure on Eligible Projects in an Approved Work Schedule to the end of the subsequent quarter; <p>less:</p> <ul style="list-style-type: none"> • received instalments; and • 10 per cent of the Phase 2 Allocation. <p>For Low Value Grants, Eligible Funding Recipients can apply to receive the residual of grant funds at the time of a Quarterly Report being submitted provided they also submit completed acquittal documentation.</p>
<p>Final payment</p>	<p>Within four weeks of the Secretary of the Department or their Delegate's decision being made to release the final instalment upon receipt of the Final Report or Annual Report.</p>	<p>The Final Instalment will equal the smaller of:</p> <ul style="list-style-type: none"> • the residual amount of an Eligible Funding Recipient's Phase 2 Allocation; or • the total eligible expenditure and projected expenditure to the end of the Eligible Projects; <p>less instalments paid to date.</p>

Submission of a Work Schedule

Eligible Funding Recipients will nominate projects they intend to spend LRCI grant money on in their draft Work Schedule.

Eligible Funding Recipients will need to have an approved Work Schedule for the first funding round under the LRCI Program before they can receive an approved Work Schedule for the LRCI Program Phase 2.

- Eligible Funding Recipients can submit a draft Work Schedule for Phase 2 while they wait for a decision on approval of their Work Schedule for the first funding round.
- Eligible Funding Recipients can submit a draft Work Schedule for Phase 2 that includes funding from Phase 1 of the LRCI Program.

Eligible Funding Recipients are required to submit a draft Work Schedule in the manner and form stipulated by the Department. The manner and form for submitting a draft Work Schedule will be provided to Eligible Funding Recipients and made available on the Department's website.

- Eligible Funding Recipients should submit their draft Work Schedule when they return their signed Grant Agreement. Work Schedules can be submitted between 1 December 2020 and 31 May 2022, but failure to promptly return a Work Schedule will result in release of grant funds being delayed.
- In order for Eligible Funding Recipients to receive their full Phase 2 Allocation, they must have submitted a draft Work Schedule for the total amount of their Phase 2 Allocation by 31 May 2022.
 - If an Eligible Funding Recipient has not applied for their full Phase 2 Allocation in a draft Work Schedule by 31 May 2022, or savings related to Eligible Projects have not been reallocated under their Phase 2 Allocation before 31 May 2022, the Commonwealth has the right to not pay the amount of the Phase 2 Allocation not yet applied for or reallocated by the Eligible Funding Recipient.

The draft Work Schedule must contain the following information in relation to each of the nominated projects the Eligible Funding Recipient proposes to undertake using the grant:

- project description, including details of how the project meets the Project Eligibility Requirements detailed in Section 5;
- proposed timeframes for the project, including construction commencement date and estimated construction completion date;
- detail of any conflicts of interest and management actions to manage these conflicts;
- the amount of grant funding required and details of any other contributions to the total costs of the project, along with details of all proposed expenditure including confirmation that none of the proposed expenditure is Ineligible Expenditure; and
- expected number of full-time equivalent jobs supported by the project over the construction period.

If some of the jobs supported by a project are new jobs/redistribution of personnel in the Eligible Funding Recipient's own workforces, labour costs for work undertaken must be derived from timesheets or via an equally acceptable method. Project management time included in the expected number of jobs supported by a project must not include Ineligible Expenditure or costs associated with Ineligible Projects, and a clear and definable model needs to be in place to apportion these costs.

The total amount of grant funding sought under a draft Work Schedule cannot exceed the amount of the grant specified in the Grant Agreement.

Approval of a Work Schedule

The Department will assess whether projects included in an Eligible Funding Recipient's Work Schedule meet the Eligible Project Requirements set out in these Guidelines and that all requested information has been provided.

If the Work Schedule or projects do not meet requirements, an Eligible Funding Recipient may submit an updated Work Schedule that includes additional nominated projects for approval. The Department may contact an Eligible Funding Recipient to request further information.

The Department will make a recommendation to the Delegate to approve/not approve the Work Schedule.

If an Eligible Funding Recipient nominates projects with a total value of more than 50 per cent of their Phase 2 Allocation and the Work Schedule is approved, the Delegate will approve release of the First Instalment of grant funds. The decision to release funds will be made on the basis of their assessment of the information provided by an Eligible Funding Recipient and any other information in the Program Guidelines. Approval may be subject to conditions detailed in the Grant Agreement. Only approved Eligible Projects will be included in the Approved Work Schedule.

Eligible Funding Recipients will be advised in writing if their Work Schedule and release of the First Instalment has been approved.

First Instalment

The First Instalment will be paid to an Eligible Funding Recipient within four weeks of the Work Schedule and release of the First Instalment being approved by the Delegate, provided this date is after 1 January 2021.

The value of the First Instalment will be 50 per cent of an Eligible Funding Recipient's Phase 2 Allocation.

Low Value Grants

A Low Value Grant is a Phase 2 Allocation under \$500,000. In application of the proportionality principle, different requirements relating to Instalments and Reporting apply to these grants.

For a Low Value Grant, the process for Work Schedule approval is the same as detailed above. However, Low Value Grant recipients can receive 70 per cent of their Phase 2 Allocation as their First Instalment provided they have nominated projects totaling 70 per cent or more of their Phase 2 Allocation.

Progress Instalments

Progress Instalments will be made following submission of a Quarterly Report.

The Delegate will approve release of a Progress Instalment on the basis of:

- the Department's assessment of, and the information provided in, relevant Quarterly Report/s;
- whether or not a Eligible Funding Recipient is in breach, or suspected of being in breach, of the Grant Agreement; and
- consideration of other relevant information.

Further information may be requested by the Department at this stage and considered by the Delegate.

If the Delegate approves release of a Progress Instalment, payment will be made within four weeks of the Delegate making this decision. Eligible Funding Recipients will be advised in writing of the decision to release a Progress Instalment.

The payment value for a Progress Instalment will equal:

- actual expenditure up until the end of the relevant quarter; plus
- projected expenditure to the end of the next quarter.

less:

- the first instalment; and
- 10 per cent of the Phase 2 Allocation.

Final Instalment

The Delegate will decide whether to approve release of the Final Instalment on the basis of:

- an assessment of compliance with the Grant Agreement, including any investigations or audit reports;
- the information provided in the Annual Report;
- acceptance of a complete Final Report;
- information in the Work Schedule and relevant Quarterly Reports; and
- any other relevant information.

The Final Instalment will be the lesser of the residual amount of an Eligible Funding Recipient's Phase 2 Allocation and the total actual expenditure.

Further information may be requested by the Department at this stage and considered by the Delegate. The Final Instalment will be paid within four weeks of the Delegate's decision to release the grant payment.

9.3 Grant Payments and GST

In accordance with the Terms of the Australian Taxation Office ruling GSTR 2012/2, payments made under the LRCI Program, which are payments made by a government related entity to another government related entity, and for which the amount of the grant does not exceed the cost of providing the goods or services, do not attract GST. Consequently, the actual and projected expenditure Eligible Funding Recipients report to the Department must exclude the GST component on goods and services, and the payments the Department makes to Eligible Funding Recipients to cover the costs of the program will not include GST.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office. We do not provide advice on your particular taxation circumstances.

10. Announcement of grants

The Department will publish details of the grants awarded on GrantConnect within 21 days after the date of effect of the Grant Agreement as required by section 5.3 of the [CGRGs](#).

The Department may also publish details of grants on its website or other government websites, including individual projects funded. This information may include, but is not limited to:

- title of the project;
- description of the project and its aims;
- amount of funding received and funding allocation; and
- project outcomes including estimates of jobs supported.

11. Reporting requirements

Eligible Funding Recipients must submit reports in line with the Grant Agreement and these Guidelines. The Department will remind Eligible Funding Recipients of their reporting obligations before reports are due.

Eligible Funding Recipients must also update their Work Schedules as required and in accordance with any other requirements notified by the Department.

The Department will monitor progress by assessing submitted reports and may conduct site visits to confirm details in Quarterly Reports and Work Schedules if necessary. Occasionally, the Department may need to re-examine claims, seek further information, or request an independent audit of claims and payments on a risk based or sampling basis.

11.1 Quarterly Reports

Eligible Funding Recipients must submit Quarterly Reports throughout the Grant Period.

Quarterly Reports must be submitted per the timeframes in **Table 2 – Quarterly Reports** and in accordance with the Grant Agreement.

Quarterly Reports are used to provide the Department with information on the progress of Eligible Projects and are a requirement for the receipt of funds for payment of Progress and

Final Instalments of grant payments. Quarterly Reports must be submitted in the manner and form specified by the Department and include required details.

Eligible Funding Recipients must provide the following information in a Quarterly Report:

- the amount of grant funding spent (actual expenditure) for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates;
- the amount of grant funding (proposed expenditure) which the Eligible Funding Recipient intends to spend on Eligible Projects in the quarter following the report;
- details of progress towards completion of Eligible Projects; including any evidence required per the Grant Agreement; and
- estimated and/or confirmed jobs supported by the grant funding.

The figures in the Quarterly Reports should be prepared on an accrual basis. Quarterly Reports must be submitted within the period specified in the Grant Agreement.

If an Eligible Funding Recipient has expended their Phase 2 Allocation or returned any unspent grant funding, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports but will still be required to provide an Annual Report. An Eligible Funding Recipient can submit their Final Report to access their final instalment at this time.

For a Low Value Grant, if the Eligible Funding Recipient has expended their Phase 2 Allocation or returned any unspent grant funds, after providing the Quarterly Report for the quarter in which this occurs, an Eligible Funding Recipient will not be required to provide further Quarterly reports. An Eligible Funding Recipient with a Low Value Grant can file acquittal documentation at this time.

Table 2 –Quarterly Reports

Lodgement period for Quarterly Reports	Quarter: Actual expenditure period	Quarterly Report
1–30 April 2021	1 January 2021 – 31 March 2021	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 July 2021	1 April 2021 – 30 June 2021	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
2020/2021 Annual Report by 31 October 2021.	1 July 2020 - 30 June 2021	Annual Report Actual expenditure and eligible project updates from 1 July 2020 (commencement of program) to 30 June 2021.
1–31 October 2021	1 July 2021 – 30 September 2021	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–31 January 2022	1 October 2021 – 31 December 2021	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1–30 April 2022	1 January 2022 – 31 March 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
1-31 July 2022	1 April 2022 – 30 June 2022	Actual expenditure and eligible project updates for the period commencing on 1 January 2021 and ending on the last day of the quarter to which the Quarterly Report relates. Projected Expenditure for the next quarter.
2021/2022 Annual Report by 31 October 2021	1 July 2021 – 30 June 2022	Annual Report Actual expenditure and eligible project updates from 1 July 2021 to 30 June 2022.

The Department must be informed of any reporting delays or significant delays affecting Eligible Projects on an Approved Work Schedule as soon as Eligible Funding Recipients become aware of them.

11.2 Annual Report

Phase 2 Annual Report for the 2020/2021 Financial Year

Under the Program Guidelines for Phase 1 of the LRCI Program, Eligible Funding Recipients are required to submit an Annual Report for the 2021/2022 Financial Year. The report must be signed by an appropriate auditor, and must contain the auditor's opinion on the Eligible Funding Recipient's preparation of financial statements and their accounts and records.

In meeting the audit requirements for the Annual Report, the Department requires that Eligible Funding Recipients also engage the auditor to consider the appropriateness of accounts that relates to any Phase 2 Funding received during the 2020/2021 Financial year.

Phase 2 Annual Report for the 2021/2022 Financial Year

The Phase 2 Annual Report for the 2021/2022 Financial Year is to be audited and submitted in conjunction with the Eligible Funding Recipient's Phase 1 and Phase 3 Annual Report. This must be submitted no later than 31 October 2022, unless agreed by the Department.

The Annual Report will need to be in the manner and form specified by the Department in the Annual Report Guidance document.

The report will need to include the following information:

1. Total amount of grant funding made available and subsequently received over the 2021/2022 Financial Year;
2. Total amount of grant funding spent on Eligible Projects;
3. Total amount (if any) of grant money unspent and either returned or will be returned to the Department:
 - a) a written and signed Financial Statement by the Chief Executive Officer or equivalent officer however named. The Financial Statement must be in the form specified by the Department and include:
 - i. The Phase 2 nominal funding allocation of the Eligible Funding Recipient;
 - ii. The Phase 2 grant payments the Eligible Funding Recipient received in the financial year;
 - iii. The amount spent by the Eligible Funding Recipient during the financial year;

Note: The figures in the Chief Executive Officer's financial statement should be calculated on an accrual basis.

- b) The Department may ask Eligible Funding Recipients to make a declaration that the grant funding was spent in accordance with the Grant Agreement and to report on any underspends of the grant money.

4. Photographic evidence of all approved projects. The infrastructure investment signage must be included where practicable.

11.3 Audited financial statements

As part of the Annual Report process outlined in section 11.2 above, the Department requires that Eligible Funding Recipients submit a report in writing and signed by an appropriate auditor stating whether, in the auditor's opinion:

- i. the Chief Executive Officer's financial statement included with the Annual Report (refer section 11.2) is based on proper accounts and records;
- ii. the Chief Executive Officer's financial statement is in agreement with the accounts and records, including the Final Report provided;

- iii. the expenditure has been on Eligible Projects under the LRCI Program;
- iv. the amount certified by the Chief Executive Officer in the Chief Executive Officer's financial statement as the Eligible Funding Recipient's own source expenditure is based on, and in agreement with, proper accounts and records.

11.4 Final Report

If Eligible Funding Recipients completed their Phase 2 projects prior to the 2021/2022 Annual Report, they can submit a Final Report to access their Final Payment Instalment early.

The submission of a Final Report does not negate the submission of the 2021/2022 Annual Report. The Final Report must also be audited by an appropriate auditor as part of the 2021/2022 Annual Report.

The Final Report must be submitted in the manner and form stipulated by the Department, and must contain the following:

- 1) A declaration confirming that all the projects are completed within the Eligible Construction Time Period.
- 2) The construction commencement and completion dates for each project, including any delays contributing to the completion of the project (e.g. supply chain issues).
- 3) The LRCI Actual Expenditure for all projects listed on the Eligible Funding Recipient's most recently approved work schedule.
Note: this figure may vary from the amount approved on the work schedule. The LRCI Actual Expenditure must be calculated on accrual basis.
- 4) The outcome achieved for each project. Detail any community feedback (e.g. improvements to accessibility, greater use of facilities, increase in tourism etc.)

11.5 Reconciliation Process

If any amount of grant funding provided to the Eligible Funding Recipient is not spent on Eligible Projects listed on an Approved Work Schedule, they will be required to repay that amount to the Department within four weeks of receiving such a request.

If construction activity for a particular project cannot be completed within the Eligible Construction Time Period, an Eligible Funding Recipient may be required to repay the total cost for that project to the Department within four weeks of receiving such a request.

Eligible Funding Recipients may apply to the Program Delegate seeking waiver of this repayment requirement. This request for waiver should be in the manner and form stipulated by the Department.

11.6 Compliance visits and Record Keeping

Eligible Funding Recipients must create and keep accurate and comprehensive records relating to grant payments received and retain those records for a minimum of five years.

Eligible Funding Recipients must, when requested to do so by the Department, provide, in the manner and form requested by the Department:

- copies of any or all of the records referred to in this subsection; and
- photographs of projects completed using grant payments.

