

# Ordinary Council Meeting

## Notice of Meeting | 25<sup>th</sup> November 2021

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 25<sup>th</sup> November 2021 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

*Graeme Fardon*

**Graeme Fardon**  
**CHIEF EXECUTIVE OFFICER**

Date: 19<sup>th</sup> November 2021

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### **Disclaimer**

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

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## SHIRE OF QUAIRADING

### ITEM 1 OPENING & ANNOUNCEMENTS

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

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

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

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

#### Observers/Visitor

#### Apologies

#### Leave of Absence Previously Granted

### ITEM 3 PUBLIC QUESTION TIME

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## ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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OIC Sgt. Annette Herod will be present to update Council on local and regional policing issues.

Regional Bushfire Risk Planning Coordinator, Mr Brian Humphreys and DFES Officer Gary Rowles will be presenting to Council on the Bushfire Risk Management Plan Review (refer to Item 12.1 of the Council Agenda)

## ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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## ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

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

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes: Ordinary Council Meeting – 28<sup>th</sup> October 2021

#### RECOMMENDATION

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

That the Minutes of the Ordinary Meeting of Council held on the 28<sup>th</sup> October 2021 be confirmed as a true and accurate.

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

**Voting Requirements – Simple Majority**

### 7.2 Business Arising

## SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 28<sup>th</sup> October 2021 commencing at 2.00 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

---

The Shire President opened the Meeting at 2.00 pm.

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

Shire President Cr Peter Smith welcomed new Councillors Cr Hayes and Cr Cheang to the Meeting and returning Councillor, Cr Stacey. Cr Smith welcomed all Councillors to the new Term of the Council.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

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

#### Council Officers

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

#### Observers/Visitor

Nil.

#### Apologies

Nil.

#### Leave of Absence Previously Granted

Nil.

### ITEM 3 PUBLIC QUESTION TIME

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

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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Nil.

ITEM 6 DECLARATIONS OF INTEREST

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Cr Haythornthwaite - Declared an Impartiality Interest with Item 11.4 Discounted Gym Membership Fees for Volunteers – Extent of Interest - Employee of St John WA.

INTENTIONALLY LEFT BLANK

## ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 7.1 Confirmation of Minutes: Ordinary Council Meeting – 30<sup>th</sup> September 2021

**RESOLUTION: 46-21/22**

**MOVED Cr Haythornthwaite SECONDED Cr Hippisley**

That the Minutes of the Ordinary Meeting of Council held on the 30<sup>th</sup> September 2021 be confirmed as a true and accurate.

**CARRIED 8/0**

### 7.2 Business Arising

Nil.



### 7.3 Confirmation of Minutes: Special Meeting of Council - 18<sup>th</sup> October 2021

**RESOLUTION: 47-21/22**

**MOVED Cr Hippisley SECONDED Cr Stacey**

That the Minutes of the Special Meeting of Council held on the 18<sup>th</sup> October 2021 be confirmed as a true and accurate.

**CARRIED 8/0**

### 7.4 Business Arising

Nil.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

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*No matters for consideration.*

## ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

### 9.1 Strategic Planning Committee Meeting Minutes – 12<sup>th</sup> October 2021

<b>Meeting Date</b>	28 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Minutes of Meeting
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	CEO - Nil

#### OFFICER RECOMMENDATION

##### **RESOLUTION: 48-21/22**

##### **MOVED Cr Haythornthwaite SECONDED Cr Hippisley**

That Council receive the Minutes of the Strategic Planning Committee for its Meeting of 12<sup>th</sup> October 2021.

**CARRIED 8/0**

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

#### **1) Multi-Purpose Sports Precinct**

##### **RESOLUTION: 49-21/22**

##### **MOVED Cr Cowcill SECONDED Cr Stacey**

*RECOMMENDATION: SP05-21/22*

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Officer's Report on the Draft Concept Design of the Multi-Purpose Sports Precinct.
2. That Council adopt the Revised Concept Design prepared by MCG Architects dated 10<sup>th</sup> August 2021 subject to its modification to utilise the Southern access road to the Oval and Precinct Buildings for more effective Traffic Management.
3. That Council proceed to engage a Quantity Surveyor to provide an Estimate of Probable Costs for Forward Planning and future Grant Funding Applications.

**CARRIED 8/0**

## 2) Sport & Recreation Master Plan 2021-2031

### RESOLUTION: 50-21/22

#### MOVED Cr Haythornthwaite SECONDED Cr Cowcill

RECOMMENDATION: SP06-21/22

That the Strategic Planning Committee recommend to Council: -

- 1 That Council accepts the Officer's Report on the Draft Sports and Recreation Masterplan 2021-31
- 2 That Council proceed to further community consultation prior to finalising the Sports and Recreation Masterplan for adoption at the November 2021 OCM.

**CARRIED 8/0**

## 3) Project Management Status Report

### RESOLUTION: 51-21/22

#### MOVED Cr Hippisley SECONDED Cr Stacey

RECOMMENDATION: SP07-21/22

That the Strategic Planning Committee recommend to Council: -

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

**CARRIED 8/0**

## 4) Organisational Culture and Capacity Building

### RESOLUTION: 52-21/22

#### MOVED Cr Hippisley SECONDED Cr Cowcill

RECOMMENDATION: SP08-21/22

That the Strategic Planning Committee recommend to Council: -

That Council receive the Organisational Culture and Capacity Building Report for October 2021.

**CARRIED 8/0**

## 5) Community Grants Program (2021/22) – Round 2

### RESOLUTION: 53-21/22

#### MOVED Cr Haythornthwaite SECONDED Cr Hippisley

RECOMMENDATION: SP09-21/22

That the Strategic Planning Committee recommend to Council: -

1. That Council accepts the Officer's Report on Round 2 of the 2021/22 Community Grants
2. That Council allocates funds and resources in the 2021/22 Budget for Round 2 of the Community Grants Program to the value of \$3,128.04 (exc. GST) to the Clubs listed in the Grant Assessment Document.

**CARRIED 8/0**

## IN BRIEF

- Strategic Planning Committee Meeting held on the 12<sup>th</sup> October 2021.
- Five (5) Recommendations for Council's Consideration.

## MATTER FOR CONSIDERATION

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

## BACKGROUND

The Strategic Planning Committee met on 12<sup>th</sup> October 2021 from which there are five (5) recommendations for Council consideration, namely: -

- RESOLUTION: SP05-21/22
- RESOLUTION: SP06-21/22
- RESOLUTION: SP07-21/22
- RESOLUTION: SP08-21/22
- RESOLUTION: SP09-21/22

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996.*

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

**SP05-21/22**– Within Current Year Budget Allocation

**SP06-21/22** -2021/2022 – Council has budgeted \$22,500 in Recreation Consultancy Expenses for this Financial Year. A Total of \$19,744 has been expended or committed year to date, leaving a Balance of \$2,756.

The Current Consultancy Work is fully covered in the Funds already committed.

**SP07-21/22** – Nil

**SP08-21/22** – Nil

**SP09-21/22** – Within Current Year Budget Allocation

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. COMMUNITY	
1.1	Work collaboratively with local and regional service providers to engage the community as active citizens.
1.3	Advocate for the provision of quality health services, health facilities and programs in the Shire

## 5. GOVERNANCE AND LEADERSHIP

5.1 Shire communication is consistent, engaging and responsive

5.2 Forward planning and implementation of plans to determine Strategic Plan and service levels

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

### COMMUNITY CONSULTATION

No Community Consultation on the preparation of this Report.

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

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

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

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

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

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

## 9.2 Bush Fire Advisory Committee Meeting Minutes – 14<sup>th</sup> October 2021

<b>Meeting Date</b>	28 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CESM Simon Bell
<b>Attachments</b>	(i) Minutes of the BFAC Meeting
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil.

### OFFICER'S RECOMMENDATION

#### **RESOLUTION: 54-21/22**

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

That Council receive the Minutes of the Bush Fire Advisory Committee for its Meeting of 14<sup>th</sup> October 2021.

**CARRIED 8/0**

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

#### **1) Appointment of Chief Bush Fire Control Officer**

#### **RESOLUTION: 55-21/22**

#### **MOVED Cr Haythornthwaite SECONDED Cr Stacey**

*RECOMMENDATION: BFAC2- 21/22*

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

Mr Nigel Gelmi be appointed as Chief Bush Fire Control Officer until September 2022.

**CARRIED 8/0**

#### **2) Appointment of Deputy Chief Bush Fire Control Officer**

#### **RESOLUTION: 56-21/22**

#### **MOVED Cr Stacey SECONDED Cr Haythornthwaite**

*RECOMMENDATION: BFAC3- 21/22*

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

1. Mr John Smart be appointed as a Deputy Chief Bush Fire Control Officer until September 2022.
2. Mr Adam Duncan be appointed to the position of a Deputy Chief Bush Fire Control Officer until September 2022.

**CARRIED 8/0**

### 3) Appointment of Fire Control Officers

**RESOLUTION: 57-21/22**
**MOVED Cr Stacey SECONDED Cr McGuinness**

*RECOMMENDATION: BFAC4- 21/22*

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

1. The following persons subject to their acceptance, be elected as Fire Control Officers for the Shire of Quairading for the next 12 Months: -  
 Mr N Gelmi, Mr J Smart, Mr P Groves, Mr M Whyte, Mr T Hadlow, Mr N Fraser, Mr C Anderson, Mr L Johnson, Mr B Wilson, Mr A Duncan, Mr G Hughes, Mr M Davies and Mr S Bell.
2. Mr GA Fardon be appointed as a Fire Control Officer until his departure on 17<sup>th</sup> December 2021.

**CARRIED 8/0**

### 4) Appointment of Fire Weather Monitors

**RESOLUTION: 58-21/22**
**MOVED Cr McGuinness SECONDED Cr Cowcill**

*RECOMMENDATION: BFAC5- 21/22*

That the Bush Fire Advisory Committee Meeting recommend to Council that: -

The following persons be appointed as Fire Weather Advisors for the forthcoming year: -

Town	Mr G Fardon (until departure on 17/12/2021)
North West Area	Mr J Smart
South West Area	Mr G Richards
South East Area	Mr G Hughes, assisted by Mr P Groves
North East Area	Mr B Wilson
Advisor	Mr S Bell

**CARRIED 8/0**

### Council Discussion

The Meeting noted that the issue of the Appointment of the new CEO Ms Gibbs as FCO and FWM would be the subject of an Officer's Report to the December 2021 OCM.

### IN BRIEF

Minutes of the 14<sup>th</sup> October 2021 meeting of the Bush Fire Advisory Committee include four (4) recommendations to Council for which the background of each recommendation is contained in the Minutes.

### MATTER FOR CONSIDERATION

Four (4) Recommendation from the Pre Season Bushfire Advisory Committee Meeting.

### BACKGROUND

The purpose of the Bush Fire Advisory Committee is to represent Volunteer Bush Fire Brigades within the Shire and to make recommendations to Council on various matters relating to bushfires, including



management and funding of the Bushfire organisations in accordance with Council's Bushfire Management Arrangements.

This report presents the unconfirmed minutes of the Bushfire Advisory Committee (BFAC) Meeting held on the 14<sup>th</sup> October 2021 including relevant attachments. A copy of the Minutes is attached.

The Bush Fire Advisory Committee Meeting was held on the 14th October 2021 from which there was four (4) recommendations for Council's Consideration, namely: -

- RECOMMENDATION: BFAC2- 21/22
- RECOMMENDATION: BFAC3- 21/22
- RECOMMENDATION: BFAC4- 21/22
- RECOMMENDATION: BFAC5- 21/22

## STATUTORY ENVIRONMENT

*Local Government Act 1995 Part 5, Division 2*

*Bush Fires Act 1954*

## POLICY IMPLICATIONS

N/A.

## FINANCIAL IMPLICATIONS

Nil – BFAC activity and Volunteer Bushfire Brigades are fully funded by the Local Government Grant Scheme funded from the State Government's Emergency Services Levy.

Council's Administration Cost is fully borne by Council.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

1. COMMUNITY	
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

5. GOVERNANCE AND LEADERSHIP	
5.3	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

## COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating is considered as Low. Bush Fire Management is within Council's Budget with most Expenditure covered by the Emergency Services Levy.

Health – Risk Matrix Rating is considered as Low.

Reputation – Risk Matrix Rating is considered as Low Risk. Risk Mitigated through having structured Volunteer Bushfire Brigades and Fire Control Officers in place. Volunteers supported through the Community Emergency Services Manager.

Operation – Risk Matrix Rating considered Low. Management of Bush Fire Brigades within Council's Core Business and included in Council's Budget and Corporate Business Plan.

Natural Environment – Risk Matrix Rating is considered as Low Risk. Fire Control Officers and Brigades mitigate impact on both the Natural Environment, Built and Agricultural landscape.

## ITEM 10      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

## ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 11.1 Accounts for Payment – September 2021

<b>Meeting Date</b>	28 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Leah Horton
<b>Attachments</b>	(i) September 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 59-21/22

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

That Council note the following:

1. That Schedule of Accounts for September 2021 covering Municipal Vouchers 23858 to 23863, EFT 9858 to EFT 9995, totalling \$365,142.66 be received (Attachment i); and
2. That Police Licensing payments for the month of September 2021 totalling \$41,097.55 be received (Attachment ii); and
3. That fund transfers to the Corporate Credit Card for September 2021 balance totalling \$672.93 be received (Attachment iii); and
4. That Net Payroll payments for the month of September 2021 totalling \$178,003.59; and
5. That the Lease payment for the month of September 2021 on the CESM Vehicle totalling \$2,423.73.

**CARRIED 8/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

Note the Accounts paid during September 2021.

### BACKGROUND

Accounts paid are required to be submitted each month.

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

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

<b>Meeting Date</b>	28 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Leah Horton
<b>Attachments</b>	(i) Financial Statements for August 2021
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 60-21/22

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

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

**CARRIED 8/0**

### IN BRIEF

- Monthly Financial Statements for the period ending 31<sup>st</sup> August 2021 attached.
- Monthly Financial Statements have been updated based on the Bob Waddell and Associates Monthly Statements Model (Abridged Version).
- The Monthly Financial Statement to the 31<sup>st</sup> August 2021 have been completed collaboratively by Bob Waddell and the EMCS.
- Future Monthly Financial Statements will be produced using the Bob Waddell template expanding from the Abridged Version to the Comprehensive Model.
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new Reporting Template and Accounting Processes are utilised to optimise their capability and are prepared in a timely manner.

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

### BACKGROUND

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

### STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

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

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Council has provided a Budget provision of \$25,000 for Accounting Support expenses in the 2021/2022 Year. It was estimated that the Cost of the preparation of the Annual Financial Statement was to be \$12,000 but the Scope of Works has been expanded by the CEO to include the loading of Council's Fair Valuations for all Assets and assistance with the Monthly Financial Statements for the 2021/2022 Year.

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. Any Contractor Fees in addition to the \$25,000 Budget Provision will need to be the subject of the Budget Review scheduled to be undertaken by Management and Council in February / March 2022.

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

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

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

5.4 Implement systems and processes that meet legislative and audit obligations

### **COMMUNITY CONSULTATION**

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

## **COMMENT**

The Monthly Financial Statements have been updated by Bob Waddell and Associates (Contractor) and Executive Manager Corporate Services (EMCS) 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.



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

<b>Meeting Date</b>	28 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Leah Horton
<b>Attachments</b>	(i) Financial Statements for September 2021
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 61-21/22

#### MOVED Cr Hippisley **SECONDED** Cr Haythornthwaite

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

**CARRIED 8/0**

### IN BRIEF

- Monthly Financial Statements for the period ending 30<sup>th</sup> September 2021 attached.
- Monthly Financial Statements have been updated based on the Bob Waddell and Associates Monthly Statements Model (Abridged Version).
- Future Monthly Financial Statements will be produced using the Bob Waddell template expanding from the Abridged Version to the Comprehensive Model.
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new Reporting Template and Accounting Processes are utilised to optimise their capability and are prepared in a timely manner.

### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

### BACKGROUND

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

### STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Council has provided a Budget provision of \$25,000 for Accounting Support expenses in the 2021/2022 Year. It was estimated that the Cost of the preparation of the Annual Financial Statement was to be \$12,000 but the Scope of Works has been expanded by the CEO to include the loading of Council's Fair Valuations for all Assets and assistance with the Monthly Financial Statements for the 2021/2022 Year.

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. Any Contractor Fees in addition to the \$25,000 Budget Provision will need to be the subject of the Budget Review scheduled to be undertaken by Management and Council in February / March 2022.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

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

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

## 11.4 Discounted Gym Membership Fees for Volunteers

<b>Meeting Date</b>	28 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Leah Horton
<b>Attachments</b>	(i) Letter from Lisa Powell, Quairading Community Gym (ii) Email to Lisa Powell, Quairading Community Gym (iii) Gym Usage Report to 10 October 2021
<b>Owner/Applicant</b>	Lisa Powell, Quairading Community Gym Committee Chairperson
<b>Disclosure of Interest</b>	Cr Haythornthwaite - Declared an Impartiality Interest with Item 11.4 Discounted Gym Membership Fees for Volunteers. Extent of Interest - Employee of St John WA.

### OFFICER RECOMMENDATION

1. That Council approve the amendment of Council's Schedule of Fees and Charges to provide for a 25% discount on the Annual Community Gym Membership Fee for new Members of both the Quairading Volunteer Fire and Rescue Service Brigade and the St John Ambulance Quairading Sub Centre.
2. Discount to apply to all Volunteers who undertake and maintain their Training Credentials.
3. That the Discount apply from the 1<sup>st</sup> December 2021.

### RESOLUTION: 62-21/22

#### MOVED Cr McGuinness SECONDED Cr Hayes

1. That Council approve the amendment of Council's Schedule of Fees and Charges to provide for a 25% discount on the Annual Community Gym Membership Fee for Members of both the Quairading Volunteer Fire and Rescue Service Brigade and the St John Ambulance Quairading Sub Centre.
2. That the Discount apply from the 1<sup>st</sup> December 2021.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

### Reason for Variation from Officer's Recommendation

Council considered that the proposed Discount should apply to all Volunteer Members of the two Emergency Services organisations, rather than for new Members only.

### IN BRIEF

- The Shire of Quairading has received a request from Mrs Lisa Powell the Quairading Community Gym Chairperson requesting that Council consider introducing a discount on the 12 month Gym Membership Fee for new Volunteers to the Quairading Fire & Rescue Service.

- The intent of this discount initiative is to encourage community members to join the Emergency Service as Volunteers, encouraging community participation, promoting a health benefit for these volunteers and increasing exposure / promotion for the Community Gym.
- The Community Gym Committee proposed a discount of 10-15% provided to new Gym Members upon completion of their Volunteer Training.
- Council's Management is supportive of the Gym Committee's Proposal, however recommends that Council consider that the proposed discount offered by Council be extended to include Volunteer Members of St John Ambulance Quairading Sub Centre, and also a higher discount rate of 25% to encourage volunteer engagement, increase Gym Membership and increased Gym usage.

## **MATTER FOR CONSIDERATION**

Introduction of a discounted Annual Gym Membership of 25% for new Members of Quairading Fire and Rescue Service Brigade and the Quairading St John Ambulance Sub Centre.

## **BACKGROUND**

The Quairading Community Gym Chairperson advised through a letter dated 20/10/2021 that the Quairading Fire & Rescue Service Brigade were looking into ways to encourage community members to join the Brigade as Volunteers, with one incentive being considered of a potential membership discount for the Community Gym.

The Quairading Community Gym Committee supports this promotion as it encourages community participation, volunteer work and added exposure for the Community Gym and proposed a 10-15% discount for a 12 month membership.

The Quairading Community Gym currently has 47 subscriptions of Annual Memberships and 37 subscriptions of 3 month Memberships, totalling 84 Members as indicated in the Gym Usage Report to 10.10.2021 (attachment iii).

Council's and the Gym Committee's initial business modelling from 2014, indicated a potential membership base of 100 persons per year, therefore there is currently capacity for increased promotion to boost the overall Membership numbers.

In consideration of this suggestion, Council's Management Team propose an extension to include Volunteers members of the St John Ambulance to ensure equity in the treatment of our essential Emergency Service Volunteers.

This report proposes for a 25% discount, which is greater than the 10-15% proposed by the Quairading Community Gym Committee, as it is believed that the value to potential members would be significantly higher and more enticing to sign up as both an Emergency Services Volunteer and a Gym Member. The increased discount is financially insignificant to the Shire, given the relatively low income derived from Gym Membership Fees.

## **STATUTORY ENVIRONMENT**

### ***Local Government Act 1995***

#### **6.12. Power to defer, grant discounts, waive or write off debts**

(1) Subject to subsection (2) and any other written law, a local government may –

(a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or

(b) waive or grant concessions in relation to any amount of money; or

(c) write off any amount of money,

which is owed to the local government.

*\* Absolute majority required.*

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

*[Section 6.12 amended: No. 64 of 1998 s. 39.]*

### **6.16 . Imposition of fees and charges**

(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

*\* Absolute majority required.*

(2) A fee or charge may be imposed for the following –

(a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;

(b) supplying a service or carrying out work at the request of a person;

(c) subject to section 5.94, providing information from local government records;

(d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

(e) supplying goods;

(f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be –

(a) imposed\* during a financial year; and

(b) amended\* from time to time during a financial year.

### **6.19 . Local government to give notice of fees and charges**

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The total estimated loss in revenue is between \$185 and \$550 per year, subject to the number of new volunteers completing their training and becoming eligible for the discount on their first year of membership or renewal of membership at the Community Gym. The number of eligible discounts is highly unlikely to surpass the numbers in the table below.

Whilst, this technically represents a loss in revenue of \$36.82 per new Gym member, this discount could entice a person to join the Gym who potentially wouldn't have otherwise, therefore the full rate of \$147.27

would have never been realised, and the \$110.45 is potentially increased income that we wouldn't have received had a discount not been offered.

Number of Volunteers	Standard Rate (ex GST)	Potential Revenue	25% Discount	Discounted Rate (ex GST)	New Revenue	Total Lost Revenue
5	\$147.27	\$736.35	\$36.82	\$110.45	\$552.26	-\$184.09
10	\$147.27	\$1,472.70	\$36.82	\$110.45	\$1,104.53	-\$368.18
15	\$147.27	\$2,209.05	\$36.82	\$110.45	\$1,656.79	-\$552.26

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. COMMUNITY
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

### COMMUNITY CONSULTATION

Proposal submitted by the Quairading Community Gym Committee following an approach from the Quairading Volunteer Fire & Rescue Service.

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

Financial - Risk Matrix Rating considered Low – Ensuring that the Fees and Charges are updated and notice is provided in accordance with the *Local Government Act 1995*. Financial risk will be minimal given the loss of revenue is immaterial and will not impact the Shire's financial position.

Health – Risk Matrix Rating considered Low – A positive impact to Health within the community is expected by increased promotion and use of the Community Gym. Volunteer groups encourage ways for members of the community to get involved and keep active, increasing their physical and mental health.

Reputation – Risk Matrix Rating considered Low – A positive impact to reputation of both the Shire of Quairading and Quairading Community Gym is expected, whilst strengthening essential local Emergency Service organisations.

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

### COMMENT

The proposal would see Council in partnership with the Quairading Community Gym commit to encouraging community participation, volunteer work and increasing the exposure and viability of the Gym.

By providing a discounted Membership option to members of the Quairading Volunteer Fire and Rescue and St John Ambulance Sub Centre Volunteers, it could be expected that the Community Gym will see an increase in members, increased revenue (albeit discounted) to Council and that there will be an added incentive for community members to join these organisations as Volunteers.

The financial impact is minimal to the Shire, with the numbers expected to be reasonably low for take-up of the discount. The loss in revenue at \$36.82 excluding GST per Annual Membership is minimal and

even if 15 new Volunteers signed up and used this discount, the overall loss is immaterial. If these Volunteers were persons who wouldn't have joined the Quairading Community Gym otherwise, the revenue loss is instead revenue gained, just at a discounted rate.

The Shire's approval of this discount which the benefits both the Members of the Volunteer Organisations and the Quairading Community Gym greatly outweighs the financial impact to Council, while encouraging increased participation in both Volunteer Organisations and usage of the Community Gym.

Initiative also highlights a focus on further supporting the Health and Wellbeing of the Community.

The proposed amendment to the 2021/2022 Schedule of Fees and Charges would be:-

COMMUNITY GYM	BASE COST 2021/2022	GST 2021/2022	TOTAL 2021/2022 (GST Inc)
Discounted Annual Membership (Volunteer Group New Member*)	\$110.45	\$11.05	\$121.50

\*St John Ambulance Volunteers & Quairading Volunteer Fire and Rescue Brigade Volunteers.

In accordance with section 6.19 of the *Local Government Act 1995*, the Shire would provide local public notice stating the Shire's intention to amend the Schedule of Fees and Charges from the date of 1 December 2021.

The discounted rate would then be applicable to any New or Renewing Quairading Community Gym memberships from the 1<sup>st</sup> December 2021, once the individual can provide confirmation that they have completed their training as a Quairading Volunteer Fire and Rescue Volunteer or St John Ambulance Volunteer.

The discount will only apply to 12 month Memberships, and not 3 month subscriptions, and will only be applicable to a Gym Member once either in their first year of Gym Membership, or their first year Renewing Membership post 1<sup>st</sup> December 2021.

If a Gym Member, and eligible volunteer takes up the 25% discount in the 2021/2022 Financial Year, they will not be eligible for the same discount in the 2022/2023 Financial Year.

Council may determine that the Discount be offered in further years as an incentive if the Volunteer maintains their Training Credentials to continue as an Active member of these Volunteer Emergency Services.

## ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 12.1 Establishment of Council Committees, Advisory Groups and Delegate Appointments

<b>Meeting Date</b>	28 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	CEO listed as a current Committee Member and a proposed Member for various Committees and Advisory Groups

#### OFFICER RECOMMENDATION 1

##### RESOLUTION: 63-21/22

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

That Council for the period October 2021 to October 2023:

1. Establish the Audit & Risk Committee and appoints the whole of Council to the Committee.
2. Establish the Strategic Planning Committee and appoints the whole of Council to the Committee.
3. Establish the Bush Fire Advisory Committee (BFAC) and appoints  
Two Elected Members – Shire President Cr Peter Smith and Cr Jo Haythornthwaite
4. Establish the Local Emergency Management Committee (LEMC) and appoints  
Two Elected Members – Shire President Cr Peter Smith and Cr Trevor Stacey
5. Disband the Childcare Centre Executive Committee, and withdraw the Medical Executive Committee, the Reconciliation Action Plan Committee (RAP) and the Quairading District Sport & Recreational Council as Committees of Council and establish them as Advisory Groups.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

#### OFFICER RECOMMENDATION 2

##### RESOLUTION: 64-21/22

##### **MOVED Cr Haythornthwaite SECONDED Cr Hippisley**

That Council for the period October 2021 to October 2023 Appoint Council Delegates to the following Council Advisory Groups:

1. Ageing in Place Working Group  
Two Elected Members – Cr Cowcill and Cr Haythornthwaite
2. Medical Executive Advisory Committee
  - a) Two Elected Members and CEO – Shire President Cr Smith and Cr Cheang
  - b) One Proxy Elected Member – Cr Cowcill
  - c) CEO

*Continues on next page*



3. Old School Working Group  
Two Elected Members – Cr McGuinness and Cr Haythornthwaite
4. Quairading District Sport & Recreational Council  
Two Elected Members – Cr Cowcill and Cr Hayes
5. Quairading Tourism Working Group  
Two Elected Members – Cr Hayes and Cr Cowcill
6. Reconciliation Action Plan Advisory Committee (RAP)
  - a) One Elected Member – Shire President Cr Smith
  - b) One Proxy Elected Member – Cr Stacey
  - c) CEO or Delegated Executive Officer determined by the CEO
7. School Liaison Portfolio  
One Elected Member – Cr Hippisley.