The Department may visit the Eligible Funding Recipient during or at the completion of the grant program to review compliance with the Grant Agreement. Eligible Funding Recipients will be provided with reasonable notice of any compliance visit.

The Department may also inspect the records Eligible Funding Recipients are required to keep under the Grant Agreement.

11.7 Fraud

Eligible Funding Recipients must comply with fraud provisions in the Grant Agreement.

11.8 Specific legislation, policies and industry standards.

Eligible Funding Recipients must comply with all relevant laws and regulations in undertaking Eligible Projects on an Approved Work Schedule. The Eligible Funding Recipient may also be requested to demonstrate compliance with relevant legislation/policies/industry standards detailed in the Grant Agreement, including Environment and Planning Laws detailed below.

Environment and Planning laws

Projects on which grant payments are spent must adhere to Australian Government environment and heritage legislation including the *Environment Protection and Biodiversity Conservation Act 1999*. Construction cannot start unless the relevant obligations are met.

Eligible Funding Recipients must also meet other statutory requirements where relevant. These may include, but are not limited to: Native title legislation; State government legislation - for example, environment and heritage; and local government planning approvals.

12. How we monitor your grant activity

12.1 Keeping the Department informed

Eligible Funding Recipients must notify the Department of significant changes that are likely to affect an Eligible Project or their participation in the LRCI Program.

This includes any key changes to the Eligible Funding Recipient's organisation, particularly if it affects their ability to complete an Eligible Project, carry on their business and pay debts due.

Eligible Funding Recipients must also inform the Department of any changes to their:

- name;
- addresses;
- nominated contact details; or
- bank account details.

An Eligible Funding Recipient's bank account details for Phase 2 of the LRCI Program is the bank account the Eligible Funding Recipient currently uses for the LRCI Program. Any changes to an Eligible Funding Recipient's name, addresses, nominated contact details and bank account details must follow the process stipulated by the Department.

If an Eligible Funding Recipient becomes aware of a breach of terms and conditions of the Grant Agreement, or they cannot meet their obligations, they must contact the Department immediately. For example, if a funded Eligible Project is at risk of not being physically completed by 30 June 2022.

12.2 Department Contact Details

Email the mailbox at: LRCP@infrastructure.gov.au

Mail to: Program Manager

Local Roads and Community Infrastructure Grant Program

Infrastructure Investment Division

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 594

CANBERRA ACT 2601

12.3 Evaluation

The Department will evaluate the LRCI Program Extension to measure how well the outcomes and objectives have been achieved. Information provided by Eligible Funding Recipients, including through Work Schedules, submitted Quarterly and Ad hoc reports, and interviews may be used for evaluation purposes.

The Department may contact Eligible Funding Recipients up to two years after completion of projects to assist with this evaluation.

12.4 Public information conditions

Formal public statements, media releases or statements, displays, publications and advertising made by Eligible Funding Recipients must acknowledge and give appropriate recognition to the contribution of the Australian Government to that project.

If Eligible Funding Recipients propose to issue any media release relating to an Eligible Project under Phase 2 of the LRCI Program, they must:

- at least two business days prior to its proposed release, unless otherwise agreed by the Commonwealth, provide a copy of the proposed media release to the Commonwealth and obtain the Commonwealth's agreement to the media release; and
- provide the relevant local Federal Member of Parliament with the opportunity to participate in the media release.

12.5 Signage

Eligible Funding Recipients must ensure that signs are erected for each funded Eligible Project, at the time work on the Eligible Project commences unless the Eligible Projects are less than \$10,000. Signs are not needed for projects under \$10,000 in an Approved Work Schedule.

Signage guidelines will be available on the Department's website.

Eligible Funding Recipients must ensure that all signs erected as required by these Guidelines remain in place for the duration of the project to which they relate and for a minimum period of six months, after the day on which the project is completed.

12.6 Project Events

If an Eligible Funding Recipient proposes to hold a works commencement ceremony, opening ceremony, or any other event in relation to an Eligible Project they must inform the Department and the relevant local Federal Member of Parliament of the proposed ceremony or event at least two weeks before the proposed ceremony or event is to be held. The Eligible Funding Recipient should provide details of the proposed ceremony or event, including proposed invitees and order of proceedings.

If requested by the Department or the relevant local Federal Member of Parliament, Eligible Funding Recipients must arrange a joint Australian Government/Eligible Funding Recipient works commencement ceremony, opening ceremony or any other event.

If requested by the Minister, a member of the Minister's staff, the relevant local Federal Member of Parliament, or the Department, Eligible Funding Recipients must invite and, if the invitation is accepted, arrange for an Australian Government representative (nominated by the Minister or a member of the Minister's staff) to participate in any works commencement ceremony, opening ceremony or any other event proposed to be held in relation to a funded project.

13. Probity

The Australian Government will make sure that the grant opportunity process is fair; conducted according to the published Guidelines; incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct; and, is consistent with the CGRGs.

These Guidelines may be changed from time-to-time by the Department. In the event of a change to the Guidelines, the revised Guidelines will be published on GrantConnect and the Department's website.

13.1 Enquiries and feedback

For further information or clarification, the Department can be contacted at LRCIP@infrastructure.gov.au.

Frequently Asked Questions may be published at https://investment.infrastructure.gov.au/infrastructure_investment/local-roads-community-infrastructure-program/index.aspx

To make a complaint, the Department can be contacted on 13 28 46. Complaints will be referred to the appropriate manager.

Alternatively, complaints can be directed to:

General Manager
 COVID Recovery Infrastructure Investment Stimulus
 GPO Box 2013
 CANBERRA ACT 2601

If persons do not agree with the way the Department has handled your complaint, you may complain to the Commonwealth Ombudsman. The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the Department.

The Commonwealth Ombudsman can be contacted on:

Phone (toll free): 1300 362 072

Email: ombudsman@ombudsman.gov.au

Website: www.ombudsman.gov.au

13.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program.

Eligible Funding Recipients must disclose if any of their personnel:

- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict them/the Eligible Funding Recipient from carrying out the proposed activities and/or implementing the Work Schedule fairly and independently; or
- has a relationship with, or interest in, an organisation from which may be awarded work in relation to a Eligible Project or is otherwise be involved on the implementation of the Work Schedule.

An Eligible Funding Recipient must include the following information in the Work Schedule:

- any details of any real, apparent, or potential conflicts of interests that may arise in relation to the Eligible Projects or the program;
- details of how they propose to manage these or any other conflicts of interest that may arise; or
- that to the best of their knowledge there are no conflicts of interest.

If an Eligible Funding Recipient later identifies an actual, apparent, or perceived conflict of interest, they must inform the Department in writing immediately.

13.3 How we manage conflicts of interest

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the [Public Service Act 1999](#). Commonwealth officials including decision makers, must also declare any conflicts of interest.

Conflict of interest requirements form part of the Grant Agreement. Breach of conflict of interest requirements may result in termination of the Grant Agreement.

13.4 Privacy

The Department treats personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes advising:

- what personal information is collected;
- why personal information is collected; and
- who personal information is given to.

Personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about Eligible Funding Recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

The Department may share information it is provided with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

Eligible Funding Recipients must declare their ability to comply with the *Privacy Act 1988* and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that Eligible Funding Recipients engage to assist with the activity, in respect of personal information collected, used, stored, or disclosed in connection with the activity. Accordingly, Eligible Funding Recipients must not do anything, which if done by the Department would breach an Australian Privacy Principle as defined in the Act.

13.5 Confidential Information

Other than information available in the public domain, Eligible Funding Recipients agree not to disclose to any person, other than to the Department, any confidential information unless in accordance with these Guidelines or the Grant Agreement. The obligation will not be breached where required by law, Parliament, or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

The Department may at any time, require Eligible Funding Recipients to arrange for their employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form the Department considers acceptable.

The Department will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

- information is clearly identified as confidential and it has been explained why it should be treated as confidential;
- the information is commercially sensitive; and
- revealing the information would cause unreasonable harm to the Eligible Funding Recipient or someone else.

The Department will not be in breach of any confidentiality agreement if the information is disclosed to:

- the Minister and other Commonwealth employees and contractors to help the Department manage the program effectively;
- employees and contractors of the Department so it can research, assess, monitor and analyse our programs and activities;
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery;
- other Commonwealth, State, Territory or local government agencies in program reports and consultations;
- the Auditor-General, Ombudsman or Privacy Commissioner;

- the responsible Minister or Parliamentary Secretary; and
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

13.6 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [*Freedom of Information Act 1982*](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

Freedom of Information Coordinator
 Department of Infrastructure, Transport, Regional Development and Communications
 GPO Box 594
 CANBERRA ACT 2601

Tel: (02) 6274 6495
 Fax: (02) 6275 1347
 email: foi@infrastructure.gov.au

14. Consultation

The Australian Government sought assistance from local councils to identify potential projects that could be fast-tracked given the economic impacts being experienced from the COVID-19 pandemic. Projects nominated by councils have informed the scope of the LRCI Program. These Guidelines have also been influenced by engagement with local councils on projects during Phase 1.

15. Glossary

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
commencement date	the expected start date for the grant activity
Commonwealth Grants Rules and Guidelines	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant.
Eligible Funding Recipient	the organisation that is eligible to receive funding under the LRCI Program
Eligible Project	A project that meets the Eligible Project Requirements contained in section 5 of these Guidelines
Eligible Project Requirements	The Eligible Project Requirements are the requirements contained in section 5 of these Guidelines
grant	for the purposes of the CGRGs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money² or other <u>Consolidated Revenue Fund</u> (CRF) money³ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives
Grant Agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant

² Relevant money is defined in the PGPA Act. See section 8, Dictionary.

³ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
<u>GrantConnect</u>	is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
Personal information	<p>has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <ul style="list-style-type: none"> • Information or an opinion about an identified individual, or an individual who is reasonably identifiable; • whether the information or opinion is true or not; and • whether the information or opinion is recorded in a material form or not
Approved Work Schedule	the Work Schedule that outlines Eligible Projects that the Eligible Funding Recipient can use grant money to pay for.
Work Schedule	a list of projects that an Eligible Funding Recipient proposes to be funded under the LRCI Program

12.6 Proposed Advocacy Position on Arrangements for the management of Volunteer Bushfire Brigades

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) WALGA Proposed Advocacy Position for Volunteer Bush Fire Bridges (ii) WALGA Proposed Advocacy Position for Volunteer Bush Fire Bridges Info Page
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

For Council to support the proposed Advocacy Position for the Management of Volunteer Bushfire Brigades in a hybrid model.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

An email was received on the 24th May 2022 from WALGA seeking views from local governments on a new Advocacy Position for the management of Bush Fire Brigades (BFBs).

The need for this position came to light after the introduction of the *Workplace Health & Safety Act 2020* and a comprehensive Local Government Emergency Management survey that was carried out in 2021 to ascertain the sectors sentiment with regards to their emergency management responsibilities.

The results of the survey saw a need to better support local governments in managing their Volunteer BFBs. Four different options have been identified for future management of BFBs, with a hybrid model being WALGA's preferred method. The hybrid model would allow local governments to continue to manage their BFBs if they have the capability to do so, but transfer the management of BFBs to DFES if they do not.

MATTER FOR CONSIDERATION

Council to consider whether to support:

- The introduction of a Advocacy Position for the future management of Volunteer BFBs; and
- The hybrid model.

BACKGROUND

An email was received on the 24th May 2022 from WALGA seeking views from local governments on a new Advocacy Position for the management of Volunteer BFBs. WALGA have allowed a six week consultation period, with the final position being considered by WALGA State Council in September 2022.

Western Australian local governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery.

Under the *Bush Fires Act 1954* local governments have a responsibility to manage bushfires and Volunteer BFBs.

The introduction of the *Work Health and Safety Act 2020* has brought to light the responsibility local governments have with regards to managing BFBs. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023. Therefore, WALGA have stated that the need for a new Advocacy Position is timely.

In 2021 WALGA undertook a comprehensive Local Government Emergency Management Survey to ascertain the sector's sentiment with respect to their emergency management responsibilities. From this survey 93% of the sector were not wholly satisfied with the current arrangements for the management of BFBs and 51% expressed that their local government does not support the requirements for local governments to manage BFBs. Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

WALGA has been undertaking a process to update the Advocacy Positions, and as a result has prepared eight new Advocacy Position Statements relating to Emergency Management (please see attachment (i), appendix 1), which will be considered at the July 2022 State Council meeting. These new Advocacy Positions are based on previous State Council endorsed submissions, recommendations from significant reviews and inquiries, and information and priorities captured in sector-wide consultations.

Four options are identified for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs, the responsibility is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

The proposed position

Based on the feedback received from local governments in the WALGA Emergency Management Survey and the other considerations outlined above, WALGA considers it appropriate for the Association to support a hybrid model for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those local governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a local government does not.

Whatever the arrangements for the future management of BFBs, WALGA considers it apparent that local governments with responsibility for the management of BFBs require additional support and resourcing which should be provided by the State Government, including:

1. Development of a suite of guidelines and resources to assist local governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
2. Expansion of the Community Emergency Services Manager Program (CESM) so that every local government with responsibility for managing BFBs has access to the program if they wish to participate;
3. Universal access to DFES training for BFBs; and
4. Development of mandatory and minimum training requirements including recognition of competency for volunteers.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Work Health and Safety Act 2020

Fire Brigades Act 1942

Fire and Emergency Services Act 1998

State Emergency Management Framework (State Framework)

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

WAGLA consulted the Local Government sector which is the reason this position has been identified as being necessary.

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>WALGA have not indicated that there will be a cost to Local Governments for the hybrid model.</i></p> <p><i>DFES will assume a higher portion of the total cost of the capital and operational costs of BFBs if it has management responsibility.</i></p>
Health	N/A
Reputation	<p>Medium</p> <p><i>If our Volunteer BFBs are not being management appropriately it could result in loss of volunteers which could be detrimental to the safety of our community.</i></p>
Operations	<p>Low</p> <p><i>Should this model be implemented, Council have the option maintaining the status quo in terms of operations or reducing the operational burden by transferring it to DFES.</i></p>
Natural Environment	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

Nil.

Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position

May 2022

Table of Contents

Table of Contents	1
Executive Summary	2
How to Comment on This Paper	2
Introduction	3
Background	4
Current Arrangements in WA	5
Considerations for Future Bush Fire Brigade Management Arrangements	5
<i>Local Government Views</i>	5
<i>Recommendations of Previous Reviews</i>	6
<i>Work Health and Safety Act 2020</i>	6
<i>Volunteer Insurance</i>	7
<i>Sector Capacity, Capability and Resourcing</i>	7
<i>Bush Fire Service and Volunteerism</i>	7
Options for future management of BFBs	8
Proposed Position	8
Management of Bush Fire Brigades	9
How to Provide a Response to this Paper and Proposed Position	10
APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements	11

Acknowledgement

The WA Local Government Association (WALGA) acknowledges the Traditional Owners of the land and pays respects to Elder's past, and present. WALGA acknowledges the continuing knowledge and cultural practices that they bring to the Local Government and Emergency Management sectors to support resilient and sustainable land management on WA landscapes.

Executive Summary

Western Australian Local Governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery. Relevantly, pursuant to the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs).

This Paper proposes a new Advocacy Position on the management of BFBs to guide the Association's emergency management advocacy on behalf of Local Government, and in particular its engagement with the State Government on the development of the *Consolidated Emergency Services Act* which is expected to be released for stakeholder consultation in early 2023.