**CARRIED 8/0****IN BRIEF**

- Establishment or disbandment of Committees must be by Absolute Majority of Council

This Report refers to Councillor representation on the various:-

- Occasional advisory, reference and working groups established by Council.
- Council's practice/convention in determining Councillor representation on these groups is:-  
The tenure of a Councillor's appointment is 2 years, i.e. October 2021 to October 2023, and is guided by Section 5.11 of the Act (unless it is a Ministerial appointment);
- Councillor appointments to these Groups are made by simple majority resolution of Council
- For each Group, a brief explanation of the group's purpose/role is provided along with details the meeting frequency to assist Council in determining its representation on the group.

**MATTER FOR CONSIDERATION**

For Council to establish the 4 Standing Committees and appoint Elected Member representatives to those Committees and appoint Elected Members representatives to Council Advisory Groups.

**BACKGROUND**

In accordance with the *Local Government Act 1995*, Council can establish committees to assist with its decision-making functions and responsibilities. Following the biennial local government elections, it is practice for Council to appoint members to Council committees.

Council is also requested to call the first meeting of its new committees to:

- enable a Presiding Member to be appointed
- establish meeting dates where necessary for the 2022 Calendar Year
- establish meeting days, times and frequency for 2022.

The *Local Government Act 1995* is silent on the formation of Advisory Groups by local government. As a local government, the Council has an obligation to operate within the parameters of the legislation that governs it.

Eight (8) Council Committees were established following 2019 Local Government elections. An additional Committee, the *Geographical Names Advisory Committee* was established in November 2020 and ceased 30<sup>th</sup> June 2021.

The current Committee Structure is as follows:-

Audit & Risk Committee, Strategic Planning Committee, Bushfire Advisory Committee (BFAC), Local Emergency Management Committee (LEMC), Childcare Centre Executive Committee, Medical Executive Committee, Reconciliation Action Plan Committee (RAP), Quairading District Sport & Recreation Council.

Following advice from Council Governance Consultant Niel Mitchell of Conway Highbury, the WALGA Governance Team and subsequent legislation amendments, Executive Staff are proposing the following Council Committee Structure changes:-

- The Childcare Centre Executive Committee be disbanded as the Shire no longer operates the Little Rainmakers Childcare Centre and Regional Early learning and Development Inc (REED) have taken over the management / operations of the Centre in July 2020.
- The Medical Executive Committee be withdrawn as a Committee of Council and established as an Advisory Group. (i.e. Medical Executive Advisory Committee). The Advisory Group at its next meeting will need to revise its Terms of Reference in accordance with this change.
- The Reconciliation Action Plan Committee (RAP) be withdrawn as a Committee of Council and established as an Advisory Group. (i.e Reconciliation Action Plan Advisory Committee (RAP)).
- The Quairading District Sport & Recreation Council be withdrawn as a Committee of Council and established as an Advisory Group.

Following these proposed changes, Council is requested to consider the following new Committee Structure:-

#### Audit & Risk Committee

This Committee is a statutory requirement under Section 7.1A of the *Local Government Act 1995*.

The role of this Committee is to oversee the internal and external Audit, Risk Management and Compliance functions of the Shire. Link to the Terms of Reference for this Committee is [Here](#)

Membership: Members of the Committee are appointed by Council. The Committee is to consist of all Elected Members. The Elected Members are to vote and elect the Chairperson.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Eight	All of Council	Yes	Quarterly

#### Strategic Planning Committee

The Strategic Planning Committee will provide advice, recommendations and reports to Council on matters including strategic planning, new strategic projects, asset management; (including physical infrastructure and information technology), strategic human resources and other matters as determined by the Committee and by Council. Link to the Terms of Reference for this Committee [Here](#)

Membership: Members of the Strategic Planning Committee are appointed by Council. The Committee is to consist of all Elected Members. The Elected Members are to vote and elect the Chairperson.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Eight	All of Council	Yes	Quarterly

#### Bush Fire Advisory Committee (BFAC)

Even though the Committee has the word "Advisory" in the title, this Committee is a statutory requirement under the *Bush Fires Act 1954*, Section 67.

Council's Bush Fire Strategy is to make the Shire of Quairading a safe community by managing the risk of fire through the delivery and implementation of fire prevention, preparedness, response and recovery strategies.

Link to the Terms of Reference for this Committee [Here](#)

Membership: Two (2) Shire of Quairading Councillors

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Two	Shire President Cr Wayne Davies Cr Peter Smith	Not applicable	2 Meetings Annually

### Local Emergency Management Committee (LEMC)

This Committee is a statutory requirement under Section 38(1) of the *Emergency Management Act 2005* with the function to oversee, plan and test the local management arrangements. The Committee is not Operational in nature or function.

The LEMC includes representatives from Agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

Membership: Membership: Two (2) Shire of Quairading Councillors

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Two	Shire President Cr Wayne Davies Cr Peter Smith	Not applicable	4 Meetings Annually

### **Advisory Groups**

Council is requested to consider establishing the following Advisory Groups:-

#### Ageing in Place Working Group

The Working Group established to consider:-

- Concept, scale and phasing of Aging in Place Projects
- Designs, layouts and standards
- Program costs, budget implications, grant options, and the establishment of an Aged Accommodation Reserve
- Allocation of housing, rental versus freehold, rental rates and housing subsidies.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Two	Cr Peter Smith Cr John Haythornthwaite	Not applicable	As required

#### Medical Executive Advisory Committee

The MEAC is established to:

- Oversee and monitor the operation of the Medical Practice Agreement dated the 5<sup>th</sup> September 2019
- Meet with the Medical Service Provider (Principal GP) in accordance with the Medical Practice Agreement
- Provide feedback to Management in regard to the future allocation of resources to the Practice.

- Ensure that Community thoughts / feedback are effectively communicated with the Medical Service Provider.
- Monitor medical/administrative matters in the Central Wheatbelt Region that may impact on the local Community and the Medical Practice and when necessary, report to Council on any matters.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Three	Cr Peter Smith (Chair) Cr Becky Cowcill CEO Cr Jo Haythornthwaite (Proxy)	Not applicable	4 Meetings Annually

#### Old School Working Group

The Working Group established to assist Council's Management with Concept Design, Cost Estimates for the development of Infrastructure, landscaping and Signage for the State Heritage Listed Quairading Old School Site. Working Group to include representatives from the Quairading District High School, Noongar Community (through RAP) and several Community Members.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Two	Cr Brett McGuinness Cr John Haythornthwaite	Not applicable	As required

#### Quairading District Sport & Recreational Council

The Working Group established to provide a forum for all Sporting Groups and other Organisations in the District to discuss Sporting and Recreational issues and provide feedback to Council on Strategic Recreation and GSG Precinct Planning. Working Group to include 2 Councillors and all Clubs/Organisations are invited to nominate or be represented by one delegate.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Two	Cr Brett McGuinness Cr Trevor Stacey	Not applicable	Historically at least 2 Meetings a Year.

#### Quairading Tourism Working Group

The Working Group established to provide support and feedback to Management on the progression of the Tourism Development Strategy 2019/2020 and Action Plan, and to assist in the Review of the Strategy in 2022. The Working Group to include 2 Councillors, representatives of the CRC Committee / Staff, Quairading Tourism & Tidy Towns Committee, Noongar Community Members (nominated through the RAP) and from local Business Houses.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Two	Cr Peter Smith Cr Becky Cowcill	Not applicable	Quarterly (TBC)

#### Reconciliation Action Plan Advisory Committee (RAP)

The Working Group to provide a forum for the Review existing Reconciliation Action Plan and progress Actions in "Innovate – Reconciliation Plan 2021-2023". Advisory Committee to comprise of the Shire President and 1 Councillor (1 x Councillor Proxy), CEO or CEO's Delegate, minimum of 4 Noongar (ATSI) Community Members and 1 non – ATST Community Member. Invited Guests will include representatives from QDHS, CRC, Police and local Health Services. Meetings are conducted every 2 months at 10.00am at the CRC Meeting Room.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Two	Shire President Cr Wayne Davies (Chair) Cr Trevor Stacey (Proxy)	Not applicable	Every 2 months

### School Liaison Portfolio

Delegate to provide a link between Council and the Quairading District High School.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
One	Cr Jonathan Hippisley	Not applicable	No formal Meetings, but as required

## STATUTORY ENVIRONMENT

### Local Government Act 1995

#### Subdivision 2 – Committees and their meetings

##### 5.8. Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*\* Absolute majority required.*

##### 5.9. Committees, types of

###### (1) In this section –

***other person*** means a person who is not a council member or an employee.

###### (2) A committee is to comprise –

- (a) council members only; or
- (b) council members and employees; or
- (c) council members, employees and other persons; or
- (d) council members and other persons; or
- (e) employees and other persons; or
- (f) other persons only.

##### 5.10. Committee members, appointment of

###### (1) A committee is to have as its members –

- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

*\* Absolute majority required.*

###### (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

###### (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under

section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.

- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish –
  - (a) to be a member of the committee; or
  - (b) that a representative of the CEO be a member of the committee,
 the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

*[Section 5.10 amended: No. 16 of 2019 s. 18.]*

#### 5.11A. Deputy committee members

- (1) The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.

*\*Absolute majority required.*

- (2) A person who is appointed as a deputy of a member of a committee is to be –
  - (a) if the member of the committee is a council member – a council member; or
  - (b) if the member of the committee is an employee – an employee; or
  - (c) if the member of the committee is not a council member or an employee – a person who is not a council member or an employee; or
  - (d) if the member of the committee is a person appointed under section 5.10(5) – a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

*[Section 5.11A inserted: No. 17 of 2009 s. 20.]*

#### 5.11. Committee membership, tenure of

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until –
  - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or
  - (b) the person resigns from membership of the committee; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,
 whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until –
  - (a) the term of the person's appointment as a committee member expires; or

- (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,
- whichever happens first.

#### 7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

*\*Absolute majority required.*

- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

#### *Bush Fires Act 1954, Section 67.*

#### 67. Advisory committees

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may –
  - (a) make rules for the guidance of the committee; and
  - (b) accept the resignation in writing of, or remove, any member of the committee; and
  - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section –
  - (a) may from time to time meet and adjourn as the committee thinks fit;
  - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
  - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

*Emergency Management Act 2005*

8. Local emergency management committees
- (1) A local government is to establish one or more local emergency management committees for the local government's district.
  - (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
  - (3) A local emergency management committee consists of –
    - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
    - (b) if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.
  - (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

**POLICY IMPLICATIONS**

n/a

**FINANCIAL IMPLICATIONS**

Council provides a Budget Allocation of \$33,500 the 2021/2021 Year for Elected Member Meeting Sitting Fees for eligible Meetings.

Sitting Fees are payable on Council meetings, Committee Meeting where the Committee comprises only Elected Members and for external Meetings such Central Country Zone and the Sub Regional and Regional Road Groups.

**STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031****5. GOVERNANCE AND LEADERSHIP**

5.1 Shire communication is consistent, engaging and responsive

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

5.4 Implement systems and processes that meet legislative and audit obligations

**1. COMMUNITY**

1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience

**COMMUNITY CONSULTATION**

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



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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. If Council Committees do not operate in accordance with relevant legislation, there may be a potential breach of the relevant Act and/or subsidiary legislation. The Terms of Reference are designed to ensure that the committees operate accordingly. Establishment of Working / Advisory Groups provides a valuable opportunity for Community engagement and to inform Council & Management on relevant issues and projects.

Operation – Risk Matrix Rating is assessed as Low. The operation of Committees and Advisory Groups are within Council's existing structure and resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

Under the *Local Government Act 1995*, S5.10(4) the Shire President is entitled to be on a committee (where there is Elected Member representation and the Shire President so desires to be on the committee) and each councillor is entitled to be on at least one committee.

## 12.2 Council Delegate Appointments and Nominations to External Organisations

<b>Meeting Date</b>	28 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	CEO listed as a current Committee Member and a proposed

### OFFICER RECOMMENDATION

#### RESOLUTION: 65-21/22

#### MOVED Cr Hippisley SECONDED Cr Cowcill

That Council appoint the following Delegates to various external committees, organisations and groups for the period of 2 years ending October 2023:-

1. Avon South Local Action Group (ASLAG):
  - a) One Elected Member – Cr Stacey
  - b) One Proxy Elected Member – Cr Haythornthwaite
2. The Western Australia Local Government Association (WALGA) – Central Country Zone (CCZ) Committee:
  - a) Two Elected Members – Cr McGuinness and Cr Hippisley
  - b) Two Proxy Elected Members or CEO – Cr Haythornthwaite and Cr Stacey
3. Land Conservation District Committee (LCDC):
  - a) Two Elected Members – Cr Stacey and Cr Haythornthwaite
4. Quairading Frail and Aged Lodge Advisory Committee:
  - a) One Elected Member – Cr Hayes
5. Quairading Local Health Advisory Group (LHAG):
  - a) One Elected Member – Cr Haythornthwaite
  - b) One Proxy Elected Member – Cr Cheang
6. Quairading Tourist and Tidy Town Committee:
  - a) One Elected Member – Cr Hayes
7. The Roe Sub Regional Road Group & Wheatbelt South RRG:
  - a) One Elected Member – Cr Stacey
  - b) One Proxy Elected Member- Cr McGuinness
8. Roe Tourism
  - a) One Elected Member – Cr Haythornthwaite
  - b) One Proxy Elected Member - Cr Cowcill.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

## IN BRIEF

- Following the biennial local government elections, Council is to consider appointing representatives to various external committees, organisations and advisory groups where the Shire is needing representation.
- Council is therefore requested to make the necessary appointments as listed in the recommendation to this Report.

## MATTER FOR CONSIDERATION

For Council to appoint representatives to various external committees, organisations and advisory groups where the Shire has representation.

## BACKGROUND

### Avon South Local Action Group (ASLAG)

Council supported the Avon South Local Action Group for Skeleton Weed covering the Shire Districts of Beverley, Brookton, Quairading and York by holding and administering the Group's Funding from the Department of Primary Industries and Regional Development and the Grains, Seeds and Hay Industry Fund Scheme for a proposed Period of 3 Financial Years.

- The Group has been formally established through the Department of Primary Industries and Regional Development and has received its full funding allocation for its Operation and Activities for the 2021/2022 Year.
- The Group's Coordinator, Mr Brian Kimber commences employment on Monday 24<sup>th</sup> August 2020.
- Charter for the operation of the ASLAG is attached for Councillors' reference.
- The ASLAG, through the Coordinator Mr Brian Kimber has invited Council as the Host Council to elect a Delegate and a Proxy Delegate to the Committee.
- ASLAG Committee meet an estimated 4 times a year and hold an Annual General Meeting. Most meetings are held at Greenhills as a central location for the 4 LG Districts.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Two	Cr Trevor Stacey Cr Jo Haythornthwaite (Proxy)	Not applicable	Quarterly

### WALGA – Central Country Zone

State Councillors are elected to State Council from one of 17 Zones, which are groupings of Local Governments convened together on the basis of population, commonalities of interest and geographical alignment.

The relationship between State Council and Zones within the Western Australian Local Government Association is a critical one in the political representation of Local Government at the State and Federal levels.

Zones have an integral role in shaping the political and strategic direction of WALGA.

Not only are Zones responsible for bringing relevant local and regional issues to the State Council decision making table, they are a key player in developing policy and legislative initiatives for Local Government.

The 2021 Local Government Elections, will affect Council appointments to external committees including the WALGA Zone.

As a consequence, Councils are requested to elect / appoint Elected Member delegates and deputy delegates to the Zone and notify WALGA by no later than Friday 5<sup>th</sup> November 2021.

WALGA's Zones, as the first item of business at the November meeting, will elect State Councillors, Deputy State Councillors, Zone Chair and Zone Deputy Chair.

The next Meeting of the Central Country Zone is scheduled for Friday, 19<sup>th</sup> November 2021, hosted by the Shire of Wandering.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Four	Cr Brett McGuinness (Zone Chair) Cr Jo Haythornthwaite Cr Wayne Davies (Proxy) CEO (Proxy)	Yes	Approx. 6 Meetings Annual (In person and Teleconference)

### [Land Conservation District Committee \(LCDC\)](#)

The LCDC currently meets quarterly at the Quairading Community Resource Centre in the evening.

#### BACKGROUND:

The Quairading Land Conservation District Committee (LCDC) is a statutory committee appointed by the Commissioner of Soil and Land Conservation under the Soil and Land Conservation Act 1945. The LCDC is a group of farming, community, catchment group, Industry and Shire Council representatives that share a common interest in Landcare, the environment and sustainable agriculture and communities. The LCDC incorporates 5 catchment groups and the Friends of the Quairading Community Nature Reserve. The LCDC was formed in 1982 over concerns for the sustainability of agricultural land. The group's goals include to develop an economically and environmentally sustainable community, to involve the whole community in Landcare activities, to educate and increase awareness in the community and to source funding for the Quairading community to use on Landcare projects.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Two	Cr Trevor Stacey (by Gazettal) Cr John Haythornthwaite (by Gazettal)	No	Quarterly

### [Quairading Frail and Aged Lodge Advisory Committee](#)

The Objects of the Incorporated Association are:

- 1) To promote and undertake or assist in prompting and undertaking benevolent assistance for elderly people of both sexes irrespective of creed, class or colour, within the district and without in any way limiting the generality of the foregoing provision shall have power to so or assist in doing any or all of the following things, namely: -
  - (a) To purchase, take or lease, or in exchange, hire or otherwise acquire any real or personal property or any rights or privileges which the association may think necessary or convenient.
  - (b) To establish and maintain accommodation and care of elderly people.
- 2) To promote and assist the general good of all elderly people in the district by assisting the work of statutory authorities and voluntary organisations engaged in respect of elderly people in providing

facilities for physical and mental recreation, developing physical improvement, furthering health, relieving poverty, distress or sickness, or in pursuing any objects which are benevolent.

- 3) To promote and organise co-operation in the achievement of the above purposes and to that end bring together in Committee representatives of the authorities and organisations engaged in the furtherance of the above purposes.

The Incorporated Association own the "Parker House Frail Aged Lodge" which is then leased to WACHS to manage and operate the Low care Residential Facility.

The Committee meetings have historically been held in the Council Reception Room. Date and Times of Meetings are under review, but will be during the daytime.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
One	Cr Jo Haythornthwaite	No	6 Meetings Annually

### Quairading Local Health Advisory Group (LHAG)

In June 2020, Health Service Manager Diana Ellison approached the Chief Executive Officer and advised that she was planning to re-establish a LHAG for the Quairading District Hospital as a Community Advisory Group.

Ms Ellison advised that the Advisory Group will be small in number (Community Members and Council Representatives) and to meet at the most 3-4 times a Year. Meetings will be approximately an hour in duration and be held during normal Work Hours in the Hospital Meeting Room.

Members of the public can provide feedback information, suggestions, concerns, etc., to the Advisory Group who work with the WA Country Health Services and Local Government to advocate for health services on behalf of the community.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Two	Cr Jonathan Hippisley Cr Peter Smith (Proxy)	No	Quarterly

### Quairading Tourist and Tidy Town

Quairading Tourist and Tidy Town is a group of volunteers that, in conjunction with the Shire and community at large, facilitate ideas and generate ways to keep our town attractive for both residents and visitors. We are based out of the Old Railway Station which houses visitor information, tourist items for sale as well as a wood sculpture show case.

ROLE:

There are the usual committee positions available but the roles most needed are for general volunteers to assist with the following:

- Car Park Market days, bi-monthly on a Saturday morning (manning a stall and/or doing Devonshire Teas at the old Railway Station)
- Clean Up Australia day
- Garden Day
- Maintaining the court yard near the Co-op, Centenarian Corner, Toapin Weir and the Old Railway Station

- Manning the Old Railway Station 3 days per week for visitors; these days are subject to availability of volunteers.

The Quairading Tourist and Tidy Town Committee/Group's focus is making and keeping Quairading clean and attractive, this means we always carry a bag and collect rubbish when we see it, whether you are a volunteer or not we encourage this! More volunteers means sharing the load and enjoying the spoils of a tidy and beautiful community.

#### MEETINGS:

Committee meetings are generally held on 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month at 10am in the Old Railway Station. The Council Delegate only needs to attend once a month.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
One	Cr John Haythornthwaite	No	Approx. 10 Meetings Annually

#### [Roe Sub Regional Road Group \(RSRRG\) & Wheatbelt South RRG \(SRRG\)](#)

Council is in the Wheatbelt South Regional Road Group

A Regional Road Group may establish a Regional Road Sub Group(s) to:

- Assist to identify road-funding priorities.
- Consider local road issues to inform decision making by the Regional Road Group.
- Provide advice to the Regional Road Group.

Only Elected Members can be Voting members of both the Regional Road Group and the Regional Road Sub-Group.

Quairading is a Member of the Roe Sub Group with most meetings held in the central location of Corrigin. Meetings are held twice a year during work hours and are of a duration of 1.5 hours

Regional Road Group Meetings are generally held in the central location of Wickiepin.

#### [Wheatbelt South Regional Road Group Reference Information](#)

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Two	Cr Trevor Stacey Cr Brett McGuinness (Proxy)	Yes	Minimum 1 to 2 Meetings Annually

#### [Roe Tourism Association](#)

Purpose of the Association:

- To encourage, support and promote the region as a tourist destination in its own right.
- To encourage and promote professionalism in the tourist industry.
- To initiate in cooperation with its members and other stakeholders, the compilation, publication and distribution of promotional material and advertising literature in all forms of media to the advantage of the Association.
- To initiate in cooperation with its members, promotional displays to the advantage of the Association, and to be the coordinating body for such displays.
- To encourage the development of tourist attractions and facilities within the Roe region.

- The property and income of the Association shall be applied solely towards the promotion of the objectives or purposes of the Association and no part of that property or income shall be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects or purposes.

#### MEMBERSHIP:

The following Shires are Full Members of the RTA:-

Shires of Bruce Rock, Corrigin, Kondinin, Kulin, Lake Grace Narembeen and Quairading.

Two representatives are to be appointed by each Shire to represent them in the Association

At least one representative must be a Shire Councillor or Shire employee and the other representative is any person or organisation with an interest or involvement in tourism and normally reside within the Member Shire. One representative will be appointed for two years, the second representative will be appointed for one year. Full members will have two votes at each Meeting.

Full Members and Associate Members may appoint a proxy to act on their behalf at General Meetings as well as the Annual General Meeting.

The Committee will determine the annual membership fee to be paid for membership of the Association at its Annual General Meeting held each year.

A member must pay the annual membership fee to the person authorised by the committee to accept payments, by the due date determined by the committee.

#### GENERAL MEETINGS:

The General Meetings are held quarterly at the discretion of the Chairperson and are held in rotation around the Member Councils during the Daytime.

Vacancies	2019-2021 Members	Remuneration	Meeting Frequency
Two	Cr Peter Smith Cr Becky Cowcill (Proxy)	No	Quarterly

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Council has a Budget Provision for Meeting Fees for Prescribed Meetings attracting Fees (i.e. Regional Road Group, Regional Road Sub Group and Central Country Zone).

If requested, a Council Motor Vehicle is provided for Council Delegates to travel to all Out of District / Regional Meetings.

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

<b>5. GOVERNANCE AND LEADERSHIP</b>
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

## 1. COMMUNITY

- 1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.
- 1.3 Advocate for the provision of quality health services, health facilities and programs in the Shire
- 1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience

### COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Should Council not appoint representation to external committees/boards/Advisory groups, this may hinder the Shire’s ability to be involved in key organisations where representation is available.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

### COMMENT

Representation on externally based committees, organizations and advisory groups allows the Shire of Quairading to have input into various issues that face the local government industry.

Where there are more nominations than vacancies for representation, elected members will need to nominate which representatives will be appointed to the respective committee, organisation or Advisory group. Each elected member will be able to nominate as many times as there are vacant positions.



## 12.3 Local Government Nominations for Ministerial Appointments (Development Assessment Panels (DAP))

<b>Meeting Date</b>	28 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) DAP Correspondence (ii) Nomination Form (iii) DAP Regional Area map (iv) State Government Boards and Committees Circular (2019/07)
<b>Owner/Applicant</b>	Director General Jodi Cant, DAP Secretariat
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 66-21/22

#### MOVED Cr Haythornthwaite **SECONDED** Cr Hippisley

That Council, in accordance with Regulation 26 of the *Planning and Development (Development Assessment Panels) Regulations 2011* nominates the following Elected Members as local government members and alternative members for the Regional Joint Development Assessment Panel (JDAP):

1. Cr Haythornthwaite and Cr McGuinness as the Shire of Quairading local government members on the Regional Joint Development Assessment Panel;
2. Cr Stacey and Cr Hippisley as the Shire of Quairading Regional Joint Development Assessment Panel first and second Alternate Members.

**CARRIED 8/0**

### IN BRIEF

- Correspondence has been received from the DAP Secretariat regarding potential changes in the Shire's DAP membership following the local government elections.
- Council is requested to nominate four elected members, comprising two local members and two alternate local members to sit on the Shire of Quairading JDAP as required.

### MATTER FOR CONSIDERATION

The purpose of this report is for Council to nominate elected members to sit as the Shire of Quairading local members on the Regional Joint Development Assessment Panel. Nominations are required to be provided to the DAP Secretariat by Friday 19th November 2021. All current DAP local government member appointments terms end on the 26<sup>th</sup> January 2024.

### BACKGROUND

In 2010/2011 the State Government introduced legislation that established the operational framework for Development Assessment Panels (DAPs) in Western Australia. DAPs came into effect on 1 July 2011.

### What is a DAP?

A Development Assessment Panel (DAP) is an independent decision-making body that determines certain development applications in the place of the original decision maker, such as Local Government and/or the Western Australian Planning Commission (WAPC). DAPs comprise independent technical experts and elected Local Government representatives.