How to Comment on This Paper

Local Governments are encouraged to provide a written response to this Paper or to complete the [survey](#). Formal Council resolutions will assist the Association understand the sentiment of the sector on this important issue.

The Paper outlines the proposed Advocacy Position, followed by the background and rationale for the new position.

Questions are provided at the end of the Paper to guide feedback.

For further information please contact WALGA's Resilient Communities Policy Manager, Susie Moir via 9213 2058 or smoir@walga.asn.au

Feedback should be provided in response to the questions via email to em@walga.asn.au by **5pm Friday 8 July 2022**.

Introduction

This Paper seeks Local Government's views on a new WALGA Advocacy Position on the management of volunteer bush fire brigades (BFBs).

WALGA Advocacy Positions guide WALGA's policy, advocacy and capacity building activities and support a consistent and whole-of-sector approach.

The introduction of the *Work Health and Safety Act 2020* has shone a spotlight on Local Government responsibilities for managing BFBs. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023. Therefore consultation on a new Advocacy Position with respect to management of BFBs is timely.

In 2012, 2019 and 2021, WALGA undertook comprehensive consultation with Local Government in relation to emergency management matters.

In 2021 WALGA undertook a comprehensive [Local Government Emergency Management Survey](#) to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey. Responses were provided by:

- 36 Chief Executive Officers
- 18 Community Emergency Services Managers
- 50 Local Government officers

As part of the survey Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

These Survey responses reinforce that it is timely to engage with the sector on this issue.

WALGA has been undertaking a process to update our Advocacy Positions, and as a result has prepared eight new Advocacy Position Statements relating to Emergency Management, which will be considered at the July 2022 State Council meeting, as listed in Appendix 1. These new Advocacy Positions are based on previous State Council endorsed submissions, recommendations from significant reviews and inquiries, and information and priorities captured in sector-wide consultations.

A comprehensive Advocacy Position regarding the *Consolidated Emergency Services Act*, is outlined in Appendix 1, Advocacy Position 8.4.

Background

FESA (now the Department of Fire and Emergency Services (DFES)) was established in 1999 for the purpose of improving coordination of the State's emergency services, replacing the Fire Brigades and Bush Fires Boards¹. DFES provides strategic leadership for emergency services across WA. DFES manages the career fire and rescue service, as well as a number of volunteer emergency services: Volunteer Fire and Emergency Services (VFES); Volunteer Fire and Rescue Service (VFRS); State Emergency Services (SES); and Marine Rescue Western Australia.

Around Australia:

- WA is the only State in Australia in which Local Governments manage bushfire volunteers (pursuant to the *Bush Fire Act 1954*).
- In New South Wales, the NSW Rural Fire Service, which makes up the world's largest firefighting volunteer services, is managed by the NSW Government².
- Similarly, the Victorian Government manages the Country Fire Authority which manages regional fire services in Victoria³.
- In South Australia, the *Fire and Emergency Services Act 2005* (SA) provides for the South Australian Country Fire Service (SACFS) being established as a body corporate, currently managing 14,000 volunteers. The SACFS is responsible to the Minister for Emergency Services⁴.
- In Queensland, the *Fire and Emergency Services Act 1990* (Qld) provides for the establishment of rural fire brigades, with the Commissioner responsible for the efficiency of rural fire brigades⁵.
- The Tasmanian Fire Service sits under the State Fire Commission, established under the *Fire Service Act 1979*⁶, with more than 200 fire brigades across Tasmania, 350 career firefighters and 5000 volunteers.
- The ACT Rural Fire Service sits under the ACT Emergency Services Agency⁷ and is responsible for all bush and grass fires in rural ACT areas, through 450 volunteers in eight brigades.
- Bushfires NT is a division of the Department of Environment, Parks and Water Security, which is responsible for administration of the *Bushfires Management Act 2016*⁸. The Minister appoints members of the Bushfires Council and regional bushfires committees.

¹ <https://www.dfes.wa.gov.au/site/about-us/corporate-information/corporate-history/corporate-history.html>

² <https://www.rfs.nsw.gov.au/about-us/history>

³ <https://www.cfa.vic.gov.au/about-us/who-we-are>

⁴ [Part B 2015 South Australian Country Fire Service.pdf \(audit.sa.gov.au\)](#)

⁵ [Fire and Emergency Services Act 1990 \(legislation.qld.gov.au\)](#)

⁶ [TFSAAnnualReport2021.pdf \(fire.tas.gov.au\)](#)

⁷ [Emergencies Act 2004 | Acts](#)

⁸ [Legislation Database \(nt.gov.au\)](#)

Current Arrangements in WA

In Western Australia 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers. The Bush Fire Service is the largest volunteer emergency service by a significant margin:

- Bush Fire Service: 19,639 volunteers
- Fire and Rescue Service: 2,486 volunteers
- State Emergency Services: 2001 volunteers
- Volunteer Fire and Emergency Services: 926 volunteers
- Emergency Services Cadet Corps: 2,261 volunteers
- Marine Rescue Service: 1,559 volunteers⁹.

The number of BFBs managed by Local Governments varies from one up to 20. For example, the Shire of Cranbrook, which has a population of 1000 people, annual revenue of \$8 million and 29 employees manages 11 BFBs. The City of Mandurah, population 88,000, annual revenue of \$116 million and 678 employees, manages one BFB.

DFES also manages some BFBs. This includes seven bushfire brigades within the Kimberley and seven bushfire brigades within the Pilbara regions, under Memorandums of Understanding (MOU) with relevant Local Governments which make DFES responsible for the day-to-day management of the BFB and all response activities, excluding in relation to land tenure managed by the Department of Biodiversity, Conservation and Attractions.

Under this arrangement, Local Governments maintain responsibility for administering the *Bushfires Act* and carry out activities such as inspecting fire breaks and issuing burning permits.

The Local Government Grants Scheme (LGGS) Manual ([Appendix 1](#)) outlines five different 'profiles' for Bush Fire Brigades, as follows:

- Farmer Response Rural Brigades
- Pastoral Emergency Management
- Rural Brigades
- Settlement Brigades (Rural/Semi Rural)
- Urban Brigades (Defensive/Structural/Breathing Apparatus).

Considerations for Future Bush Fire Brigade Management Arrangements

Local Government Views

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

⁹ DFES Volunteering, April 2022

Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

Recommendations of Previous Reviews

Over the years there have been many calls for transformational change to the State Emergency Management Framework, in particular rural fire management.

The [Ferguson Report](#) on the 2016 Waroona Bushfire recommended that the State Government establish a rural fire service to address perceived issues in rural fire management, including insufficient capacity and unsuitable governance to deliver rural fire services. In 2017 the State Government hosted a bushfire mitigation summit at which a number of options were considered by stakeholders: a rural fire service operated within DFES; a rural fire service operated within DFES with autonomy; and a dedicated rural fire service that operated independently. Options to transfer the management of all BFBs under one umbrella – DFES or other – were also explored.

The 2017 [Economic Regulation Authority Review of the Emergency Services Levy \(ESL\)](#) considered the extent to which the ESL should be available to fund the administrative and/ or operational costs of a rural fire service, although it was outside the terms of reference for the ERA to examine the merits of a rural fire service or form a view on the best model of a rural fire service¹⁰. A number of Local Governments provided submissions to the ERA Review that supported the creation of a rural fire service¹¹.

Work Health and Safety Act 2020

The requirements of the *Work Health and Safety Act 2020*, enacted in March 2022, have heightened concerns in the sector regarding risk and liability in the management of BFBs, resourcing requirements and training and competency.

The shared responsibility for the health and safety of BFB volunteers adds further complexity to the management of BFBs and responsibilities. Local Governments, DFES, and in some cases the Department of Biodiversity, Conservation and Attractions (DBCA), have a shared duty of care to BFB volunteers due to Controlling Agency activities at incidents, and funding mechanisms (LGGs) for BFB operations and capital equipment.

DFES has a role as the lead fire and emergency services agency in WA for preparing training resources and standard operating procedures. DFES is currently developing additional resources suited to each of the above BFB 'profiles', specifically the management and training of BFBs. These additional resources will be discussed further with the sector in the coming months.

Whether the management structure for BFBs could be aligned to reflect the current operations of different brigade 'profiles', as provided in the LGGs Manual and outlined on Page 5 of this Paper, would require further discussion between DFES and the Local Government sector. This could allow for scalability of BFBs depending on location, resources and capabilities.

¹⁰ [ERA Review of the ESL, 2017, pg 185](#)

¹¹ [ERA ESL Review – summary of submissions to issues paper and draft report](#)

Volunteer Insurance

Local Governments are responsible for providing compensation for injury caused to present and former BFB volunteers as a result of their duties. The commercial insurance market ceased writing injury insurance for volunteers in 2012, therefore a self-insurance mutual scheme was implemented to ensure that Local Governments continue to meet this obligation.

Since 2012, due to the high cost of claims, the aggregate limit of liability has increased from \$250,000 to \$750,000. In addition, the annual cost of insurance has nearly doubled (92%) from \$47.50 to \$91.20 per volunteer, and it is expected that this trend will continue¹².

Sector Capacity, Capability and Resourcing

Local Governments vary in their capability, capacity, and resources to manage BFBs, as well as their other extensive legislative responsibilities and requirements¹³.

By way of overview, Local Governments in Western Australia:

- vary in size from less than 1.5 to over 370,000 square kilometres;
- have populations of just over 100 to more than 220,000 people;
- employ fewer than 10 to over 1000 staff; and
- have revenue (2019-20) ranging from just over \$2 million to just over \$225 million¹⁴.

Bush Fire Service and Volunteerism

The localised culture and history of BFBs in WA has had a large influence on the way that Local Governments engage with and manage BFBs. Many BFBs operate in an independent and self-sufficient way, which Local Governments encourage and support, as this contributes to expansion of the volunteer network in the local community, while also building community networks and resilience.

Communities, and therefore many Local Governments, have a significant interest in volunteering and BFBs, with some Local Governments very involved in the establishment, management and operation of their local BFBs. Therefore it is essential that any future management arrangements, including the transfer of responsibility for management of BFBs to the State Government, should be a voluntary process available to Local Governments that do not have the capacity, capability or resources to manage BFBs. It is also essential that the integrity of the Bush Fire Service is maintained, whatever the arrangements for the management of BFBs.

¹² Data provided by LGIS, 17 May 2022

¹³ 2021 Local Government Emergency Management Capability report - SEMC

¹⁴ [Department of Local Government, Sport and Cultural Industries](#)

Options for future management of BFBs

Four options are identified for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

Proposed Position

Based on the feedback received from Local Governments in the WALGA Emergency Management Survey and the other considerations outlined above, it is considered appropriate for the Association to **support a hybrid model** for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those Local Governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a Local Government does not.

Whatever the arrangements for future management of BFBs, it is apparent that Local Governments with responsibility for management of BFBs require **additional support and resourcing** which should be provided by the State Government, including:

- development of a suite of guidelines and resources to assist Local Governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
- expansion of the Community Emergency Services Manager Program (CESM) so that every Local Government with responsibility for managing BFBs has access to the Program if they wish to participate;
- universal access to DFES training for BFBs; and
- development of mandatory and minimum training requirements including recognition of competency for volunteers.

Based on the previous commentary, the following Advocacy Position is proposed:

Management of Bush Fire Brigades

1. The Association advocates that the State Government must provide for:
 - a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;
 - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
 - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
 - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.
2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).
3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.

How to Provide a Response to this Paper and Proposed Position

WALGA strongly encourages all Local Governments, and particularly those with responsibility for managing Bush Fire Brigades to provide a response to this Paper and the proposed Advocacy Position. Council endorsed responses are preferred but not essential.

The following questions are provided for Local Governments to consider:

1. Does your Local Government manage BFBs?
2. Does your Local Government support the proposed Advocacy Position on arrangements for the management of Bush Fire Brigades? Why or why not?
3. Does your Local Government have any further suggestions or changes to the proposed Advocacy Position?
4. For Local Governments that manage BFBs, is your Local Government's preference to continue to manage BFBs or to transfer responsibility to the State Government?
5. Is your response endorsed by Council? If so, please include the Council paper and resolution.
6. Do you have any further comments to make?

Responses can be provided by way of written submission or by completion of the online [survey](#).

Please provide written submissions by **5pm Friday 8 July 2022** to em@walga.asn.au (Subject line: Bush Fire Brigade Advocacy Position).

WALGA will review the feedback received and prepare a report for consideration by WALGA Zones and State Council in September 2022.

APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements

(Positions to be considered at July 2022 State Council Meeting)

8 Emergency Management

Local Governments in Western Australia play a significant role in emergency management. Both Commonwealth and State Government policy identify Local Government as a key player in community disaster resilience, preparedness and response. Local Governments however face a few challenges in addressing their emergency management responsibilities, and these challenges differ greatly across the State.

8.1 Emergency Management Principles

1. The State Government bears fundamental responsibility for emergency management and has the role of providing strategic guidance, support and services for emergency management activities in Western Australia.
2. The State Government should provide financial and resourcing support as necessary to enable Local Governments to adequately deliver their extensive emergency management roles and responsibilities under the State Emergency Management Framework.
3. The Local Government Sector should be engaged as a partner in policy and legislative reviews that impact Local Government emergency management roles and responsibilities.

8.2 State Emergency Management Framework

Local Governments are supported to undertake their emergency management responsibilities by a simple and streamlined State Emergency Management Framework with the primary objectives of:

1. Protecting people, the economy, and the natural environment from disasters;
2. Supporting communities in preventing, preparing for, responding to and recovering from emergencies;
3. Clearly outlining roles, responsibilities and accountabilities for Local Government and other emergency management stakeholders;
4. Scalability and adaptability that supports Local Governments of varied capacity and capability; and
5. Supporting agency interoperability through common systems and approaches to key activities including data management, communications, and hazard management.

8.3 Sustainable Grant Funding Model for Emergency Management

Local Government should be empowered to discharge its emergency management responsibilities through sustainable grant funding models that support a shared responsibility and all hazards approach to prevention, preparedness, response and recovery from natural disasters. A sustainable grant funding model for Local Government emergency management:

1. empowers Local Governments to undertake proactive approaches to preparedness, prevention, response and recovery;

2. supports the resilience of local communities through capacity-building activities and programs;
3. is responsive to the variations in Local Government resourcing and context
4. develops the skills, capacity and capability of the emergency management workforce; and
5. is consistent, flexible, timely, accessible, scalable, strategic and the guidance provided is comprehensive.

8.4 Consolidated Emergency Services Act

1. The Association advocates for the development of a Consolidated Emergency Services Act to provide a comprehensive and contemporary legislative framework to support the effective delivery of emergency services in Western Australia. The Legislation should clearly define the roles and responsibilities of all emergency management stakeholders including Local Government.
2. The Local Government sector seeks ongoing engagement in the scoping and co-design of the Act and associated Regulations and supporting materials such as Guidelines and fact sheets.
3. The Association advocates for DFES to undertake a full costing analysis of the new Act and to provide to Local Government details of the cost implications prior to the release of any Exposure Draft Bill.
4. Any new or increased responsibilities placed on Local Government by the Consolidated Emergency Services Act must be accompanied by funding and resource support to enable Local Governments to adequately discharge those responsibilities.
5. The Association recognises that in addition to the Consolidated Emergency Services Act, the Regulations and other supporting materials that are developed to support it provide a key resource for Local Governments in understanding and discharging their legislative obligations.
6. The Association advocates for the Act to provide clear guidelines for the process for transferring responsibility for bushfire incident response from Local Government to DFES.