The Local Government members rotate on and off the JDAP at a meeting, so that the DAP application within each Local Government is represented by a relevant Council member.

### Local members

Local representation is a vital component of the Development Assessment Panel (DAP). Local members are members of a local government council who are nominated by that local government to sit on a DAP. The relevant local government will be responsible for nominating four local government representative members from the local government's pool of elected members (councillors). Two councillors will be local members, and two deputy local members are to be called on if an issue of quorum arises. The Minister will appoint the local government representatives in accordance with the local government's nomination.

Should the local government fail to nominate four representatives, the Minister has the power to appoint two alternative community representatives to ensure local representation is always present on a panel. The regulations require that these alternate representatives are residents of the local area and have relevant knowledge or experience that, in the opinion of the Minister, will enable them to represent the interests of their local community.

### Alternate members

There will be alternate (deputy) members for local members and specialist members. Alternate (deputy) members will be used when an issue of quorum arises or when a Development Assessment Panel (DAP) member is unable to act by reason of illness, absence or other cause. Deputy local members cannot sit in the place of specialist members, just as deputy specialist members cannot sit in the place of local members.

### Constitution of Development Assessment Panels

Each Development Assessment Panel (DAP) comprises five members; three specialist members, one of which is the presiding member, and two local members, nominated by the local government.

At a meeting of a DAP, a quorum is constituted by three members of the DAP, including the Presiding Member.

## **STATUTORY ENVIRONMENT**

### *Planning and Development (Development Assessment Panels) Regulations 2011*

#### 24. Local government members of LDAP

- (1) Whenever it is necessary to make an appointment under regulation 23(1)(a), the Minister must –
  - (a) in writing, request the local government of the district for which the DAP is established to nominate a member of the council of the local government for appointment; and
  - (b) unless subregulation (2) applies, appoint the person so nominated.
- (2) If, within 40 days after the date on which the Minister makes a request to a local government under subregulation (1) or such longer period as the Minister may allow, the local government fails to nominate a person for appointment in accordance with the request, the Minister may appoint under regulation 23(1)(a) a person who is an eligible voter of the district for which the LDAP is established.

- (3) For the purposes of subregulation (2) a person is an eligible voter of a district if that person is eligible under the *Local Government Act 1995* section 4.29 or 4.30 to be enrolled to vote at elections for the district.

[Regulation 24 amended: Gazette 16 Dec 2016 p. 5712-13.]

## POLICY IMPLICATIONS

N/A

## FINANCIAL IMPLICATIONS

There are no direct financial implications arising for the Shire as a result of the recommendation of this report. DAP members are paid by the State Government for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment as identified in the Premier's circular – State Government Boards and Committees Circular (2019/07).

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

<b>5. GOVERNANCE AND LEADERSHIP</b>
5.1 Shire communication is consistent, engaging and responsive
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

## COMMUNITY CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. DAP Sitting expenses are separate to Council's Budget for Councillors Meeting Fees.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Reputational Risk is mitigated with Council having nominated its DAP Delegates.

Operation – Risk Matrix Rating is assessed as Low. Operation of DAP is separate to Council's Planning Service and Function.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

DAP appointments are made under the *Planning and Development (Development Assessment Panels) Regulations 2011* which require that a local government's nominees are appointed if received. DAP members are required to operate from an open, impartial and independent position with an obligation to declare any conflicts of interest similar to the obligations of an elected member under the *Local Government Act 1995*.

All appointed local members are provided with the necessary information and training by the Department of Planning, Lands and Heritage (DPLH) and are generally entitled to be paid by the state government for training and meeting attendance unless they are persons who are specifically excluded under the Premier's State Government Boards and Committees Circular (2019/07).

The current DAP members for the Shire of Quairading are Cr Jo Haythornthwaite and Cr Brett McGuinness and Cr Trevor Stacey and Cr Peter Smith were the alternate members for the term ending 26<sup>th</sup> January 2022.

## 12.4 Business Support Grants Program (2021/22) – October 2021

<b>Meeting Date</b>	28 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	GPO Jen Green
<b>Attachments</b>	(i) Business Support Grants Assessment – Under separate cover (ii) Grant Application – Under separate cover
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 67-21/22

#### MOVED Cr Stacey SECONDED Cr McGuinness

1. That Council accepts the Officer's Report on the October Business Support Grants and supports the Grant Assessment Document.
2. That Council provides funding for the received application from the Quairading Farmer's Co-operative to the value of \$5,000.00 (exc GST).

**CARRIED 8/0**

### 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 2<sup>nd</sup> of August 2021 via the Shire Facebook Page, Website, Banksia Bulletin and direct email to all Quairading businesses.
- One application was received during October to the value of \$5000.00.
- Details of the Application have been provided to Council for Consideration.
- The Application has been evaluated by the Grants Team based on criteria in the Grant Guidelines.

### MATTER FOR CONSIDERATION

- Evaluation of a Business Support Grant Application received by the Grants & Project Officer in October 2021.
- 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. An Allocation of \$20,000 has been made for the Program in the 2021/22 Council Budget.

The Business Support Grants Program was opened on 2<sup>nd</sup> August 2021 with Policy and Grant Application forms forwarded to all Quairading Businesses via email and regular advertising has been conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

The program is open all year round and funding up to \$5000 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.

#### OCTOBER APPLICATIONS

Business	Project	Amount
Quairading Farmer's Co operative	Capital improvements to 34-38 Avon St to attract a long-term tenant and new business to Quairading	\$5,000.00
<b>Grand Total</b>		<b>\$5000.00</b>

If accepted, the balance of the Business Support Program will be \$13,813.83.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995.*

#### POLICY IMPLICATIONS

Business Support Grants Policy

#### FINANCIAL IMPLICATIONS

2021/2022 Budget – Subject to Applications received and supported.

#### STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2030

### 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)

### 5. GOVERNANCE AND LEADERSHIP

- 5.1 Shire communication is consistent, engaging and responsive
- 5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 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 – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. Grant Application with the 2021/2022 Budget Allocation 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

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council will be seen to be actively engaging with and supporting local enterprises and Grants Program responds to identified Priorities in Council's Community Strategic Plan.

Operation – Risk Matrix Rating is assessed as Low. Business Support Program is managed within Council's existing Organisational Structure and Resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

- One grant application was received and assessed during the month of October 2021.
- Assistance was provided to the Applicant to ensure the application was completed correctly.
- The grant application meets the selection criteria outlined in the Grant Guidelines.

## ITEM 13      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

---

*No matters for consideration.*



## ITEM 14      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

## ITEM 15 URGENT COUNCILLORS' BUSINESS

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### **RESOLUTION: 68-21/22**

#### **MOVED Cr Haythornthwaite SECONDED Cr Stacey**

That Council accept Urgent Councillors Business.

**CARRIED 8/0**

### **Cr McGuinness**

Cr McGuinness raised that Council should appoint a Working Group of Elected Members to workshop and develop the Draft KPI's for the new CEO, with the Draft to be submitted to the November 2021 Ordinary Council Meeting.

Discussion on the composition of the Working Group ensued and it was proposed that the Elected Members from the CEO Recruitment & Selection Panel and the Deputy Shire President Cr Stacey would be the most appropriate Members for this work.

### **RESOLUTION: 69-21/22**

#### **MOVED Cr McGuinness SECONDED Cr Cowcill**

That Council appoint the following Elected Members to the new Chief Executive Officer KPI's Working Group and report to the November 2021 Ordinary Council Meeting on the Draft KPI's for the new CEO Ms. Gibbs:-

Shire President Cr Smith

Cr Haythornthwaite

Cr McGuinness

Deputy Shire President Cr Stacey

**CARRIED 8/0**

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

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*No matters for consideration.*

**ITEM 17      NEXT MEETING DATE**

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 25<sup>th</sup> November 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

Cr Smith thanked Councillors and Staff for their input and attendance.

**ITEM 18      CLOSURE**

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There being no further business, the Chairperson closed the Meeting at 3.27 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 28<sup>th</sup> October 2021 were confirmed on the 25<sup>th</sup> November 2021 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 25/11/2021

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

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**8.1      Reconciliation Action Plan Committee (RAP) Minutes - 13<sup>th</sup> October 2021**

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

That the Minutes of the Reconciliation Action Plan Committee Meeting held on the 13<sup>th</sup> October 2021 be received.

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

## SHIRE OF QUAIRADING

### Reconciliation Action Plan Committee

The Reconciliation Action Plan Committee Minutes of Meeting held on Wednesday 13<sup>th</sup> October 2021 commencing at 10.05 am.

#### ITEM 1 OPENING & ANNOUNCEMENTS

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

Cr Davies commenced meeting with Acknowledgement of Country: -

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

Minutes Silence held in respect of the Late Basil Winmar - Noongar Elder, well respected Community Member and longstanding employee of the Shire.

#### ITEM 2 ATTENDANCE AND APOLOGIES

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##### 2.1 Committee Members

Cr Wayne Davies	Shire President
Ms Margaret Collard	Nyoongar Representative - Blurton Family
Mrs Muriel Collard	Nyoongar Representative - Collard Family
Mrs Winnie McHenry	Nyoongar Representative - Winmar Family
Mrs Cynthia Dann	Nyoongar Representative - Yarran Family - Proxy
Ms Jill Hayes	Quairading CRC / Wadjela Representative

##### 2.2 Council Officers

Mr Richard Bleakley	EMCPS, Shire of Quairading
Mr Graeme Fardon	Chief Executive Officer

##### 2.3 Observers / Invited Guests

Ms Danielle Hayden	Nyoongar Community
Mr Murray Yarran	Nyoongar Community
Mr Charlie Colbung	Nyoongar Community
Mrs Marilyn Reidy	Nyoongar Community
Cr Peter Smith	Quairading Agricultural Society
Ms Karleen Walling	Quairading Medical Practice Manager
Mr Jason Colbung	Nyoongar Community
Ms Valerie Hayden	Nyoongar Community

## 2.4 Apologies

Cr Trevor Stacey	Councillor
Mr David Collard	Nyoongar Pathways Program
Mrs Janet Colbung	Nyoongar Representative – Colbung Family
Mrs Jedda Trueman	A/Principal QDHS
Sgt Annette Herod	Quairading Police

## ITEM 3 DECLARATIONS OF INTEREST

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

Nil, at this time.

## ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

### 4.1 Confirmation of Minutes – 11<sup>th</sup> August 2021

**MOVED Mrs Margaret Collard SECONDED Ms Danielle Hayden**

That the Minutes of the Reconciliation Action Plan Committee Meeting held on 11<sup>th</sup> August 2021 be confirmed as a true and correct record of that Meeting.

**CARRIED**

### 4.2 Business Arising

Nil.

## ITEM 5 ITEMS FOR DISCUSSION

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### 5.1 Reconciliation Action Plan 2021-2023

#### Report provided by Richard Bleakley

Presentation, discussion and distribution of a draft Innovate Reconciliation Action Plan - 2021-23.

Submission of draft Reconciliation Action Plan 2021-23 forwarded to Reconciliation Australia for comment and feedback.

Matters agreed upon:

- Meetings should be held every two months.
- Selection of Family members for the RAP Committee to be conducted in January 2022.

Graeme Fardon provided a brief on the outcome of the Council Elections:-

- Two current Councillors retiring
  - Cr Wayne Davies; and
  - Cr John Haythornthwaite.
- Two Councillors re-elected
  - Cr Peter Smith; and
  - Cr Trevor Stacey.
- Two New Councillors
  - Jo Hayes; and
  - Ej Cheung (local pharmacist).

Council will be electing two Councillors to participate at the RAP Meetings.

### 5.2 NAIDOC 2021 – THEME "Heal Country, Heal our nation."

NAIDOC Program delivered by the Quairading District High School.

Representative of the School not present.

### 5.3 Youth Program/Centre Update

#### Report provided by Richard Bleakley

##### (a) Centre Program

Renovations to the Centre – Completion date now scheduled to be end of October 2021.

##### (b) Staffing

Youth Engagement and Inclusion Officer - Successful candidate is Cynthia Yarran who is due to start on 25<sup>th</sup> Oct 2021.

### 5.4 Groves Access

Brief update provided by CEO, Graeme Fardon on the current status of this longstanding Issue.

- Progress on access to Groves is a result of the Community's input.
  - High profile / pressure
  - Mia Davies' support and role in getting some progress.

- Status:
  - Still seeking easement as preferred outcome.
  - Draft Licence for access being reviewed by LGIS to determine Shire's risk and liability
- Question:
  - Margaret Collard – When will it happen?
- Response by CEO:
  - Still in hands of the State Department and Arc Infrastructure.
  - Shire has committed funding and resources for its delivery.
  - It is hoped that the Issue of Licence or Easement can be resolved very soon

## 5.5 Quairading Nature Reserve

Status report – Richard Bleakley

- Maintenance work on trails including repainting of bridges.
- Renaming of reserve still pending submission of the proposed Names to Landgate.
- Charlie Colbung's participation in discussion of painting of cairn at summit of Nookaminnie Rock.
- Next step – concept mural painting, redesign of cairn, potential seating, and sourcing of grant funding.

## 5.6 Centenary Agricultural Show

Cr Peter Smith provided a report on the Show.

- Centenary Show was two years in the planning – a lot of hard work!
- Thanks to Murray Yarran and Committee for input into Show and "Welcome to Country".
  - Over 100 persons at the "Welcome to Country" delivered in the Community Building.
- Lessons learnt:
  - Importance of early engagement and participation in the process.
- Positives:
  - Great day for all; and
  - Over 1600 visitors both old and new residents.
- Negatives:
  - Management of rubbish.
- Committee will be holding a review / evaluation session on the 19<sup>th</sup> October 2021.

Comments from RAP Participants:

- Wayne Davies – Job well done!
- Murray Yarran
  - Great show.



- Alcohol – issues at venues re: room for families.
- Next year, Noongar reps should be involved in all planning processes, but were never invited to meetings.
- Way to go – Inclusion!
- Cynthia Dann
  - Request for people to come onto the Agricultural Society Committee.
  - Alcohol – as above – access to food and meals.
  - No Rides for littlies (unfortunately cancelled at late notice due to ill health).
- Graeme Fardon
  - Congratulations all involved in the exhibition tent remembering Beryl Dick - great location!
  - Charlie Colbung’s art display – well done!
- Margaret Collard
  - Would have liked to see more Wadjela pass through the Noongar display.

## 5.7 Cultural Tourism

### Open discussion:

- Representation on Tourism Committee.
- Development of a Cultural Tourism Program.

## ITEM 6 COMMUNITY RESOURCE CENTRE

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Report presented by Jill Hayes.

Nil to report.

## ITEM 7 QUAIRADING DISTRICT HIGH SCHOOL

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Nil report.

Apology from Jedda Trueman as unable to attend Meeting.

## ITEM 8 QUAIRADING POLICE REPORT

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Nil Report.

Apology from Sergeant Annette Herod as unable to attend Meeting.

## ITEM 9 COMMUNITY VISION – NDIS – QUAIRADING

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Presentation by Murray Yarran.

- Joint program with Wheatbelt NDIS and Community Vision.
- NDIS program for both Noongar and Wadjela communities.
  - Support services to NDIS recipients.
  - Propose to extend beyond Quairading into regional areas.
- Currently located in the Quairading CRC, but looking for alternative site.
- Information Day to be held on Tuesday 19<sup>th</sup> October 2021.

## ITEM 10 SHIRE MEDICAL CENTRE

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Report presented by Karleen Walling

- COVID Vaccine Clinics
  - Pfizer and Astra Zeneca administered
  - For Pfizer – 6 persons at a time
- Artwork
  - Charlie Colbung's work on display
- Staffing
  - New staff on-board

### Concerns:

- Issue – Cynthia Dann  
Appointments / undue delays / apparent discrimination
- Response – Karleen Walling
  - Apology, human error – mistakes being rectified and processes are now in place.
- Response – CEO
  - Matter being raised at the Medical Executive Committee Meeting.

### Other Matters:

- Graeme Fardon
  - COVID Vaccination stats – Quairading.
    - 1<sup>st</sup> Jab – 74%
    - 2<sup>nd</sup> Jab – 51%
  - Great response from the Quairading Community and well in advance of most Rural Communities.
- Mrs Marilyn Reidy
  - Significance of Cultural Training for new Staff.

## ITEM 11 NOONGAR PATHWAYS PROGRAMME

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- Noongar Pathways Program at the School Lotteries West funding coming to end and looking at future Funding.
- Bush Tucker Program
  - Site preparation under way
  - Planting soon to be underway.

### **Presented by Mrs Margaret Collard**

- Balladong Trail 25<sup>th</sup> to 27<sup>th</sup> September 2021.
  - Hosted by the Northam Elders.
  - Camped out at Goomalling.
  - Great hosting and presentation by Toodyay Community.
  - Next Year's Trail – Location still to be determined.

## ITEM 12 OTHER MATTERS RAISED BY THE MEETING

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

#### **Danielle Hayden**

- Basketball courts
  - Lighting – inadequate
  - Basketball is a popular sporting activity for youth – keeps them active and out of trouble!

#### Response:

- CEO – Has been seen as a high priority in the Multi-Purpose Precinct Concept and Sports and Recreation Masterplan 2021-31

#### Comment:

- Wayne Davies:
  - RAP Meeting is the right venue to raise concerns like these.
- Cr Peter Smith:
  - Need for representation on all Committees to raise issues.
  - Minutes / recommendations from Committees go to Council.

#### **Margaret Collard**

#### Issue:

- Cemetery
  - Incident with a tree limb falling between two seated attendants.
  - Bush near grave needs to be removed.

#### Response:

- Graeme Fardon:

- Please report to Shire. There is a process in place for responding to issues raised by members of the Community.

### **Winnie McHenry**

Issues:

- Mosquito control – big infestation this year.
- Closure of Yoting / Badjaling Road

Response:

- Graeme Fardon – There Is a mosquito control fogging program run through both the town and Badjaling.
- Wayne Davies – Yoting / Badjaling Road.
  - Is not a gazetted road.
  - Bridge had been washed away.
  - Matter been directed through the Badjaling Wanderers.
  - Will investigate historical documentation on the matter.

### **Muriel Collard**

Issue:

Access to BBQ at the Football Oval.

Response:

Graeme Fardon – BBQ is electrical / open access to all / no booking requirements

### **Cynthia Dann**

Issue:

NAIDOC Evening Footy event.

- Why wasn't it advertised?

Response:

CRC - Was advertised in the Passion Sheet.

Comment:

**Karleen Walling** – Where and when do we advertise events.

Response:

- In COOP, Shire Office, CRC.
- Passion sheet every fortnight (close at 10:00 on Thursday).
- Banksia Bulletin every Month (close at 12:00 on Tuesday).

### **Murray Yarran**

Murray Yarran acknowledged the great role Cr Wayne Davies has played as Chairperson for the RAP Committee over past four years and wished Wayne well for the future after Council.

## ITEM 13 NEXT MEETING DATE

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The next Reconciliation Action Plan Advisory Committee Meeting is scheduled to take place on Wednesday 8<sup>th</sup> December 2021, commencing at 10 am in the CRC Meeting Room.

## ITEM 14 CLOSURE

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There being no further business, the Chairperson thanked Members and Community for their active participation and declared the Meeting closed at 11.44 am.

I certify the Minutes of the Reconciliation Action Plan Committee Meeting held on 13<sup>th</sup> October 2021 were confirmed on 8<sup>th</sup> December 2021.

Confirmed.....08/12/2021

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL  
CONSIDERATION

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*No matters for consideration.*

ITEM 10      MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

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*No matters for consideration.*

## ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

### 11.1 Accounts for Payment – October 2021

**Meeting Date** 25<sup>th</sup> November 2021

**Responsible Officer** CEO Graeme Fardon

**Reporting Officer** EMCS Leah Horton

**Attachments** (i) October 2021 Payment List  
(ii) Transport Takings  
(iii) Credit Card Statement

**Owner/Applicant** N/A

**Disclosure of Interest** Nil

### OFFICER RECOMMENDATION

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

That Council note the following:

1. That Schedule of Accounts for October 2021 covering Municipal Vouchers 23864 to 23867, EFT 9996 to EFT 10148, totalling \$514,173.09 be received (Attachment i); and
2. That Police Licensing payments for the month of October 2021 totalling \$26,989.00 be received (Attachment ii); and
3. That fund transfers to the Corporate Credit Card for October 2021 balance totalling \$3,910.74 be received (Attachment iii); and
4. That Net Payroll payments for the month of October 2021 totalling \$117,865.19; and
5. That the Lease payment for the month of October 2021 on the CESM Vehicle totalling \$2,423.73.

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

**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

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

### MATTER FOR CONSIDERATION

Note the Accounts paid during October 2021.

### BACKGROUND

Accounts paid are required to be submitted each month.

### STATUTORY ENVIRONMENT

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

### POLICY IMPLICATIONS

Nil



## FINANCIAL IMPLICATIONS

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

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

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

## List of Accounts - October 2021

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT9996	01/10/2021	QUAIRADING TYRE & BATTERY SUPPLIES	8 X NEW TYRES - Q649 & Q633	\$ 2,296.80	
EFT9997	01/10/2021	TELSTRA	PHONE USAGE AND CHARGES TO 15TH SEPT 2021	\$ 661.16	
EFT9998	01/10/2021	TOLL TRANSPORT PTY LTD	TOLL TRANSPORT - SEPTEMBER - MEDICAL PRACTICE	\$ 11.01	
EFT9999	01/10/2021	EASTERN HILLS CHAINSAWS & MOWERS	NEW CHAINS TO SUIT CHAINSAWS (MULTIPLE CHAINSAWS)	\$ 544.68	
EFT10000	01/10/2021	SURGICAL HOUSE	MEDICAL CONSUMABLE SUPPLIES	\$ 590.26	
EFT10001	01/10/2021	QUAIRADING MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL - PLANT OPERATOR-GENERAL HAND	\$ 140.00	
EFT10002	01/10/2021	ST JOHN AMBULANCE AUSTRALIA - BELMONT	6X CPR REFRESHER TRAINING	\$ 396.00	
EFT10003	01/10/2021	BOB WADDELL & ASSOCIATES PTY LTD	YEAR END FINANCIAL STATEMENTS   ACCOUNTING SERVICES	\$ 1,452.00	
EFT10004	01/10/2021	BENT NAIL BUILDING & MAINTENANCE	REPAIR THE DAMAGED POWERHEAD/BOLLARD AT SITE 17 AT THE CARAVAN PARK. DAMAGED BY CUSTOMER, INVOICE HAS BEEN SENT TO RECOUP COSTS	\$ 243.83	FULLY
EFT10005	01/10/2021	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL	\$ 7,035.33	
EFT10006	01/10/2021	HISCONF	SOAPS, TOWELS AND PILLOW CASES FOR CARAVAN PARK	\$ 75.05	
EFT10007	01/10/2021	QUAIRADING JUNIOR NETBALL ASSOCIATION	SEASON BOND REFUND	\$ 200.00	FULLY
EFT10008	01/10/2021	C.Y. O'CONNOR COLLEGE OF TAFE	2 X STAFF TRAINING - DOG HANDLING COURSE	\$ 573.30	
EFT10009	01/10/2021	CWB ELECTRICAL & A/C	MAINTENANCE WORKS - OVAL DAM PUMP	\$ 217.25	
EFT10010	01/10/2021	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	WET HIRE OF 6 WHEEL WATER CART FOR FLOODWAY REPAIRS ON ANDREWS ROAD	\$ 544.50	
EFT10011	01/10/2021	BEILBY DOWNING TEAL	CEO RECRUITMENT FINAL COSTS; SIGNING OF CONTRACT, PRE-EMPLOYMENT MEDICAL, TRAVEL COST AND ADVERTISING	\$ 3,544.42	
EFT10012	01/10/2021	QUAIRADING GARDEN AND GIFTS	PLANTS FOR ARTHUR KELLY VILLAGE	\$ 108.00	
EFT10013	01/10/2021	VICKI PERRY	REFUND - CARAVAN PARK CANCELLATION	\$ 90.00	FULLY
EFT10014	01/10/2021	CONNIE PICKETT	REFUND - CARAVAN PARK CANCELLATION	\$ 728.57	FULLY
EFT10015	08/10/2021	THE GAS EXPERTS PTY LTD	SUPPLY & INSTALL NEW 98KW HEAT PUMP FOR THE LEISURE POOL	\$ 45,521.30	
EFT10016	08/10/2021	GREG & JO HAYES	REFUND - COUNCIL NOMINATION DEPOSIT	\$ 80.00	FULLY
EFT10017	08/10/2021	PETER DAVID SMITH CR	REFUND - COUNCIL NOMINATION DEPOSIT	\$ 80.00	FULLY
EFT10018	08/10/2021	QUAIRADING TYRE & BATTERY SUPPLIES	Q450 - SUPPLY & FIT 4 NEW TYRES AND HIRE OF FORKLIFT TO LIFT HEATING PUMP INTO THE LEISURE POOL	\$ 2,034.00	
EFT10019	08/10/2021	QUAIRADING FARMERS CO-OP	CO-OP PURCHASES SEPT 2021	\$ 519.05	