8.5 Resource Sharing

Local Governments and the Association support resource sharing across the Local Government Sector for the purpose of emergency management, to support Local Governments to undertake effective and timely response and recovery to emergencies as well as conduct business as usual. The Association will endeavour to facilitate support to the sector in undertaking resource sharing arrangements.

8.6 Lessons Learnt Management

The Association advocates for the implementation of a transparent and contemporary assurance framework for emergency management lessons management overseen by the State Emergency Management Committee. Findings from inquiries and reviews, and progress on implementation of recommendations, should be publicly reported regularly and consistently.

8.7 Emergency Services Levy

Local Government requests the implementation of the recommendations from the 2017 Economic Regulation Authority (ERA) Review of the Emergency Services Levy, which supported increased transparency and accountability in the administration and distribution of the ESL through:

1. Expansion of the ESL to fund Local Government emergency management activities across prevention, preparedness and response.
2. Administration of the ESL by an independent organisation that is funded through consolidated revenue, with regular independent reviews of expenditure and assessment of the effectiveness of ESL funding expenditure to support prevention, preparedness and response activities.
3. The ESL administration fee should recompense Local Governments for the complete cost of administering the ESL.
4. Public disclosure of the allocation and expenditure of the ESL.
5. Public disclosure by the State Government on the progress of implementation of each of the ERA Review recommendations.
6. A review of the role, responsibilities and reporting arrangements of the Community Emergency Services Manager (CESM) Program.

8.8 Local Government Grants Scheme (LGGS)

Local Government supports:

1. A full, independent review of the LGGS to investigate and analyse how ESL funds are allocated to Local Government via the LGGS;
2. A redesign of the LGGS to remove the ineligible and eligible list and create a sustainable, modern, equitable grants program that funds Local Government emergency management activities across prevention, preparedness and response
3. An audit of existing buildings, facilities, appliances, vehicles, and major items of equipment for both Local Government Volunteer Bushfire Brigades (BFB) and State Emergency Services (SES) to inform the preparation of a Comprehensive Asset Management Plan and to guide future funding requests;
4. in the interim, an immediately increase in the quantum of State Government funding to enable the provision of funding of operating and capital grant applications in full, to provide all resources necessary for the safe and efficient operation of Local Government Bushfire Brigades, in accordance with obligations of the Work Health and Safety 2020 legislation.

8.9 Expansion of the Community Emergency Services Manager (CESM) Program

That the Association advocates for an expansion of the Community Emergency Service Manager (CESM) Program, as follows:

1. All Local Governments should have the option of participating in the CESM Program.
2. The full cost of the CESM Program should be funded through the Emergency Services Levy.

8.10 Management of Bush Fire Brigades

To be developed.



To: All Local Governments **From:** Susie Moir, Resilient Communities Policy Manager

Date: 20 May 2022

Reference: 05-024-02-0059SM **Priority:** High

Subject: Proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades

Operational Area:	CEO, Emergency Management
Key Issues:	<ul style="list-style-type: none">The Association is consulting the Local Government sector on a proposed Advocacy Position on the arrangements for management of volunteer Bush Fire Brigades.Responses to the proposed Advocacy Position Paper are requested by 8 July 2022.Sector feedback will inform a final position to be considered by WALGA State Council in September 2022.
Action Required:	<ul style="list-style-type: none">Local Governments are encouraged to provide a written response or submit a response through the survey.A formal Council resolution will assist the Association understand the sentiment of the sector.

Background

Western Australian Local Governments have extensive roles and responsibilities embedded in the State Emergency Management Framework across the emergency management spectrum of prevention, preparedness, response, and recovery. Under the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs). 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers.

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

The State Government is currently drafting the *Consolidated Emergency Services Act (CES Act)*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill for consultation in early 2023.

The introduction of the *Work Health and Safety Act 2020* has also shone a spotlight on Local Government responsibilities for managing volunteer BFBs.

Comment

The development of the CES Act represents a important and timely opportunity for the sector to determine its position on the management of volunteer BFBs. An endorsed advocacy position will guide the Association in its engagement with the State Government on this issue.

WALGA has prepared the attached proposed Advocacy Position for the sector's consideration.

An six week period for sector consultation is designed to enable Local Governments to engage with relevant stakeholders, including volunteers, and for Councils to consider their position. Feedback on the proposed position will be reviewed and inform a final position to be considered by WALGA State Council in September 2022.

Further information

Please contact WALGA's Resilient Communities Policy Manager, Susie Moir smoir@walga.asn.au or 9213 2058.

12.7 Freedom Of Information Statement Review

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Shire of Quairading Freedom of Information Statement
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ SECONDED _____

That Council endorses the 2022 Freedom of Information Statement.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

As per the *Freedom of Information Act 1992 (WA)* all agencies must prepare and publish a Freedom of Information statement. The statement must be reviewed every 12 months and copy of its statement must be provided to the Information Commissioner as soon as practicable after the statement is published or a new edition produced.

Shire officers have made some minor amendments to the Freedom of Information Statement for Councils consideration.

MATTER FOR CONSIDERATION

For Council to endorse the updated Shire of Quairading Freedom of Information statement.

BACKGROUND

Part 5 of the *Freedom of Information Act 1992 (WA)* (the FOI Act) requires each agency to prepare and publish a Freedom of Information statement. As per section 96 and 97 of the FOI Act, The statement must be reviewed at intervals of not more than 12 months.

Approved method of publication (in accordance with section 96(1)) -

1. Agencies shall have the discretion of publishing their information statement either as a standalone document or incorporated in its annual report.
2. Where an information statement is produced as a standalone document, reference to its existence and details of how it can be inspected or purchased should also be contained in the agency's annual report.
3. Each agency must make a copy of its information statement available for inspection and/or purchase at its major offices including those at regional centres.
4. Information statements shall be prepared in accordance with the requirements of section 94 of the FOI Act, and also follow guidelines as to format and content issued from time to time by the Office of the Information Commissioner.

Section 97 of the FOI Act

Agencies must also provide a copy of its statement to the Information Commissioner as soon as practicable after the statement is published or a new edition produced (section 97). If the Information Statement is not changed between editions, the agency need only notify the Information Commissioner that the statement has been reviewed and is still current. Where minor amendments are made to an existing statement, copies of the amended pages may be forwarded in lieu of the entire document, if feasible.

STATUTORY ENVIRONMENT

Freedom of Information Act 1992 Part 5, sections 96 97

POLICY IMPLICATIONS

Freedom of Information Statement

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Governance: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

No consultation was required.

RISK ASSESSMENT

	Option 1
Financial	N/A
Health	N/A
Reputation	High <i>It is against legislation if our FOI statement is not up to date.</i>
Operations	Low
Natural Environment	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

The Shire of Quairading publish their Freedom of Information Statement as a standalone document on the Shire of Quairading website.

The Organisational Chart has been updated to reflect the changes in the organisation.

There has been some minor changes to formatting, but any major changes or additions are indicated by being highlighted in yellow.



Freedom of Information Statement



Contents

1	Legislative Framework	3
1.1	Legislation	3
1.2	Local Laws	3
1.3	Policies of the Local Government	4
2	Strategic Community Plan 2021 – 2031	4
2.1	Our Vision.....	4
2.2	Strategic Priorities.....	4
3	Organisational Structure	6
3.1	Organisational Chart	6
3.2	The Council and Councillors	7
3.3	Decision-making Functions	7
3.4	Management.....	8
4	Public Participation.....	9
4.1	Public Notices & Advertising.....	9
4.2	Council Meetings.....	9
4.3	Council Agendas & Minutes	9
4.4	Current Shire Committees.....	10
4.5	Annual Elector’s Meeting.....	10
4.6	Other Avenues for Public Participation.....	10
5	Publications	11
5.1	Publications Available	11
5.2	Documents which may be available under FOI provisions	12
5.3	Personal information	12
5.4	Reasons for Refusal of Access	12
6	FOI Processes	13
6.1	Freedom of Information Applications.....	13
6.2	Notice of Decision	14
6.3	Fees & Charges.....	14
6.4	Access Arrangements.....	14
6.5	Appeals for review	14

1 LEGISLATIVE FRAMEWORK

This Information Statement is published by the Shire of Quairading (Shire) in accordance with the requirements of Part 5 of the *Freedom of Information Act 1992* (the FOI Act).

The operations of local government in Western Australia are governed by the *Local Government Act 1995* (the LG Act), the various Local Government Regulations, and any other legislation that provides powers and responsibilities to local governments.

1.1 Legislation

Principal legislation that the Shire operates under includes –

- a. *Local Government Act 1995*;
- b. *Public Health Act 2016*;
- c. *Health (Miscellaneous Provisions) Act 1911*;
- d. *Planning and Development Act 2005*;
- e. *Bush Fires Act 1954*;
- f. *Cat Act 2011*;
- g. *Dog Act 1976*.
- h. *Cemeteries Act 1986*
- i. *Workplace Health & Safety Act 2020*
- j. *Emergency Management Act 2005*
- k. *Waste Avoidance and Resource Recovery Act 2007*

There is a wide range of other legislation that provides powers and authorities that imposes duties and obligations upon the Shire.

Each Act of Parliament generally has one or more related Regulations which also impact on the Shire.

Confirmation of current Acts and Regulations by referring to the Department of Justice Parliamentary Council's Office website at legislation.wa.gov.au is recommended.

1.2 Local Laws

The powers of local government to provide services and facilities and make local laws are derived from legislation passed in State Parliament. Many of the enabling and principal legislation for the Council is the *Local Government Act 1995*.

At January 2022, the Shire's local laws are –

- a. *Bylaws Relating to Brick Areas - 24 Feb 1970*
- b. *Bylaw Relating to Brick Areas Amendment – 3 Mar 1995*
- c. *Extractive Industries Local Law 2011*
- d. *Activities in Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2016*
- e. *Cemetery Local Law 2016*
- f. *Local Government Property Local Law 2016*
- g. *Pest Plants Local Law 2016*
- h. *Pest Plants Amendment to Local Law 2018*
- i. *Animals, Environment and Nuisance Local Law 2017*
- j. *Animals, Environment and Nuisance Amendment Local Law 2019*
- k. *Dogs Local Law 2017*
- l. *Health Local Law 2016*
- m. *Local Government Property Local Law 2016*

These current local laws of the Shire of Quairading can be accessed via our website.

1.3 Policies of the Local Government

In order to provide guidance for the officers of the local government, the Council adopts policies that define the structure under which the local government operates.

Policies of the local government are available for public perusal on request at the Shire Office and on the Shire Website.

2 STRATEGIC COMMUNITY PLAN 2021 – 2031

2.1 Our Vision

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

2.2 Strategic Priorities

Council’s Strategic Community Plan 2021 – 2031 comprises five (5) priorities for our community, and is underpinned by actions taken to ensure an effective and sustainable Council.

1. COMMUNITY
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.
1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire.
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience.
1.5 Support emergency services planning, risk mitigation, response and recovery.

2. ECONOMY
2.1 Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan).
2.2 Build upon our “Take a Closer Look” brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population.
2.3 Shire engages stakeholders and partners to help capture local economic development initiatives.
2.4 Encourage local workforce participation.

3. BUILT ENVIRONMENT

3.1 Safe, efficient and well maintained road and footpath infrastructure.

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

3.3 Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans.

4. NATURAL ENVIRONMENT

4.1 Maintain a high standard of environmental health services.

4.2 Conservation of our natural environment.

4.3 Demonstrate sustainable practices of water, energy and waste management.

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.

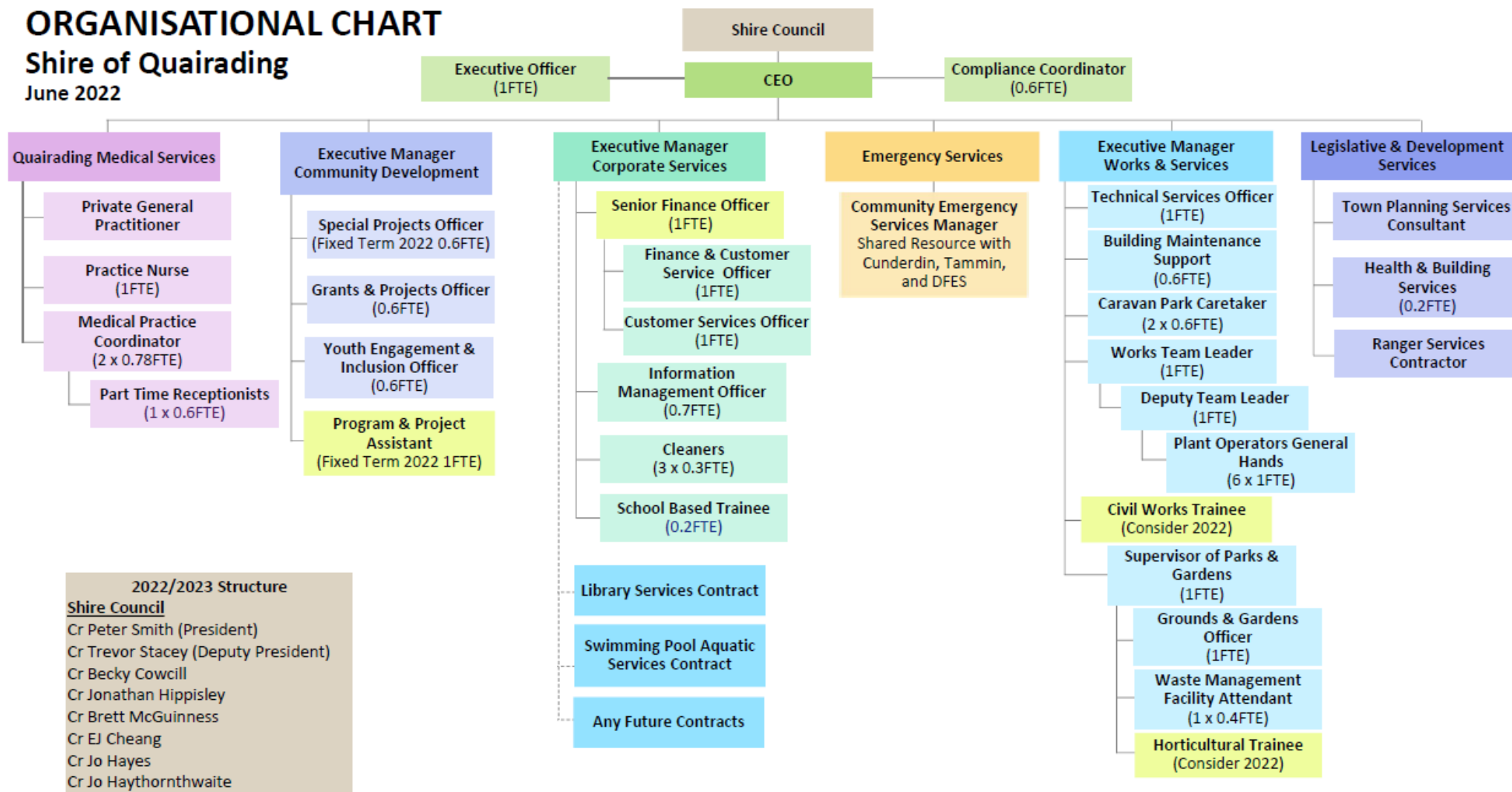
5.3 Provide informed and transparent decision-making that, meets our legal obligations, and the needs of our diverse community.

5.4 Implement systems and processes that meet legislative and audit obligations.

3 ORGANISATIONAL STRUCTURE

3.1 Organisational Chart

ORGANISATIONAL CHART Shire of Quairading June 2022



3.2 The Council and Councillors

The policy-making or legislative powers of the Shire rest with the elected members of the Council.

Council is the governing body of the local government and is made up of eight Elected Members (Councillors). The role of the Council is defined in the *Local Government Act 1995*:

- To direct and control the local government's affairs; and
- To be responsible for the performance of the local governments functions.

Generally, Councillors do not have an authority to act or make decisions as individuals. They are members of an elected body that makes decisions on behalf of the local government through a formal meeting process.

The role of each Councillor is to:

- Represent the interests of electors, ratepayers and residents of the district;
- Provide leadership and guidance to the community in the district;
- Facilitate communication between the community and the Council;
- Participate in the local government's decision-making processes at Council meetings; and
- Perform such other functions as are given to a Councillor by the *LG Act* or any other written law.

Your elected Councillors are ratepayers or residents who have volunteered to work for the community and provide an avenue for public participation and input on important decisions that affect the way you live.

Local government elections take place every second year on the third Saturday in October, with half the Council retiring at each election. Retiring Council members are eligible for re-election. After each election, Councillors elect a Shire President and Deputy Shire President amongst themselves for the next two Year Term.

The Council generally meets on the fourth Thursday each month except January.

More information relating to your elected members and schedule of meetings is published on the Shire of Quairading website at www.quairading.wa.gov.au.

3.3 Decision-making Functions

Matters requiring a decision that are brought before Council have an associated recommendation which has been prepared by the responsible staff member who is employed by the Shire of Quairading. The recommendations are generally based on –

- Legislation;
- Legal responsibilities;
- Adopted documents outlining strategic direction, policy etc.; and
- Professional opinions.

Council may modify, reject or adopt new resolutions after it considers the recommendations of the particular officer.

A range of policies have been developed by the Shire that guide and direct actions now and into the future.

For many operational and day-to-day matters, Council has delegated decision-making authority to the Chief Executive Officer (CEO). These delegations are reviewed and approved by Council on an annual basis. The CEO may further delegate certain decision-making duties to Shire officers in accordance with the *Local Government Act 1995*.

In performing the roles as decision-makers, elected members, the CEO and Shire Officers are required to make decisions that have an impact on the daily lives of the community. These decisions might be about things like economic development, the provision of footpaths, control of animals, refuse collection, cultural events, planning matters, recreation facilities and control of environmental health issues. The Shire strives to achieve a balanced and fair approach to decision-making to protect and develop the amenities of the Shire, preserve heritage, encourage economic growth and provide clarity to residents and businesses in the area.

3.4 Management

The operations of the Shire are managed by the CEO who is supported by an Executive Management Team.

The role of CEO is to act as a conduit between Council and the administration of the Shire, and to carry ultimate responsibility for the efficient and effective utilisation of the resources available to the Shire. The CEO and staff report to Council at monthly meetings with recommendations that Council can accept, reject or substitute with an amended resolution.

The Executive Management Team consists of Executive Managers who assist the CEO in managing the Shire's four Core Units.

Office of the CEO Chief Executive Officer	Corporate Services Executive Manager Corporates Services	Community & Economic Development Executive Manager Community Development	Works & Services Executive Manager Works & Services
Economic Development Governance Strategy Elected Member Support Special Projects Human Resources Public Relations Statutory Planning Business & Tourism Services Health & Building Services Ranger Services Emergency Services Medical Services	Rates Information Technology Customer Services Facilities Management Asset Management	Integrated Strategic Planning Community Development Economic Development Project Management	Project Management Construction and Maintenance Parks & Gardens Fleet & Waste Services Works Administration

4 PUBLIC PARTICIPATION

The Shire recognises that the community is an important resource when informing decision-making, and that community input is essential to assist the Shire in choosing a path that caters for the current and future needs and expectations of the community.

4.1 Public Notices & Advertising

The *Local Government Act 1995* and other legislation may require the Shire to provide notice of its intention to take a particular course of action or decision. The Shire may also advertise certain proposed courses of action or decisions in order to provide the community with an opportunity to make submissions. These notices and advertisements generally appear within The West Australian or other local newspapers/bulletins within the district. Notices are also placed on the Shire of Quairading website. .

To facilitate public participation and awareness of Council meetings, the Shire advertises the dates, times and places of meetings that are open to members of the public. The advertisements are placed on Council's website.

4.2 Council Meetings

The participation of the public in Council meetings is achieved through three avenues –

a. Meetings generally open to the public

The *Local Government Act 1995* provides that all Council meetings are to be open to the public. The only exception to this rule is when the Council decides that certain parts of the meeting should be closed to the public (e.g. where the meeting is dealing with the personal affairs of any person). The grounds on which a meeting can be closed to the public are limited by law and are specifically set out in the Act.

b. Public Question Time

The *Local Government Act 1995* and the associated *Local Government (Administration) Regulations 1996* provide for a minimum period of fifteen minutes being set aside at the commencement of any Council meeting to allow the public the opportunity of asking questions and receiving responses.

c. Deputations and Presentations

Public participation in Council meetings can be achieved in a more formalised process which relates to the Shire receiving petitions and/or deputations.

4.3 Council Agendas & Minutes

Agendas

Agendas relating to any Council meetings are made available for public inspection at the Shire Office and on Council's website and at the same time that they are issued to members of Council, which is on the Friday prior to the Thursday's Council Meeting.

In certain circumstances, members of the public are not entitled to inspect notice papers or agendas which in the CEO's opinion, relate to a meeting or part of a meeting which is likely to be closed to members of the public in accordance with *Section 5.23(2) of the Local Government Act 1995*.

Minutes

Council meeting minutes are available for inspection on the Shire Website within ten business days after the meeting.

Confirmed Council Minutes are available on the Shire's Website.

4.4 Current Shire Committees

Council may appoint committees to share in the decision-making workload as well as to utilise expertise effectively. Committees include Council members, staff from the local government and some committees can also include members of the public.

Management Committees of Council (Not open to the public)

Audit & Risk Committee

Strategic Planning Committee

Legislative Committees

Bushfire Advisory Committee (BFAC)

Local Emergency Management Committee (LEMC)

Advisory Groups

Ageing in Place Working Group

Medical Executive Advisory Committee

Old School Working Group

Quairading District Sport & Recreation Council

Quairading Tourism Working Group

Reconciliation Action Plan Advisory Committee (RAP)

The Old School Working Group will need to be formally wound down

4.5 Annual Elector's Meeting

The *Local Government Act 1995* also obligates the Shire to hold an annual meeting of electors within 56 days of the Shire of Quairading acceptance of the annual report for the previous financial year.

The Annual Electors' meeting provides electors with an opportunity to discuss the contents of the annual report and then any other general business as permitted by the Presiding Member. The meeting is ordinarily held in February of each year, and the Annual Electors Meeting is published in the Banksia Bulletin, Passion Sheet and on the Shire website and Social Media pages.

4.6 Other Avenues for Public Participation

There are a number of other ways to contribute, including –

a. Community consultation

The community may be asked to comment and have their say on particular issues. Some of these are statutory consultation requirements such as local laws review, strategic community plan consultation, development approvals etc. There are also many occasions where community consultation is not required, but sought in order obtain a wide consensus of opinion and could include matters such as recreation facilities, future planning etc. Community consultation is in accordance with Councils Community Engagement Policy and Community Engagement Action Plan.

b. Petitions

A petition is where there is a formal written request, signed by members of the community, appealing to the Council in respect to a particular issue. The subject of the petition must be something that the Council has the authority to deal with, or on which the Council has a decision-making role.

c. Written requests

A member of the public can write to the Shire on any policy, activity or service of the Shire. A response will be provided in accordance with the Shire Customer Service Charter and Communication Policy.

5 Publications

Where the Shire is required or has decided to make certain documents available to the public, then those documents will be available in their most recent format at the Shire of Quairading Website <http://www.quairading.wa.gov.au>.

Please contact the Shire on 9645 2400 if you require an alternative arrangement with regards to published documents.

5.1 Publications Available

Document Description	Inspection Only	Website	Purchase
Agendas & Confirmed Minutes (excluding sections closed to the public)		✓	
Unconfirmed Minutes		✓	
Annual Budgets		✓	
Annual Reports		✓	
Code of Conduct		✓	
Corporate Business Plan		✓	
Council Policies		✓	
Disability Access and Inclusion Plan		✓	
Fees and Charges		✓	
Freedom of Information Statement		✓	
Local Laws		✓	
News & Events – Media Released		✓	
Register – Tender		✓	
Register of Financial Interest		✓	
Registers – Gifts & Travel		✓	
Strategic Community Plan		✓	
Electoral Roll			✓

Requests for information of a general nature may be made in writing to the CEO.

Requests for information that is not otherwise listed as available in this statement will be considered in accordance with the *Freedom of Information Act 1992*.

5.2 Documents which may be available under FOI provisions

The *Freedom of Information Act 1992* gives the general public a right to access documents held by the Shire of Quairading subject to limitations listed below.

The access provisions of the *Freedom of Information Act 1992* do not apply to documents that:

- a. Are available for purchase by the public or free distribution to the public;
- b. Are available of inspection under Part 5 of the *FOI Act* (i.e. information statements and internal manuals) or under another enactment.
- c. Can be inspected in the State archives.
- d. Are publicly available library material held by agencies for reference purposes.
- e. Are made or acquired by an art gallery, museum or library and preserved for public reference or exhibition purposes

The Shire holds its general documents in an electronic format. Nearly all current accounting records excluding creditor invoices, are held on computer and are backed up on tape and hard drives on a daily basis.

The *Freedom of Information Act 1992* also provides that certain documents or information is exempt. The exemptions in the *Freedom of Information Act 1992* protect some documents from disclosure because their release would have an adverse effect on the private and business interests of individuals, or would hinder the proper functioning of government.

Sometimes access to only part of a document will be provided if it contains information considered to be exempt.

5.3 Personal information

An application can be made to the Executive Manager Corporate Services or the CEO to correct or amend any documents containing an individual's personal information.

The application must be in writing, providing details and if necessary, documentation to support claims that the information the applicant seeks to have amended is inaccurate, incomplete, out-of-date or misleading.

The Shire will inform the applicant of its decision and the reasons and will advise the applicant of the right of review should they be dissatisfied with the Shire's decision.

No fees or charges apply for personal information or amendment of personal information about yourself.

5.4 Reasons for Refusal of Access

The most frequent reasons for refusal to provide access to information are:

- a. Personal Information

Information that would reveal personal information about an individual (e.g. their name, contact details, signature etc.) may be exempt under Schedule 1 Clause 3 of the *Freedom of Information Act 1992*.

The Glossary, Schedule 2 of the *FOI Act* states that:

“Personal information means information or an opinion, whether true or not, and whether recorded on a material form or not, about an individual, whether living or dead –

*- whose identity is apparent or can reasonably be ascertained from the information or opinion;
or*

- who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.”

b. Commercial Information

Information that would reveal trade secrets, information of a commercial value (e.g. documents containing technical designs that, if released, would harm the company) or the financial affairs of a person (e.g. debts owed to the Shire) may be exempt under Schedule 1 Clause 4 of the *Freedom of Information Act 1992*.

c. Deliberative Process

Information that would reveal a decision made during a deliberative process closed to the public (e.g. confidential Council meeting) may be exempt under Schedule 1 Clause 6 of the *Freedom of Information Act 1992*.

d. Legal Professional Privilege

Information that would reveal legal advice may be exempt under Schedule 1 Clause 7 of the *Freedom of Information Act 1992*.

6 FOI PROCESSES

6.1 Freedom of Information Applications

It is the aim of the Shire to make information available promptly and at the least possible cost and whenever possible documents will be provided outside the Freedom of Information process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Access applications have to:

- Be in writing;
- Give sufficient information so that the required documents can be easily identified;
- Provide an Australian address to which any notices can be sent; and
- Be lodged at the Shire of Quairading’s Administration Centre with the appropriate application fee.

Application and enquiries should be addressed to Freedom of Information (FOI) Officer by using the following: -By telephone

(08) 9645 2400;

By Post to the

FOI Officer

PO Box 38

QUAIRADING WA 6383; or In person at

10 Jennaberring Road

QUAIRADING WA 6383.

6.2 Notice of Decision

Applicants will be given a written "Notice of Decision" within 45 days by the decision-maker, of the Shire of Quairading.

As soon as possible but in any case, within 45 days you will be provided with a notice of decision which will include details such as:

- The date which the decision was made;
- The name and the designation of the officer who made the decision;
- If the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document; and
- Information on the right to review and the procedures to be followed to exercise those rights.

6.3 Fees & Charges

A scale of fees and charges is set under the *Freedom of Information Regulations 1993*. Apart from the application fee for non-personal information, all charges are discretionary, meaning that it is left to the Shire's discretion whether a charge will apply or not. Straightforward applications usually incur only the application fee. The charges are as follows:

Application - personal information about the applicant	Free of Charge
Application Fee non-personal information	\$30.00
Charge for time dealing with the application (per hour or pro rata)	\$30.00
Access time supervised by staff (per hour or pro rata)	\$30.00
Charge for photocopying - staff time (per hour or pro rata)	\$30.00
Charge for photocopying - per copy	\$0.20
Charge for transcribing from tape, film or computer (per hour or pro rata)	\$30.00
Charge for duplicating a tape, file or computer information	Actual cost
Charge for delivery, packaging and postage	Actual cost
Deposits	
Advanced deposit may be required of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application	75%

*As per Freedom of Information Regulations 1993 Schedule 1 on 27 Jul 2019

An estimate of charges will be provided if the cost is expected to exceed \$25.00.

6.4 Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

6.5 Appeals for review

Applicants who are dissatisfied with a decision of the Shire Freedom of Information Officer are entitled to ask for an internal review by the Shire of Quairading. Application should be made in writing within 30 days of receiving the notice of decision. You should be notified of the outcome of the review within 15 days.

Internal Review by the Shire

If you are not satisfied with this decision, you have the right to apply for an internal review.

An application for internal review must be lodged with this agency within 30 days after being given this notice of decision, and must be:

- In writing;
- Provide particulars of the decision to be reviewed; and
- Provide an address in Australia.

The Shire is required to provide you with a notice of its internal review decision within 15 days of you lodging your application for review.

There is no lodgement fee for an application for internal review and there are no charges for dealing with an internal review request.

External Review by the Information Commissioner

If you are not satisfied with a decision, you have the right to lodge a complaint with the Information Commissioner seeking external review of the decision. You are required to lodge your complaint with the Information Commissioner's office within 60 days of receiving notice.

A complaint to the Information Commissioner must:

- Be in writing;
- Have attached a copy of this decision; and
- Give an address in Australia.

There is no charge for lodging a complaint with the Information Commissioner's office.