## List of Accounts - October 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10020	08/10/2021	TELSTRA	PHONE USAGE AND CHARGES TO 19/09/2021	\$ 1,298.20	
EFT10021	08/10/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS SEPT 2021	\$ 33.03	
EFT10022	08/10/2021	QUAIRADING AGRI SERVICES	CLEANING SUPPLIES FOR MULTIPLE SHIRE BUILDINGS	\$ 2,185.70	
EFT10023	08/10/2021	SURGICAL HOUSE	MEDICAL CONSUMABLE SUPPLIES	\$ 121.74	
EFT10024	08/10/2021	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	FUEL FOR COMMUNITY CAR - SEPT 2021	\$ 254.00	FULLY
EFT10025	08/10/2021	WATER CORPORATION	WATER USAGE AND CHARGES 19/07/2021 TO 22/09/2021	\$ 137.83	
EFT10026	08/10/2021	BORAL CONSTRUCTION MATERIALS GROUP LTD	BITUPAC COLDMIX FOR RURAL ROAD MAINTENANCE	\$ 1,155.00	
EFT10027	08/10/2021	BOB WADDELL & ASSOCIATES PTY LTD	YEAR END FINANCIAL STATEMENTS   ACCOUNTING SERVICES	\$ 11,385.00	
EFT10028	08/10/2021	MARNHAM'S MECHANICAL SERVICES	ANNUAL SERVICE OF TOWN CLOCK GENSET, DOCTOR SURGERY GENSET, ADMIN GENSET, TOWN HALL GENSET AND CHECKS	\$ 1,342.00	
EFT10029	08/10/2021	SYNERGY	POWER USAGE AND CHARGES 14/07/2021 TO 20/09/2021	\$ 133.61	
EFT10030	08/10/2021	BENT NAIL BUILDING & MAINTENANCE	POOL HEATING - CONCRETE PAD AND FENCING, REMOVAL OF ILLEGALLY DUMPED ASBESTOS FROM DANGIN MEARS ROAD, DRY HIRE OF MINI EXCAVATOR FOR CEMETERY	\$ 1,926.66	
EFT10031	08/10/2021	J.A. GIMBEL PAINTING	REPAINTING OF BRIDGES AT NATURE RESERVE	\$ 902.00	
EFT10032	08/10/2021	TRUCK CENTRE (WA) PTY LTD	Q5122 - FILLER CAP PART	\$ 184.20	
EFT10033	08/10/2021	JAYNAYA WINMAR	REFUND - TOWN HALL BOND	\$ 875.00	FULLY
EFT10034	08/10/2021	JENNIFER GREEN	REIMBURSEMENT - PURCHASE FOR 14 REID ST LAUNDRY CABINETS	\$ 419.00	
EFT10035	08/10/2021	NORTHAM CARPET COURT	REPLACE CURRENT FLOORING WITH VINYL AT THE CHILD CARE CENTRE	\$ 7,223.50	
EFT10036	08/10/2021	TREVOR STACEY	REFUND - COUNCIL NOMINATION DEPOSIT	\$ 80.00	FULLY
EFT10037	08/10/2021	DIGGING DOCKER	REMOVE EXISTING OLD WATER FOUNTAIN BASE - EL TORO	\$ 1,000.00	
EFT10038	08/10/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES SEPT 2021	\$ 561.00	
EFT10039	08/10/2021	KINGDOM MEDICALS TY LTD	MOTOR VEHICLE ALLOWANCE FOR OCTOBER TO DECEMBER 2021	\$ 4,125.00	
EFT10040	08/10/2021	ALPHAZETA GROUP PTY LTD	ENGINEERING DESIGN RELATING TO ELECTRICAL, LIGHTING & HYDRAULIC SERVICES FOR KWIRADING KOORT PROJECT	\$ 13,860.00	
EFT10041	08/10/2021	JODIE YARDLEY	REIMBURSEMENT: MOULD CLEANER FOR 8 MURPHY STREET	\$ 171.80	
EFT10042	08/10/2021	AVON 4WD CENTRE	Q649 - SUPPLY & FIT REPLACEMENT SUSPENSION	\$ 2,443.00	
EFT10043	08/10/2021	C.Y. O'CONNOR COLLEGE OF TAFE	1X STAFF MEMBER DOG HANDLING COURSE	\$ 286.65	

## List of Accounts - October 2021

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT10044	08/10/2021	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2021/2022 RADIO ADVERTISING - SEPT 2021	\$ 99.00	
EFT10045	08/10/2021	PROFORM CIVIL	DOODENANNING MAWSON ROAD - FEATURE SURVEY & CARTER DOODENANNING ROAD - FEATURE SURVEY	\$ 7,634.00	PARTIALLY
EFT10046	08/10/2021	CWB ELECTRICAL & A/C	REPAIR TO MEDICAL SOLAR SYSTEM - SWITCH MECHANISM	\$ 214.50	
EFT10047	08/10/2021	OFFICEWORKS	NORTON 360 PREMIUM 1 DEVICE 2 YEARS DOWNLOAD	\$ 94.00	
EFT10048	08/10/2021	RURAL DANCE SCHOOLS WA	BOND REFUND - TOWN HALL 2021 SEASON	\$ 875.00	FULLY
EFT10049	08/10/2021	JOHNSTON ELECTRICAL & COMMUNICATION SERVICES	HEAT PUMP INSTALLATION - LEISURE POOL	\$ 1,640.65	
EFT10050	08/10/2021	NUTRIEN AG SOLUTIONS	VARIOUS SUPPLIES FOR OVAL AND GROUNDS	\$ 308.00	
EFT10051	08/10/2021	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR LIBRARY SERVICES AND POSTAGE SEP 2021	\$ 2,783.04	
EFT10052	08/10/2021	RESONLINE PTY LTD	ROOM MANAGER MONTHLY SERVICE SEPT 2021	\$ 220.00	
EFT10053	08/10/2021	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	ULP FUEL FOR THE MONTH OF OCTOBER 2021	\$ 130.00	
EFT10054	08/10/2021	LEAH HORTON	REIMBURSEMENT: RELOCATION COSTS AS PER EMPLOYMENT CONTRACT, PURCHASE FOR LAUNDRY FOR 8 DALL STREET, MOULD SUPPLIES FOR 8 MURPHY STREET	\$ 3,559.76	
EFT10055	08/10/2021	PROTECTA GROUP AUSTRALIA	12 X MOVING BLANKETS TO PROTECT NEW HALL TABLES WHILE STORED	\$ 408.67	
EFT10056	08/10/2021	EEJIUN CHEANG	REFUND - COUNCIL NOMINATION DEPOSIT	\$ 80.00	FULLY
EFT10057	08/10/2021	COLLIN WHITTICASE	REFUND - CARAVAN PARK CANCELLATION	\$ 90.00	FULLY
EFT10058	08/10/2021	JENNIFER WITTORFF	REFUND - CARAVAN PARK BOOKING CANCELLATION	\$ 30.00	FULLY
EFT10059	08/10/2021	WILLIAM AND ALICE COLLARD	REFUND - CABIN CANCELLATION	\$ 137.50	FULLY
EFT10060	08/10/2021	PETER PARTRIDGE	REFUND - CARAVAN PARK CANCELLATION	\$ 90.00	FULLY
EFT10061	15/10/2021	JOHN WILLIAM HAYTHORNTHTHWAITE	COUNCILLOR SITTING FEES JUL TO SEPT 2021	\$ 642.00	
EFT10062	15/10/2021	PETER DAVID SMITH	COUNCILLOR SITTING FEES JUL TO SEPT 2021	\$ 932.00	
EFT10063	15/10/2021	JONATHAN RICHARD HIPPISEY	COUNCILLOR SITTING FEES JUL TO SEPT 2021	\$ 932.00	
EFT10064	15/10/2021	QUAIRADING TYRE & BATTERY SUPPLIES	Q5122 - SUPPLY & FIT 1 TRUCK TYRE	\$ 481.00	
EFT10065	15/10/2021	AVON WASTE	WASTE & RECYCLING SERVICE	\$ 8,612.76	
EFT10066	15/10/2021	TELSTRA	MEDICAL PRACTICE EXPENSES	\$ 34.95	
EFT10067	15/10/2021	TOLL TRANSPORT PTY LTD	FREIGHT SEPT 2021	\$ 24.06	
EFT10068	15/10/2021	QUAIRADING EARTHMOVING CO.	WET HIRE OF GRADER AND DRY HIRE OF MULTI ROLLER FOR RURAL ROAD MAINTENANCE	\$ 26,433.00	

## List of Accounts - October 2021

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT10069	15/10/2021	EASTERN HILLS CHAINSAWS & MOWERS	SERVICE AND CHECK OVER (INCL PARTS) HONDA MOWER	\$ 617.50	
EFT10070	15/10/2021	QUAIRADING AGRI SERVICES	VARIOUS SUPPLIES FOR MULTIPLE SHIRE PROPERTIES	\$ 9,376.79	
EFT10071	15/10/2021	COMMUNITY RESOURCE CENTRE - QUAIRADING	CRC SERVICES SEPT 2021	\$ 1,890.59	
EFT10072	15/10/2021	CLINICARE PHARMACY QUAIRADING	BATTERY FOR DOOR BELL AT MEDICAL PRACTICE BACK DOOR	\$ 6.95	
EFT10073	15/10/2021	BORAL CONSTRUCTION MATERIALS GROUP LTD	ROAD PATCHING MATERIALS	\$ 3,286.80	
EFT10074	15/10/2021	MARNHAM'S MECHANICAL SERVICES	Q240 & Q272 VARIOUS REPAIRS & SERVICE PARKER HOUSE GENSET	\$ 1,880.51	
EFT10075	15/10/2021	BENT NAIL BUILDING & MAINTENANCE	MINI EXCAVATOR HIRE - GSG & CEMETERY	\$ 473.00	
EFT10076	15/10/2021	PORTER CONSULTING ENGINEERS	SHIRE ADMIN CAR PARK UPGRADES DESIGN WORKS	\$ 2,090.00	
EFT10077	15/10/2021	PETER ROBERT YORK	MAINTENANCE WORKS AT 74 MCLENNAN ST	\$ 100.00	
EFT10078	15/10/2021	BRETT MCGUINNESS	COUNCILLOR SITTING FEES JUL TO SEPT 2021	\$ 1,008.00	
EFT10079	15/10/2021	LGISWA	VARIOUS INSURANCES; WORKERS COMPENSATION, LIABILITY, PROPERTY AND WORKCARE	\$ 96,579.02	
EFT10080	15/10/2021	TREVOR STACEY	COUNCILLOR SITTING FEES JUL TO SEPT 2021	\$ 932.00	
EFT10081	15/10/2021	WAYNE M DAVIES	COUNCILLOR SITTING FEES JUL TO SEPT 2021	\$ 1,548.00	
EFT10082	15/10/2021	JO HAYTHORNTHWAITE	COUNCILLOR SITTING FEES JUL TO SEPT 2021	\$ 932.00	
EFT10083	15/10/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES	\$ 794.75	
EFT10084	15/10/2021	QC ULTIMATE CLEAN	FLOOR CLEANING IN CABINS 1 AND 3 AT CARAVAN PARK	\$ 545.05	
EFT10085	15/10/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	SEPT 2021 BUILDING SERVICES LEVY	\$ 113.30	
EFT10086	15/10/2021	BLUESTEEL ENTERPRISES P/L (AGENT FOR: FRONTLINE FIRE & RESCUE)	OPERATIONAL SERVICE OF ALL BUSHFIRE APPLIANCES	\$ 9,860.86	
EFT10087	15/10/2021	ADVANCED TRAFFIC MANAGEMENT	VARIOUS TRAFFIC CONTROL FOR OLD BEVERLEY EAST ROAD, QUAIRADING - CUNDERDIN RD, QUAIRADING - CORRIGIN RD.	\$ 11,053.08	PARTIALLY
EFT10088	15/10/2021	AVON VALLEY TOYOTA	15,000KM SERVICE Q5335	\$ 288.05	FULLY
EFT10089	15/10/2021	AJ & BR COWCILL	COUNCILLOR SITTING FEES JUL TO SEPT 2021	\$ 932.00	
EFT10090	15/10/2021	CWB ELECTRICAL & A/C	TO INSTALL 15 AMP DOUBLE GPO ON NORTH WESTERN POST OF OPEN AG HALL SHED	\$ 417.00	
EFT10091	15/10/2021	SHERRIN RENTALS PTY LTD	DRY HIRE MULTI ROLLER FOR WINTER GRADING - RURAL ROAD MAINTENANCE	\$ 5,170.00	
EFT10092	15/10/2021	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES FOR SEPT 2021	\$ 2,265.97	

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT10093	15/10/2021	AVON VALLEY GLASS	REPAIR COMMERCIAL DOOR PANEL WITH 6.38MM CLEAR LAMINATED SAFETY GLASS @ COMMUNITY BUILDING + TRAVEL	\$ 556.60	
EFT10094	15/10/2021	SATPHONE SHOP PTY LTD	SAT PHONE AND MOUNTINGS - FOR CESM VEHICLE	\$ 2,266.00	PARTIALLY
EFT10095	15/10/2021	NORMAN PICKETT	REFUND - TOWN HALL KEY BOND	\$ 200.00	FULLY
EFT10096	15/10/2021	AARON HOLT	REFUND - BUS USAGE 02/10/2021	\$ 128.40	FULLY
EFT10097	22/10/2021	QUAIRADING TYRE & BATTERY SUPPLIES	MINOR TYRE REPAIRS ON VEHICLES AND RIDE-ON MOWER	\$ 118.73	
EFT10098	22/10/2021	TELSTRA	PHONE USAGE AND CHARGES 02/10/2021 TO 01/11/2021	\$ 280.00	PARTIALLY
EFT10099	22/10/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS FOR MEDICAL EXPENSES	\$ 13.44	
EFT10100	22/10/2021	QUAIRADING EARTHMOVING CO.	PLANT HIRE CATERPILLAR D8T DOZER FOR O'HARE'S PIT GRAVEL WORK, INCLUDING MOBILISATION	\$ 5,775.00	PARTIALLY
EFT10101	22/10/2021	COUNTRY COPIERS NORTHAM	PRINTER USAGE CHARGE	\$ 675.63	
EFT10102	22/10/2021	QUAIRADING MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL - YOUTH ENGAGEMENT & INCLUSION OFFICER	\$ 139.70	
EFT10103	22/10/2021	PERFECT COMPUTER SOLUTIONS PTY LTD	ADMIN COMPUTER MAINTENANCE AND PRINTER ASSISTANCE	\$ 170.00	
EFT10104	22/10/2021	WREN OIL	OIL WASTE DISPOSAL	\$ 16.50	
EFT10105	22/10/2021	CLINICARE PHARMACY QUAIRADING	SHIRE BUSINESS SUPPORT GRANT (INCLUDES GST)	\$ 1,304.79	
EFT10106	22/10/2021	BOB WADDELL & ASSOCIATES PTY LTD	YEAR END FINANCIAL STATEMENTS   ACCOUNTING SERVICES	\$ 7,392.00	
EFT10107	22/10/2021	MARNHAM'S MECHANICAL SERVICES	Q272 - REPLACE SIDE TIPPER SOLENOID AND CLEAN OUT AIR LINE	\$ 220.00	
EFT10108	22/10/2021	SYNERGY	POWER USAGE AND CHARGES 25/08/2021 TO 24/09/2021	\$ 3,093.91	PARTIALLY
EFT10109	22/10/2021	BENT NAIL BUILDING & MAINTENANCE	YOUTH CENTRE APPLIANCES DEPOSIT	\$ 1,100.00	
EFT10110	22/10/2021	COMFORTSTYLE NORTHAM	LOUNGE, TV UNIT AND BAR STOOLS FOR YOUTH CENTRE	\$ 2,443.00	
EFT10111	22/10/2021	PETER ROBERT YORK	REPAIR SHEETING ON RAM SHED ROOF	\$ 348.00	
EFT10112	22/10/2021	WESTERN STABILISERS PTY LTD	QUAIRADING - CORRIGIN ROAD AND CUNDERDIN - QUAIRADING ROAD CEMENT STABILISATION OF BASECOURSE	\$ 18,821.00	
EFT10114	22/10/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2021/22 ESL ON COUNCIL PROPERTIES	\$ 4,600.90	
EFT10115	22/10/2021	WONGAN CONCRETE SERVICES	CONSTRUCT, SUPPLY AND LAY FOOTPATHS AT ARTHUR KELLY VILLAGE, MCLENNAN ST AND PRAM RAMPS AT SPORT AND RECREATION AREA	\$ 4,755.30	