The Information Commissioner can be contacted at the following: -

The Office of the Information Commissioner

Albert Facey House

469 Wellington Street

PERTH WA 6000

Telephone: (08) 6551 7888

Free call (WA country landline callers only) 1800 621 244

Fax: (08) 6551-7889

Email: info@foi.wa.gov.au

Website: <https://www.oic.wa.gov.au/en-au/>

12.8 Electric Vehicle Station Update

Meeting Date	30 th June 2022
Responsible Officer	Nicole Gibbs (Chief Executive Officer)
Reporting Officer	Jen Green (Grants & Projects Officer)
Attachments	(i) Project Proposal (updated June 2022)
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

That Council: -

1. Accepts the officer's update on an electric vehicle charging station for Quairading submitted by the Grants & Project Officer.
2. Decide whether or not to purchase an electric vehicle charging station and if so, which charging station. There may be avenue for part of the LRIC funding to be used for this purpose.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- The Grants Team were asked by Council to investigate the purchase and installation of electric vehicle (EV) charging infrastructure within the town site.
- A proposal and quotes were prepared detailing the preferred infrastructure option and the upfront and ongoing project costs and presented at the April Strategic Planning Committee.
- A third alternative quote has since been provided by EVSE on a less expensive option.
- The CEO has attempted to investigate how long it will be before mainstream fuel providers introduce EV chargers across Western Australia.

MATTER FOR CONSIDERATION

- Whether to introduce electric vehicle charging infrastructure into the Shire of Quairading.
- 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.
- The schedule/timing for mainstream fuel providers introducing electric vehicle chargers across Western Australia is considered to be commercially confidential information (bar the information already provided to Council by the CEO).

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.

Since the April Strategic Planning Committee, one of the quoting companies EVSE Australia, has brought out an alternative 40kW model which is significantly less expensive than the 50kW previously quoted option.

The main difference between the models is that the 50kW option can provide 50km of range every 10 minutes, whilst the 40kW can provide 40km of range every 10 minutes.

Details of the 40kW charging station is included in attached updated Project Proposal.

Council has agreed to consider committing \$50,000 capital cost in 2022/2023 budget but with no commitment to use those funds without an evidenced positive cost-benefit analysis.

BP has entered into an agreement to buy Chargemaster– the operator of the UK’s largest electric vehicle (EV) charging network and the leading supplier of EV charging infrastructure. The acquisition is an important step to scaling up and deploying fast and ultra-fast charging on BP’s UK forecourts. BP anticipates

Australia-based EV charging company Tritium has signed a multi-year deal with BP for the supply of fast chargers – starting with the UK, Australia and New Zealand. The contract’s initial order is for “just under 1000 chargers” for BP’s growing public charger network, which is already operational in the UK under ‘BP Pulse’ branding.

Ampol is set to install EV fast-charging bays in its existing petrol stations, as part of a \$100 million commitment towards future energy projects. Ampol will start delivering fast-charging bays at more than 100 of its retail sites located around the country. This will include the greater Sydney, Melbourne, Brisbane and Perth regions, as well as regional centres like Newcastle, Wollongong, NSW’s Central Coasts, Queensland’s Gold and Sunshine Coast and Geelong in Victoria.

The schedule/timing for mainstream fuel providers introducing EV chargers across Western Australia is considered to be commercially confidential information (bar the information already provided to Council by the CEO).

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

- a. 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

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

Option 1:	
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>

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 Fast Charging Electric Vehicle Station.
- 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.



PROJECT PROPOSAL

ELECTRIC VEHICLE CHARGING STATION

Updated June, 2022

Prepared by Jen Green, Grants & Projects Officer

Contents

BACKGROUND 3

PROPOSAL 3

BENEFITS 4

COST 4

 Quote 1 Project Budget Estimate: 6

 Quote 2 Project Budget Estimate: 7

 Quote 3 Project Budget Estimate: 8

ONGOING COSTS..... 9

FUNDING OPPORTUNITIES..... 9

REFERENCES 10

BACKGROUND

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 (CO₂).

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

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

1. Quairading CRC Carpark (preferred). 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.
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.

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

- 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 1 hour giving approximately 400km range.
- A stable source of additional revenue for the community
- 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
- Cleaner, greener vehicles passing through town
- Potential to recover costs through direct charging.

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).

50kw DC EV charging station - Tritium50kw RTM - supply	
<p><u>Supply of:</u></p> <ul style="list-style-type: none"> 1 x Tritium RTM 50kw DC EV charging stations which has RFID 6m dual CCS2 leads and network capabilities. <p><u>Notes:</u> 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

50kw DC EV charging station - Install budget	
<p><u>EV charger install budget</u></p> <p><u>Scope of works:</u></p> <ul style="list-style-type: none"> SWMS and site inductions if required Hiab to be used to install EV charging stations Install of EV charging stations onto concrete pads using chemi anchors, nuts & bolts Complete electrical tests on installation Power up EV charging station circuits Test EV charging stations Procure handover documentation and test results <p><u>Notes:</u> 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"> • Slim, Compact, Stylish • Modular Design • Available in 50kW & 75kW • Liquid Cooled & IP65 rated • 3rd party certified • Latest Safety Standards • Durable, low maintenance • Increased reliability • Brandable exterior • Whisper quiet operation mode • Detailed specifications available on request

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
TOTAL	\$49,251.69

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
TOTAL (ex GST)	\$54,237.00

Quote 3 (EVSE)

EVSE Australia approached the Shire of Quairading in May 2022 with a new charging station. This option is currently in stock and is an alternative 40kW. The main difference between the 50kW model quoted previously is that the is that the 50kW option can provide 50km of range every 10 minutes, whilst the 40kW can provide 40km of range every 10 minutes.

The EVSE DC charging range provides rapid, level 3, fast charging to a user's vehicle. Completely charging the vehicle in less than 60 minutes.

The units come with in-built LCD screens, 4G Modems, Dual-Port configurations and can charge every electric vehicle on the market.

Ocular 40kW DC Wallbox



Key Features

- Multiple Charging Standard Compliant (CCS2, CHAdeMO)
- Wall/Post Mountable
- OCPP Compatible
- Ocular Stand - \$1980 ex GST
- Ocular DC 40kW Single-Port 63Amp - \$ 19,800.00 ex GST
- Ocular DC 40kW Dual-Port 63Amp - \$ 26,000.00 ex GST

Quote 3 Project Budget Estimate:

Item	Cost (ex GST)
Supply of EV infrastructure	\$27,980.00
Installation	\$ 6000.00
Software Platform (monitoring, billing etc)	\$250.00
TOTAL (ex GST)	\$34,230.00

ONGOING COSTS

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
TOTAL (ex GST)		\$31,600

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
TOTAL (ex GST)		\$16,000

FUNDING OPPORTUNITIES

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

1 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

3 www.wa.gov.au/government/publications/western-australias-future-battery-industry-strategy

12.9 Quairading RSL Community Grants Application

Meeting Date:	30th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Jen Green (Grants & Projects Officer)
Attachments:	(i) Amended Community Grants Program application (RSL)
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council approves the Quairading RSL's amended application to the 2022/23 Community Grants Program and grants them \$660.00 to complete the project.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

1. Seven applications to the Community Grants Program (round 1) were approved for funding of \$12,700.00 at the April 2022 Ordinary Council Meeting.
2. The Quairading RSL's application for \$523.33 for two additional flag poles at the Quairading Memorial was put on hold, pending further investigation as there was concern over the differentiating heights between the existing and new poles.
3. The RSL has re-submitted their grant application and is now requesting \$660.00 to complete their project.

MATTER FOR CONSIDERATION

1. Allocation of financial resources in the 2022/23 Shire's Annual Budget.
2. Allocation of financial resources in Round 1 of Community Grant Program.

BACKGROUND

Round 1 of the Community Grants Program was opened on 4th 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.

Four categories of grant funding were promoted:

1. Grant 1 - up to \$500 per annum – in-kind contributions from Council.
2. Grant 2 – Minor projects \$500 to \$2500.
3. Grant 3 – Major projects over \$2500.
4. Grant 4 – Annual/recurrent funding.

A total of eight applications was received to the value \$13,223.33. Seven applications were approved to the value of \$12,700.00.

The Quairading RSL's application for \$523.33 for two additional flag poles at the Quairading Memorial was put on hold, pending further investigation as there was concern over the differentiating heights between the existing and new poles.

The existing two flag poles are no longer manufactured in that height (8.2m). The RSL has come to the decision that the best and most cost-effective option would be to replace the two existing flags with four 6 metre flag poles.

The amended application includes a request of \$660.00, an increase to the original application of \$523.33.

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 & Leadership: Shire communication is consistent, engaging and responsive
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low. <i>Even with the increase in the amount requested from the RSL, the program remains under budget.</i>
Health	N/A
Reputation	Low
Operations	N/A
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 amended application meets all requirements under the Community Grants guidelines.



Community Grants Application Form

Grant 2 – Small Grants \$500 - \$2500

2022/23

DESCRIPTION: This grant is to cover requests for financial assistance from Council for between \$500 and \$2500. There are two rounds per year. Funding rounds close on 31st March (Round 1) and 30th September (Round 2) each year. Groups can apply for one Grant 2 per year

WHO IS ELIGIBLE: Only not-for-profit organisations providing a service or undertaking activities within the Shire of Quairading are eligible to apply for a Grant 2. Businesses, for profit organisations and individuals are not eligible to apply for this grant.

FUNDING CONDITIONS:

1. Applicant groups must be based within the Shire of Quairading.
2. Funding can be used for a range of small projects or events as relevant to your organisation.
3. All successful Grant 2 events or projects are to be completed by the end of the financial year in which funding was awarded.
4. Applicants should demonstrate a link to the Shire's strategic plans and strong community benefit for their project or event.
5. It is Council's policy to fund a maximum of one third of the total project cost for Grant 2 and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
6. Requests for funding or support cannot be for a project / event / activity that has already occurred.
7. Voluntary labour and equipment may be included in the budget as an applicant contribution. Volunteer hourly rate should be included at \$20.00/hour.
8. Council may opt to use their employees or equipment in lieu of a cash contribution.
9. Budget allocation for the Community Grants Program will be determined during the Council's Annual Budgeting Process.
10. Allocation of grant funding, partial or entire, will be at the sole discretion of the Council
11. All Groups that receive funding will have to provide the following after their project's completion or by no later than 31st July of the next financial year:
 - Completed Acquittal Form (to be provided);
 - Proof the project, activity or event took place (e.g. photographs etc.);
 - Proof of expenditure (e.g. copy of financial records and invoices paid); and
 - Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.)
12. Applications to be submitted by either 31st March (Round 1) or 30th September (Round 2) each year.

HOW TO APPLY:

1. Contact the Shire's Grants & Project Officer to discuss your project and eligibility.
2. Applications must be completed in full and signed by an office holder of the organisation.
3. Lodge your application form with the Shire's Administration Office either in person or via email shire@quairading.wa.gov.au
4. Organisations may provide additional relevant material where they feel that this will aid in the decision-making process.

5. You will be notified in writing on the outcome of your application when the Shire's Annual Budget is adopted (July Council Meeting) for Round 1 applications or reviewed (November Council Meeting) for Round 2 applications.

SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31st March (Round 1) or 30th September (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 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



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:

PROJECT TITLE: Additional Flag Poles for the Quairading Memorial		
<p>Please provide a description of the project or event for which you are seeking financial assistance. You should also include:-</p> <ul style="list-style-type: none"> • 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. <p>The RSL wish to erect four 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 other 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.</p> <p>The decision to request four new flag poles rather than just two additional poles is that the existing poles (8.2m) are no longer in production and all four poles must be at the same height when displaying National flags.</p>		
<p>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?</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>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.</p> <p>This Project aligns with the Quairading Strategic Community Plan through strategy 1.2 (Provide social and cultural activities for all members of the community).</p>		
<p>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?) The RSL is the only group of it's kind in Quairading.</p>		<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>



[Click Here to view the Shire's Strategic Community 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	Completion Date
Digging Docker prepare site	Stephen Bartlett	1 st July 2022	3 rd July 2022
Purchase of Flag Poles	Eugene Stone	1 st July 2022	1 st July 2022
Installation	Stephen Bartlett	15 th July 2022	15 th July 2022

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)
4 x 6m aluminium Flag Poles	Tudor House	\$ 660	\$ 640	\$ 0
Site prep and labour (verbal quote)	Digging Docker	\$ 0	\$ 500	\$ 0
Freight	Starline	\$ 0	\$ 200	\$ 0
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Sub-Total Budget		\$ 660	\$ 1340	\$ 0.00
Total Budget			\$ 2000	

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)
Nil	

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Applicant Club / Organisation	\$ 1340	66
External Funding (Grants / Loans / Donations)	\$0.00	0
Council	\$ 660	33
Total	\$ 2000	100%

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: *E. Stone*

Date: 16/6/2022

SUBMISSION INFORMATION:

All applications to be received BEFORE 4pm, 31st March (Round 1) or 30th September (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 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

12.10 Business Grants Application

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Jen Green (GPO)
Attachments:	(i) Business Grants Assessment June 2022 (ii) Application – Marzocchi Contracting
Owner/Applicant:	N/A
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council accepts the Officer's Report on the June Business Support Grants and supports the Grant Assessment Document submitted by the Grants & Projects Officer.

That Council provides funding for the received application from Marzocchi Contracting to the value of \$2173.60.

____/____

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

1. The Business Support Grants Process and Policy was endorsed by Council in February 2021.
2. The Business Support Grants Program was launched on the 02 August 2021 via the Shire Facebook Page, Website, Banksia Bulletin and direct email to all Quairading businesses.
3. One application was received during June 2022 to the value of \$2173.60
4. Details of the Application have been provided for consideration and recommendation to Council.
5. The application has been evaluated based on criteria in the Business Grant Guidelines.

MATTER FOR CONSIDERATION

1. Evaluation of a Business Support Grant Application received by the Grants & Project Officer in June 2022.
2. 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 02 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:

1. Training and Professional Development.
2. Investing in e-commerce activities.
3. Projects that increase business opportunity and sustainability.

To date, 5 projects have been funded in the 2021-22 financial year, totalling \$13,246.39

June 2022 APPLICATIONS

Business	Project	Amount
Marzocchi Contracting	Upgrade of several pieces of equipment to assist in increasing business operations to provide more services to Quairading's ageing population.	\$2173.60
Grand Total		\$2173.60

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 & Leadership: Shire communication is consistent, engaging and responsive.
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community.
- 5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations.

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 June 2022.
- The grant application meets the selection criteria outlined in the Grant Guidelines.



Business Support Grants Assessment

June | 2022

Table of Contents

JUNE REQUESTS SUMMARY	2
BUDGET BREAKDOWN SUMMARY.....	3
Marzocchi Contracting	4

JUNE REQUESTS SUMMARY

Business	Amount	Project	Criteria 1		Criteria 2		Criteria 3		Weighted Total
			Score	Weighted	Score	Weighted	Score	Weighted	
Marzocchi Contracting	\$2,173.60	Upgrade of several pieces of equipment to assist in increasing business operations to provide more services to Quairading's ageing population.	5	2.0	4	0.8	5	2.0	4.8
TOTAL REQUESTED	\$2,173.60								

Criteria	Weighting
Criteria 1 - Community	40%
Criteria 2 - Organisation	20%
Criteria 3 - Project Planning	40%
Total	100%

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	%	
Marzocchi Contracting	\$2173.60	40	3260.40	60	0	0	5434.00	100	Meets grants policy criteria

Grant Type:	BUSINESS SUPPORT GRANTS
--------------------	--------------------------------

Applicant Information			
Name of Club/ Organisation	Marzocchi Contracting		
Contact Person	Anita Marzocchi	Position	Business Owner
Contact Phone	0459 405 333		
Project Description	Upgrade of several pieces of equipment to assist in increasing business operations to provide more services to Quairading's ageing population.		

Criteria 1 – Community (40%)	SCORE	5
<ul style="list-style-type: none"> • Does the request align with Shire's Strategic Community Plan? 	Yes 1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire (encouraging ageing in place within the district) 2.1 Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (local economic diversification)	
<ul style="list-style-type: none"> • Identified and demonstrated need? 	The applicant is a new cleaning business that is expanding into home and garden maintenance. There is a demonstrated need for a local supplier in this industry and the business has identified the lack of services available for our ageing population.	
<ul style="list-style-type: none"> • Benefits to the Community 	The business offers a local option for cleaning/maintenance and decreases the need for the community to source services from other towns. The expansion of the business and new equipment may open up future local employment.	

Criteria 2 – Organisation (20%)	SCORE	4
<ul style="list-style-type: none"> • Business Type and purpose 	Cleaning/Maintenance	
<ul style="list-style-type: none"> • Registered Business/ABN 	Yes	
<ul style="list-style-type: none"> • Capacity to Complete Project (<i>strong v weak</i>) 	Strong	

Criteria 3 – Project Planning (40%)	SCORE	5
<ul style="list-style-type: none"> • Planning and design of project 	Well planned and documented.	
<ul style="list-style-type: none"> • Management and delivery of project (incl. schedule) 	Planned and scheduled.	
<ul style="list-style-type: none"> • Use of local suppliers 	Includes WA suppliers.	
<ul style="list-style-type: none"> • Project Budget Breakdown – Total Project Cost 	\$5434.00	
<ul style="list-style-type: none"> Applicant Business 	\$3260.40	
<ul style="list-style-type: none"> Council 	\$2173.60	

Other External Funding	\$0.00
• Capacity to meet any ongoing costs of project	N/A

Comments:	This project will contribute to local economic capture by introducing new services to the community. The project includes equipment upgrades, creating a more efficient service to the ageing community and making a new local business resilient and sustainable into the future.
------------------	--



Business Support Grants 2022-23 Application Form Up to \$5000

APPLICANT DETAILS

Name of Business	Marzocchi Contracting
Contact Person	Anita Marzocchi
Position	Business Owner
Contact Phone Number	0459405333
Email Address	marzochifamily@hotmail.com
Postal Address	23 Forrest Street, Quairading
ABN:	16637422118
Are you registered for GST?	No
Please provide your Bank BSB and Account Number	BSB: 066-159 Account: 10638928

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		Full-Time	
Casual	1	Volunteer	
Have you received support from Council previously?	No		
Year: Click or tap here to enter text.	Amount: Click or tap here to enter text.		

PROJECT DETAILS:

PROJECT TITLE: Marzocchi Contracting – Providing more Aged Care Services

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.

Marzocchi Contracting's main business operation is Cleaning and we are looking to expand into Home Garden Maintenance.

Our current Cleaning Services include, but are not limited to: carpet cleaning, steam cleaning, pressure cleaning, cleaning upholstery and drapes, mattresses, windows, tracks and flyscreens, vehicle detailing, vacate cleaning, domestic and commercial cleaning.

As our business comes under the Quairading Shire we are applying for funding to assist us with increasing our business operation to provide more Aged Care Services. Specifically, we request funding to assist us with:

- *A specially tailored canvas cover for our "Cleaning" trailer. This will ensure our equipment keeps clean and dry as we mobilise to provide services.*
- *An additional trailer specifically assigned for "Home Garden Maintenance"*
- *An additional Karcher carpet cleaner. This year we took on another worker on a casual basis and if we had a second carpet cleaner then we could take on bigger jobs, and two workers can be cleaning carpets at the same time.*

As our business has been growing we are able to partially fund the abovementioned items, but would appreciate assistance in order to accumulate everything we need to, to better serve our aging 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 2021-2031* 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](#)

Our project complements several strategic priorities under the Strategic Community Plan, including:
 1.3 *Advocate for the provision of quality health services, health facilities and programs in the Shire (encouraging ageing in place within the district)*
 2.1 *Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (local economic diversification)*

A very important service Marzocchi Contracting provides is assisting our aging population in Quairading with cleaning services they cannot receive through the Aged Care system. The elderly on Home Care Packages and CHSP can only receive very basic cleaning and this does not include pulling out furniture to clean in behind, deep cleaning (especially with mouse/rat infestations), cleaning above shoulder height for light fittings, vents, air conditioners, fans.

We are also willing to assist in general day to day tasks to ensure the elderly function the best they can in their homes.

As our business is continuing to rapidly expand we will be looking to employ people locally.

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
Trailer Cover	Olly's Car and Furniture Upholstery's	29/07/22	Couple of days from receiving trailer for fitting
Galvanised Box Trailer	Supplier - Bonanza Trailers Perth	29/07/22	Supplier to advise
Spray-Extraction Carpet Cleaner	Supplier – Karcher Store, Malaga	14/07/22	On receipt of receiving funds

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. .

Item/Activity	Supplier	Council Funding (ex GST)	Business Funding (ex GST)	External Funding (ex GST)
Trailer Cover - \$1485.00	Olly's Car and Furniture Upholstery's	\$ 594.00	\$ 891.00	\$
Galvanised Box Trailer - \$2500.00	Bonanza Trailers Perth	\$1000.00	\$1500.00	\$
Spray Extraction Carpet Cleaner - \$1449.00	Karcher Store, Malaga	\$ 579.60	\$ 869.40	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
Sub-Total Budget		\$ 2173.60	\$ 3260.40	\$
Total Budget		\$ 5434.00		

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)
We have not applied for any other funding	

BUDGET BREAKDOWN:		
Description	Funding amount (ex GST)	Percentage (%)
Business	\$ 3260.40	60%
External Funding (Grants / Loans / Donations)	\$	
Council	\$ 2173.60	40%
Total	\$ 5434.00	100%

How will you acknowledge the support received from the Shire of Quairading?	We would be willing to give feedback through Council newsletter upon a successful Grant Application.
---	--


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: Anita Marzocchi

Signed: 

Date: 16 June 2022

SUBMISSION INFORMATION:

Please forward your application form and all attachments to:

Chief Executive Officer, Shire of Quairading

Email: 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

QUOTATION

Date 20-5-22

MARZOCCHI Contracting

0459405333

Order No.

ABN (of Recipient)

from

OLLY'S CAR & FURNITURE UPHOLSTERY'S
ABN 66 207 932 845
116 OLD YORK ROAD NORTHAM 6401
PHONE: (08) 9622 3569

ABN (of Supplier)

QUANTITY	DESCRIPTION	PRICE	G.S.T.	TOTAL
	Make up and fit			
	PVC canopy to trailer			
		\$ 1350 00		
			\$ 135 00	
			\$ 1485 00	

Valid to 3-8-22

Anthony Olm

TOTAL INCLUSIVE OF G.S.T. \$ 1485 00

Total Includes G.S.T. of 135 00

[Home](#) > [Professional](#) > [Carpet Cleaners](#) > [Spray Extraction Machines](#) > [Puzzi 10/1 11001370](#)

SPRAY-EXTRACTION CLEANER **Puzzi 10/1**

The Puzzi 10/1 comes with new, ergonomic and time saving accessories like integrated on-board storage for accessories and power cord. The machine is specifically suited for cleaning of carpets and upholstery.

HUGE redemption promotion available on Kärcher Professional machines until June 30th. Spend more than \$1,000 on any Kärcher Professional product to be eligible.*

[Click here for more details.](#)

\$1,449.00

FREE shipping over \$250.

Order number: 1.100-137.0

ADD TO BASKET

BONANZA TRAILERS

CALL NOW

Our smallest box trailer model ideal for general purpose use, includes a handy tilt function.

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[Home](#) / [Trailers](#) / [Trailers](#) / [Box Trailers](#) / **7x4 Box Trailer with Tilt**

Quick Specs

Box Size

Side Height

Cage Height

Price

7 x 4

300mm

800mm

\$2500



ONLY \$2500 INC GST!

343 of 358

CALL NOW TO PLACE YOUR ORDER.

* ON ROAD COSTS ADDITIONAL, [CONTACT US](#) FOR DETAILS.

7x4 TILT BOX TRAILER FEATURES

General

Tilt Function	Easy to use, safe 3 point locking system
Build Quality	Heavy duty
Galvanised	Yes (hot dipped)
Rails	Heavy duty tie down, all sides
Wheels	14 inch white rims, Ford stud pattern
Tyres	New steel belted tubeless radial
Floor	2.5mm checker plate
Axle	40mm solid square
Chassis	50x50mm box construction

Availability (call to confirm)

Newcastle	1300 422 922
Perth	0491 133 191
Sunshine Coast	07 5453 7960
Delivery	Yes, Australia-wide
Phone Order	Yes (see above)

Size

Cage Height	800 mm (front + rear swing gates)
Box Size	7 x 4 (2.13m x 1.22m)
Box Height	300 mm
Tare Weight	240 kg
GVM Capacity	750 kg
Drawbar	1400mm, 70x50x3mm box construction

Electrics

LED Lights	Yes (Australian Roads Compliant)
Plug Type	7 Pin Flat (AR Compliant)

Inclusions

Compliance Plate	Yes (included)
VIN	Yes (included)
Spare Wheel	Yes (included)
Jockey Wheel	Yes (included) – swing up model
Warranty	12 months

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Purchase on easy payment plans with fast approval through Trailer Pay. Payments from only \$44/week, with just a \$200 deposit required!

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SEND AN ENQUIRY OR PLACE AN ORDER

12.11 Kwirradging Koort Community Park - June 2022 Briefing

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Sarah Caporn (Special Projects Officer)
Attachments:	(i) Summary of Equipment (ii) Task allocation and budget
Owner/Applicant:	N/A
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council accept the Kwirradging Koort Community Park June 2022 briefing.

____/____

VOTING REQUIREMENTS – Simple Majority

Below is an update on the major elements of the Community Park.

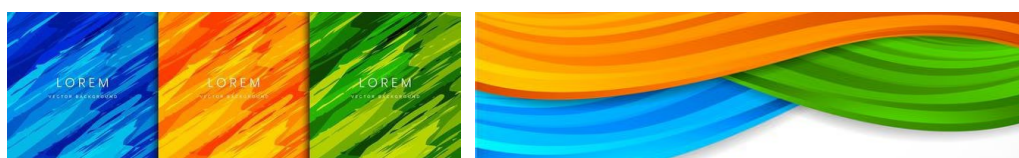
Summary:

Unfortunately many of our elements have increased in price significantly since our initial costings. This has meant officers have got creative in both our selections and how we will undertake the project management and installation. The Shire's Works team will be utilised where possible (preliminaries and site clearing, softfall, landscaping and fencing installation) with specialist contractors engaged for the play equipment. Local trades and contractors will be assisting with the utilities and construction of the shelters and ablution block.

Procurement:

We have finalised procurement of the play equipment, drink fountain, double electric BBQ, picnic shelter, table sets, benches and other furniture, the ablution block and exterior fencing. Next task is preparing a Request for Quote from specialist landscape installers for the play equipment and someone to assist with the irrigation design. Initial designers, Ecoscape are supplying updated landscape drawings by 30/06 for those few items that have changed or been finalised as a result of the procurement process.

The Shire's Working Group met on 21/06 to discuss final colour selections. Despite being slightly overwhelmed with all the choices, the group eventually decided upon a mid-green and sky blue with pops of orange to create a bright and inviting space in the centre of town. A full list of finalised items is provided at Attachment 1.



Utilities:

Costings have come back from Western Power to add a new connection from a pole in Parker St (\$22,035). Designs are now approved so Western Power will hopefully schedule the works in the next 4 to 6 weeks.

Water Corporation staff visited the site on 22/06 to finalise the plan for the deep sewer connection. This will involve digging up a section of McLennan Street to reach the line approx. 4m below the current surface. To assist with keeping costs as low as possible, Shire staff will assist with traffic management, a load of gravel and restoration of the bitumen surface. They will add a water meter back onto the existing mains supply to get potable water supplies to the site which remains intact from the workshop days.

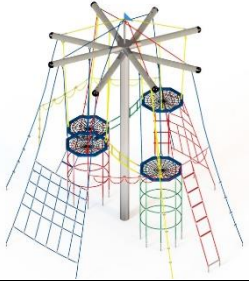


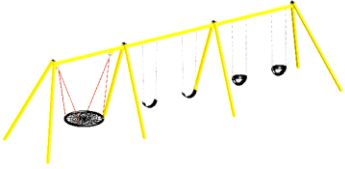

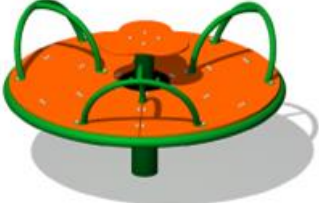
Schedule:






The project team is aiming for practical completion in early December so that the official opening can occur as part of Quairading's Christmas celebrations. The play equipment will have the longest lead-time, currently extending out to approx. 12 to 14 weeks. Sarah and Dean will meet in coming days to begin working on a detailed schedule of tasks and which staff might be available to assist and when. Sarah will publish regular updates in the Banksia Bulletin to keep the community informed of progress.

Budget:

Total project budget is \$840,060. Outstanding orders and total confirmed spend to date is \$219,847. Our working document for task allocation and budget is provided at Attachment 2.

Summary of Equipment - Kwirradling Koort

Item	Image	Preferred Supplier
Climbing Structure		Eagles Nest The Playground Centre
25m Double Flying Fox -1x pommel seat and 1x all abilities seat		Forpark
Junior Play Fort incl slide		Custom Elevate - Forpark
Triple frame Swing Set - 1x Basket, 2x youth straps and 2 x infant		Forpark
Sandplay - in Metal		Module 226 The Playground Centre
Carousel for younger children		Carousel with Rails Forpark

<p>Spinner for older children</p>		<p>2.9m Acrobat The Playground Centre</p>
<p>Trampoline</p>		<p>Mr Trampoline (Vic)</p>
<p>Fossil Dig Panels</p>		<p><i>Sole Supplier in Aust</i> Natureworks Aust (Qld)</p>
<p>Double Plate BBQ with sink</p>		<p>ParkQuip</p>
<p>Benches</p>		<p>Curved Aluminium - Driffin</p>

STILL TO BE CONFIRMED

<p>Old Roller</p>		<p>Can we find an alternative piece of equipment? Sarah to ask Vintage Club. Perhaps a truck similar to Beverley - older style</p>
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Shower Rings		<p>https://www.wfbd.com.au/water-park-features/</p> <p>Budget capacity is still TBC - but looking likely. Adding into landscape drawings to replace waterplay module/dry creekbed</p>
Tyres & Culverts		<p>Supported - paint in bright colours - plenty available locally via donation from Quairading Tyre & Battery</p>

Name of principal										Shire of Quairading	
Name of project										Kwirrading Koort	
ITEM No	DESCRIPTION	UNIT	Supplier	QTY	RATE	BUDGETTED	ACTUAL (ex GST)	PO NUMBER	SUPPLIER		
1.0	Preliminaries										
1.01	Preliminaries & establishment (including construction contract insurances and Construction Environmental Management Plan)	item	Project Manager								
1.02	Charges relating to all levies & insurance requirements (including BCITF levy).	item	Project Manager								
1.03	Mobilisation - incl editing of the current Landscape Drawings to reflect current inclusions (.dwg file supplied)	item	Contractor								
1.04	Setting out of the Works by a licensed surveyor.	item	Contractor								
1.05	Charges for preparing & updating the Works Program, for progress reporting & attendance at progress meetings, all as detailed in the Specification.	item	Project Manager								
1.06	Removal of all spoil, debris, rubbish excess material, etc., & tidying up & making good of the site during the works & on completion.	item	Works								
1.07	Charges for complying with the Conditions of Contract, Specification and Drawings not included elsewhere in this Schedule including managing the site during the 24 months Maintenance and Defects Period.	item	Contractor								
1.08	Existing Tree Protection and Management Supervision during construction as per Specification	item	Works								
1.09	Play equipment compliance audit and design certification	item	PlayCheck								
1.10	Engineering certification for tensile shade structure	item	Supplier								
1.11	Traffic Management	item	Works								
1.12	Supply, install and later remove temporary security fencing	lin m	Works / Adam May								
	Preliminaries Sub-Total					\$ 31,029	\$0.00				
2.0	Demolition, Site Works & Earthworks										
2.01	Eradication of all weeds and clear top 50mm of existing site surface material	sq m	Works			\$7,375.00					
2.02	Vegetation and rubbish removal and disposal off site	ea	Works								
2.03	General demolition and removal of existing pavement, turf and any other items identified on the demolition plan	ea	Works			\$5,000.00					
2.04	Bulk earthworks to achieve soffall depths (30mm) cut to and dispose off site	m ³	Works			\$3,675.00					
2.05	Bulk earthworks to achieve turf mounds including supply of clean fill to design levels	m ³	Works			\$ 3,300					
2.06	Undertaking detailed earthworks to within 100mm of finished levels	sq m	Works			\$ 1,560					
	Demolition, Site Works & Earthworks Sub-Total					\$ 20,910	\$0.00				
3.0	Fencing & Gates										
3.01	Supply & install 900mm chainmesh fence	lin m	Project Manager	270lm	\$16,825.00	\$ 14,500	\$17,731.06			Supply Only	
3.02	Supply & install 900mm high x 1.2m wide access gates	ea	Works	3						Installed by	
3.03	Supply & install 900mm high x 4m wide vehicle access gates	ea	Works	2						Works Staff	
	Fencing Sub-Total					\$ 14,500	\$17,731.06				
4.0	Surfaces & Edging										
4.01	Supply & install 100mm broom finish concrete paving incl. subbase, sealing, expansion and control joints	sq m	Contractor	TBC - larger area with waterplay rings	520m2 x \$65	\$ 33,800					
4.02	Supply & install concrete formed channel water play with reinforcing to paving as nominated on plans	sq m	Contractor								
4.03	Supply & install spray on colour finish to concrete channel	sq m									
4.04	Supply & install playground mulch 75 mm depth	sq m	Works	425	\$10.00	\$ 4,250					
4.05	Supply & install playground mulch 300 mm depth in soffall areas	sq m	Works	325	\$35.00	\$ 11,375					
4.06	Supply & install rubber soft fall with underlay and sub-base preparation	sq m	Supplier	50	\$220.00	\$ 11,000					
4.07	Supply & install compacted gravel fines incl. stabilisation	sq m	Works	55	\$24.00	\$ 1,320					
4.08	Supply & install play sand to 300mm depth	sq m	Works	360	\$35.00	\$ 12,600					
4.09	Supply & install carpark and pedestrian path line marking on existing asphalt	sq m	Supplier	Completed Feb 2022		\$6,000	\$3,905.00	PO2651		Linemarking and Signs WA	
4.10	Supply & install 150mm wide x 150mm depth concrete edge mowing strip including compacted sub-grade	sq m	Contractor	80	\$35.00	\$2,800					

4.11	Supply & install thickened edge to concrete of 300mm depth around sand play area	sq m	Contractor	77	\$50.00	\$3,850			
4.12	Supply & install organic mulch only to 50mm depth	sq m	Works	14	\$10.00	\$140			
	Surfaces & Edging Sub-Total					\$ 87,135	\$3,905.00		
5.0	Playground								
5.01	Supply & install salvaged timber logs	ea	Works			\$ -			
5.02	Install Principal supplied feature rock boulders 400-2000mm dia.	ea	Works			\$ -			
5.03	Install Principal supplied parkour culverts 1.2 & 2.4m sizes	ea				\$ -			
5.04	Install Principal supplied oversize tyre tunnel	ea				\$ -			
5.05	Install Principal supplied steam roller	PS				\$ -			
5.06	Supply In-Ground Trampoline - Olympic Elite	PS	Project Manager			\$ -	\$8,472.72		Mr Trampoline
5.07	Supply Carousel with Rails - Forpark	PS	Project Manager			\$ -	\$6,740.00		Forpark
5.08	Supply Double traveller flying fox unit - Forpark	PS	Project Manager			\$ -	\$36,608.00		Forpark
5.09	Supply & install timber deck platform to flying fox take off point	ea	Contractor	20	\$300.00	\$ 6,000			
5.10	Supply Acrobat spinner - Playground Centre	PS	Project Manager			\$ -	\$24,255.00		Playground Centre
5.11	Supply Sand play fort - Playground Centre	PS	Project Manager			\$ -	\$12,794.00		Playground Centre
5.12	Supply Triple swing unit - Forpark	PS	Project Manager			\$ -	\$10,300.00		Forpark
5.13	Supply Junior Playtower - Forepark	PS	Project Manager			\$ -	\$20,000.00		Forpark
5.14	Supply Eagles Nest - Playground Centre	PS	Project Manager			\$ -	\$44,523.00		Playground Centre
5.15	Supply & install Water Rings - WFBD	PS	Project Manager			\$ -			Water Features By Design
5.16	Refurbishment of The Old Roller	PS	Q. Vintage Club			\$ 6,500			Qdg Vintage Club
5.17	Supply of Archaeological Dig Panel	PS	Project Manager			\$ -	\$9,750.00		Natureworks
5.18	Installation of Principal Supplied playground equipment	ea	Contractor			\$ -			
	Playground Sub-Total					\$ 225,249	\$173,442.72		
6.0	Furniture, Fixtures & Structures								
6.01	Supply 10 x 4m Picnic Shelter	ea	Project Manager	1	\$11,500.00	\$ 11,500	\$7,920.00		Patio Factory
6.02	Supply electric BBQ	ea	Project Manager		\$11,000.00	\$ 11,000	\$11,080.00		ParkQuip
6.03	Supply picnic set - table & benches	ea	Project Manager	2	\$4,400.00	\$ 8,800			Draffin
6.04	Supply picnic set - king size	ea	Project Manager	1	\$3,200.00	\$ 3,200			Draffin
6.05	Supply bench seat - with back	ea	Project Manager	4		\$ 8,200	\$4,694.28		Draffin
6.06	Supply modular bike rack	ea	Project Manager	1		\$ -	\$648.00		Draffin
6.07	Freight on Furniture Items	ea	Project Manager				\$3,371.50		Draffin
6.08	Installation of Principal Supplied furniture	ea	Works			\$ -			
6.09	Supply drinking fountain	ea	Project Manager		\$6,000	\$ 6,000	\$5,374.00	2964	CIVIQ
6.10	Supply & install wheel bin support post	ea	Project Manager	5	\$550.00	\$ 2,750			
6.11	Install picnic shelter 10 x 4m Skillion	ea	Contractor / Adam May			\$ -			Adam May
6.12	Supply & install large shade sails over play equipment	ea	Project Manager			\$ 37,000			
6.13	Install Principal supplied oversize tyre planters	ea	Works			\$ -			
	External Furniture, Fixtures & Structures Sub-Total					\$ 88,450	\$33,087.78		
7.0	Plants, Planting & Mulching								
7.01	Supply & install 100L trees including staking, tying, fertiliser, soil conditioner & 50 mm mulch	ea	Contractor / Works	10	\$360.00	\$ 3,600			
7.02	Supply & install 45L trees including staking, tying, fertiliser, soil conditioner & 50 mm mulch	ea	Contractor / Works	35	\$180.00	\$ 6,300			
7.03	Supply & install planted area including 50mm of soil conditioner cultivated into 250mm of site soil	sq m	Contractor / Works	795	\$10.00	\$ 7,950			
7.04	Supply & install tubestock mass planting including fertiliser and 50mm organic mulch	sq m	Contractor / Works	795	\$25.00	\$ 19,875			
7.05	Supply & install organic mulch to 25mm depth with native seed mix - unirrigated	sq m	Contractor / Works	500	\$10.00	\$ 5,000			
7.06	Supply & install roll-on turf including pelletised slow release fertiliser applied to top 100mm of site soil	sq m	Contractor / Works	785	\$10.00	\$ 7,850			
	Plants, Planting & Mulching Sub-Total					\$ 50,575	\$0.00		
8.0	Irrigation								
8.01	Design and construct irrigation system including shop drawings	item	Contractor			\$ 23,900			
	Irrigation Sub-Total						\$0.00		
9.0	Utility costs & connections								
9.01	Fees & Charges - Water Corporation	item	Water Corp			\$ 20,000			
9.02	Fees & Charges - Western Power	item	Western Power				\$ 22,035.00		
9.03	Design and construct hydraulic connections - water and sewer to Ablution Block, irrigation connections, drinking fountain and waterplay module	item	Local Plumber						
9.04	Design and construct electrical connections including waymarker bollards, ablution block, picnic shelter, BBQ, waterplay module (on/off), uplighting to The Big Thing sculpture	item	Local Electrician			\$ 10,000			

9.05	Supply & Install 2 stall unisex Ablution Block	item	Project Manager / Local Builder					
9.5a	4 x 4 building with 2 stalls, roof and walls	item	The Patio Factory					
9.5b	Fixtures & Fittings	item	Project Manager					
9.5c	Installation / Construction of Ablution Block	item	Local Builder					
	Utilities Sub-Total						\$22,035.00	
10.0	Maintenance							
10.01	Maintenance of the works for a 12-week establishment period	week		12				
	Maintenance Sub-Total						\$0.00	
11.0	Additional Items							
11.01	Wind Wheels - structural engineer preliminaries	item	Project Manager				\$ 1,500	
11.02	Wind Wheels, supply - Grant Hobbs	item	Project Manager				\$ 10,000	
11.03	Wind Wheels, support posts - Corrigin Engineering	item	Project Manager					
11.04	Wind Wheels - Installation	item	Works or Contractor?			\$ 15,000		
11.05	Feature Piece - The Big... supply	item	Project Manager					
11.06	Feature Piece - The Big... install	item	Project Manager					
	Additional Items Sub-Total						\$11,500.00	
						SUB TOTAL	\$261,701.56	
						GST	\$26,170.16	
	TOTAL BUDGET / FUNDING		\$ 840,060			TOTAL	\$287,871.72	
	TOTAL REMAINING		\$ 578,358					

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

14.1 Works & Services June 2022 Update

Meeting Date:	30th June 2022
Responsible Officer:	Dean Mastin (Executive Manager, Works & Service)
Reporting Officer:	Dean Mastin (Executive Manager, Works & Service)
Attachments:	N/A
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council note the June 2022 Works & Services update.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Since the departure of the then Executive Manager, Works & Services, Allan Rourke, Council has not been provided a regular update on the progress and achievements of the Works & Services Team. This agenda paper re-commences that regular reporting function.

MATTER FOR CONSIDERATION

Council to note the update on the progress and achievements of the Works & Services Team for the month of June 2022.

BACKGROUND

This agenda paper provides Council with an update on the strategies, projects and achievements of the Works & Services Team, as follows:

1. Non-compliance issues with regard to the *Local Government Industry Award 2020*, the *Fair Work Act 2009* and the *Work Health & Safety Act 2020* have been resolved or are in the process of being resolved. This includes:
 - a. Unlawful redundancies have been rectified.
 - b. Disparate pay rates have been brought into line in accordance with the *Local Government Award 2020*.
 - c. All employees have received Workplace Bullying training (covering both the *Fair Work Act 2009* and *Work Health & Safety 2020* provisions).
 - d. An employee training matrix has been established and employees are being enrolled in respective training to obtain the necessary (legal) qualifications (through a staged approach). The training matrix has been costed and will form part of the proposed new budget.
 - e. The funded grant programmes (State and Commonwealth) have now been acquitted and funding for the 2022/2023 year is under negotiation.
 - f. The Asset Management Plan is currently under review and should be available by August 2022.

- g. The Asset Management Strategy is in draft form and should be complete by August 2022.
 - h. An annual works schedule is under development and will be available for Council consideration at the July 2022 Council Meeting.
 - i. The workforce has been restructured to increase the accountability and responsibility of supervisors.
2. Unfortunately, as a direct result of a series lapses made last year (e.g. not applying for vegetation clearing permits; outsourcing excessive amounts of work to contractors), the organisation is behind in the roads schedule and/or has not met pre-determined schedules. Negotiations with funding bodies is underway and will hopefully result in an agreement to role funding over to the new financial year. The highest risk in this space is the approximate \$650,000 assigned to a roads project which has not yet commenced. If officers are successful in the negotiation, this will place pressure on existing resources as we now need to complete additional work in the 22/23 financial year.
3. Building relationships with funding bodies is now a priority.

STATUTORY ENVIRONMENT

Local Government 1995

Local Government Industry Award 2020

Work Health & Safety Act 2020

Fair Work Act 2009

POLICY IMPLICATIONS

Asset Management Policy

FINANCIAL IMPLICATIONS

The financial implications of the current Works & Services strategies are yet unknown. The 2022/2023 budget will provide a more meaningful understanding of the costs saved by using less external contractors' verses upskilling and resourcing our internal workforce.

The financial implications if officers are not successful in negotiating the roll-over of funding into the 2022/2023 year are significant (approximately \$700,000).

New infrastructure (e.g. community park, old school site, the Groves etc.) will require a workforce commensurate to the increased workload. It is anticipated that a cost-benefit at the time of the Council budget workshop will be able to demonstrate a worst case scenario of 'neutral' between the current outsourced workforce model and supporting an internal workforce.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

Continued community input (on a formal and informal basis) demonstrates that the community is not comfortable with the outcome (quantity and quality) the outsourced model is delivering in terms of infrastructure and services across the Shire.

RISK ASSESSMENT

	Option 1
Financial	Medium <i>Shire officers will continue to keep Council updated on financial information that rises from the Works & Services department.</i>
Health	N/A
Reputation	Medium <i>Council officers have been working hard to work through the backlog of work that has been caused due to lack of management and staff. As the Council gets back on track with maintenance schedules the relationship with the community will continue to get better.</i>
Operations	Medium <i>There has been a lot of changes to work structures, schedules, Policies and procedures that have taken some time to work through, but it will make for a more efficient work place once complete.</i>
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 15 URGENT COUNCILLORS' BUSINESS

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

The Meeting will be closed by Council Resolution to the Public under Part 5 Division 2 Section 5.23 (2)(a)(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 Dilapidated Building Work Orders (Confidential)

____/____

VOTING REQUIREMENTS – Simple Majority

16.1 Dilapidated Building Work Orders (Confidential)

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

16.2 Public Reading of Resolution

MOVED _____ **SECONDED** _____

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

____/____

VOTING REQUIREMENTS – Simple Majority

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

ITEM 17 NEXT MEETING DATE

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

ITEM 18 CLOSURE

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