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Chq/EFT	Date	Name	Description	Amount	Funded
EFT10116	22/10/2021	WALGA	WALGA CONVENTION 2021 - CEO GRAEME FARDON, CR BRETT MCGUINNESS, PRESIDENT WAYNE DAVIES, CR JONATHAN HIPPISEY, CR PETER SMITH.	\$ 4,365.00	
EFT10117	22/10/2021	BROWNLEY'S PLUMBING & GAS	ANNUAL BACKFLOW TESTING AND LEAKING TOILET INVESTIGATION INCLUDING DIGGING UP MAINS AND REPLACING FAULTY SECTION OF STORMWATER PIPING FOR SHIRE HALL	\$ 2,521.75	
EFT10118	22/10/2021	R MUNNS ENGINEERING CONSULTING SERVICES	CONSULTING WORK COMPLETED TO ASSIST THE MANAGER OF WORKS & SERVICES TO REVISE THE 21/22 YR R2R FUNDED PROJECTS COST ESTIMATES WITH REDUCED SCOPE OF WORKS	\$ 569.40	
EFT10119	22/10/2021	SPORTSPower NORTHAM	TENNIS TABLE AND ACCESSORIES FOR YOUTH CENTRE UPGRADE	\$ 688.69	
EFT10120	22/10/2021	ROAD SEAL	SCHOOL TENNIS COURT PAVEMENT REMOVAL WORKS	\$ 3,542.00	
EFT10121	22/10/2021	TODD JOHNSTON SIGNWRITING	REPLACE SIGN AT POOL WITH ANTI GRAFFITI LAMINATE SIGN AND DROUGHT COMMUNITY SIGNS	\$ 910.22	
EFT10122	22/10/2021	BLUESTEEL ENTERPRISES P/L (AGENT FOR: FRONTLINE FIRE & RESCUE)	WORKS ON THE QDG FIRE TRUCKS	\$ 2,432.08	
EFT10123	22/10/2021	LOCAL GOVERNMENT PROFESSIONALS	EXECUTIVE MANAGER WORKS AND SERVICES JOB ADVERT	\$ 150.00	
EFT10124	22/10/2021	PROFORM CIVIL	CIVIL DESIGN DOODENANNING - MAWSON ROAD	\$ 4,719.00	PARTIALLY
EFT10125	22/10/2021	CWB ELECTRICAL & A/C	REPAIR FAULTY SOLAR STREET LIGHT - GSG	\$ 2,798.85	
EFT10126	22/10/2021	IMPRINT PLASTIC	NEW DESK SIGNS FOR 2 NEW COUNCILLORS	\$ 77.55	
EFT10127	22/10/2021	OFFICEWORKS	VARIOUS STATIONERY SUPPLIES	\$ 37.38	
EFT10128	22/10/2021	DOWNER EDI WORKS PTY LTD	SPRAY SEALING - QUAIRADING-CORRIGIN RD	\$ 13,732.69	
EFT10129	22/10/2021	PORTERS PTY LTD, R.T SIMPSON & SM SIMPSON	HIRE WATER CARTS FOR OLD BEVERLEY EAST ROAD	\$ 7,243.50	PARTIALLY
EFT10130	22/10/2021	IW PROJECTS	DEVELOP A LIST OF POSSIBLE FUTURE WASTE MANAGEMENT ACTIVITIES FOR WASTE STRATEGY OPTIONS - DRAFT REPORT TO CEO	\$ 6,721.00	
EFT10131	22/10/2021	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	ULP FUEL FOR THE MONTH OF OCTOBER	\$ 239.14	
EFT10132	22/10/2021	MOULDANDMORE	8 MURPHY STREET DRY MISTING/FOGGINS TO ALL ROOMS TO MITIGATE AGAINST FUNGI, MOULD SPORES AND MOULD GROWTH, INCLUDING HEPA VACUUM AND AIR SCRUB	\$ 3,520.00	
EFT10133	22/10/2021	LICENSYS PTY LTD	PRODUCE ARTWORK AND SETUP NEW NUMBER PLATE DESIGN	\$ 285.09	

## List of Accounts - October 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10134	22/10/2021	HUKERARI PTY LTD	REFUND - DOT OVER PAYMENT	\$ 151.45	FULLY
EFT10135	22/10/2021	BOC LIMITED	CONTAINER SERVICE CHARGE - OXYGEN/ACETYLENE - DEPOT	\$ 49.07	
EFT10136	22/10/2021	PLUMBERJ'S MOBILE PLUMBING	VARIOUS PLUMBING WORKS TO SHIRE PROPERTIES	\$ 2,953.50	
EFT10137	28/10/2021	TELSTRA	PHONE USES AND CHARGES - 16.09.21 TO 15.10.21	\$ 661.85	
EFT10138	28/10/2021	WATER CORPORATION	WATER USAGE AND CHARGES 11/08/21-15/10/21	\$ 11,197.90	PARTIALLY
EFT10139	28/10/2021	RENEE CARLINA FALTYN	REIMBURSEMENT: CLEANING SUPPLIES - CARAVAN PARK	\$ 30.00	
EFT10140	28/10/2021	COMMERCIAL LOCKSMITHS	KEYS AND CYLINDERS FOR MASTER KEY SYSTEM AT THE CARAVAN PARK AND THE SWIMMING POOL	\$ 5,273.35	
EFT10141	28/10/2021	COMFORTSTYLE NORTHAM	CARAVAN PARK FURNITURE - NEW DINING TABLES	\$ 1,095.00	
EFT10142	28/10/2021	WALGA	ELECTION EXPENSES/ADVERTISING & STAFF TRAINING COURSE	\$ 1,615.00	
EFT10143	28/10/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES OCTOBER 15TH & 22ND	\$ 561.00	
EFT10144	28/10/2021	BRIAN KIMBER	REIMBURSEMENT: BRIAN KIMBER - SKELETON WEED EXPENSES	\$ 496.52	FULLY
EFT10145	28/10/2021	DOWNER EDI WORKS PTY LTD	SPRAY SEALING OLD BEVERLEY EAST ROAD	\$ 48,430.76	PARTIALLY
EFT10146	28/10/2021	J & D HATHAWAY	BOND REIMBURSEMENT - TOWN HALL	\$ 875.00	FULLY
EFT10147	28/10/2021	COMMUNITY VISION AUSTRALIA LTD	REIMBURSEMENT OF BOND - COMMUNITY BUILDING	\$ 200.00	FULLY
EFT10148	28/10/2021	SHERIDAN'S FOR BADGES	NAME BADGES FOR COUNCILLORS	\$ 110.51	
23864	07/10/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	\$ 1,073.20	FULLY
23865	12/10/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	\$ 692.20	FULLY
23866	19/10/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	\$ 715.20	FULLY
23867	26/10/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	\$ 581.80	FULLY
				<b>\$ 514,173.09</b>	



<i>TRANSPORT TAKINGS FOR THE MONTH ENDING</i>		
<i>OCTOBER 2021      Attachment 11.1.2</i>		
<i>DATE</i>	<i>DESCRIPTION</i>	<i>AMOUNT \$</i>
1/10/2021	TRANSPORT TAKINGS	3,090.80
4/10/2021	TRANSPORT TAKINGS	1,708.10
5/10/2021	TRANSPORT TAKINGS	1,449.60
6/10/2021	TRANSPORT TAKINGS	652.25
7/10/2021	TRANSPORT TAKINGS	1,185.40
8/10/2021	TRANSPORT TAKINGS	849.10
11/10/2021	TRANSPORT TAKINGS	1,640.50
12/10/2021	TRANSPORT TAKINGS	1,309.30
13/10/2021	TRANSPORT TAKINGS	2,390.60
14/10/2021	TRANSPORT TAKINGS	1,390.80
15/10/2021	TRANSPORT TAKINGS	1,019.95
18/10/2021	TRANSPORT TAKINGS	729.95
19/10/2021	TRANSPORT TAKINGS	941.80
20/10/2021	TRANSPORT TAKINGS	670.15
21/10/2021	TRANSPORT TAKINGS	1,010.15
22/10/2021	TRANSPORT TAKINGS	1,022.10
25/10/2021	TRANSPORT TAKINGS	540.85
26/10/2021	TRANSPORT TAKINGS	3,325.60
27/10/2021	TRANSPORT TAKINGS	48.80
28/10/2021	TRANSPORT TAKINGS	1,911.75
29/10/2021	TRANSPORT TAKINGS	101.45
ACTUAL TOTAL TAKINGS IN OCTOBER FROM BANK		26,989.00
OCTOBER TAKINGS IN NOVEMBER		
2/11/2021	TRANSPORT TAKINGS	1,383.90
AMOUNTS YET TO BE DRAWN		1,383.90

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

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

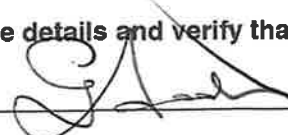
1. Cancel your BusinessChoice Facility Autopay Request Form- Direct Debit Request (New change)
2. Impose a fee or charge (No change- We currently charge a \$15 missed payment fee when payment is not received by statement due date)
3. Charge interest on any unpaid purchases outstanding (No change)

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


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

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
06 OCT	<b>Purchases</b> Adobe Systems Pty Ltd Sydney AUS	0742 2,969.34	Adobe - Computer Maint.
14 OCT	DIGITAL GOODS - APPS SEEK AU 43514546 MELBOURNE AUS	5052 390.50	Head Gardener Advert. - Public Works.
22 OCT	ADVERTISING SERVICES METRO HOTEL PERTH SOUTH PERTH AUS	0792 550.90	Staff Training
	HOTELS, MOTELS, RESORTS - LO <b>Sub Total:</b>	<b>3,910.74</b>	
28 OCT	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	3,910.74 -	
	<b>Sub Total:</b>	<b>3,910.74 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

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

Cardholder Signature  Date 31/11/2021

Transactions examined and approved.

Manager/Supervisor Signature  Date 18/11/2021

S000886 / M000212 / 302 / CN1VPCP1



### BusinessChoice Everyday Mastercard® Statement

MR GRAEME ASHLEY FARDON  
QUAIRADING SHIRE COUNCIL  
28 REID ST  
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

<b>Account Name</b>	<b>Card Number</b>	<b>Credit Limit</b>	<b>Available Credit</b>
Mr Graeme Ashley Fardon	5163 2800 0125 6015	5,000	5,000.00
<b>Statement From</b>	<b>Statement To</b>	<b>Facility Number</b>	
29 SEP 2021	28 OCT 2021	00854887	

#### 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	3,910.74	0.00	0.00	3,910.74 -	0.00	0.00	0.00



S000886 / M000212 / 302 / CN1VPCP1

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

<b>Meeting Date</b>	25 <sup>th</sup> November 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Leah Horton
<b>Attachments</b>	(i) Financial Statements for October 2021
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

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

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

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

### VOTING REQUIREMENTS – Simple Majority

#### IN BRIEF

- Monthly Financial Statements for the period ending 31<sup>st</sup> October 2021 attached.
- Monthly Financial Statements have been updated based on the Bob Waddell and Associates Monthly Statements Model (Abridged Version).
- Future Monthly Financial Statements will be produced using the Bob Waddell template expanding from the Abridged Version to the Comprehensive Model.
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new Reporting Template and Accounting Processes are utilised to optimise their capability and are prepared in a timely manner.

#### MATTER FOR CONSIDERATION

To receive the monthly Financial Report and Statements.

#### BACKGROUND

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

#### STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

Council has provided a Budget provision of \$25,000 for Accounting Support expenses in the 2021/2022 Year. It was estimated that the Cost of the preparation of the Annual Financial Statement was to be \$12,000 but the Scope of Works has been expanded by the CEO to include the loading of Council's Fair Valuations for all Assets and assistance with the Monthly Financial Statements for the 2021/2022 Year.

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. Contractor Fees in addition to the \$25,000 Budget Provision have been proposed in the November Budget (Report 11.3).

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

### 5. GOVERNANCE AND LEADERSHIP

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

5.4 Implement systems and processes that meet legislative and audit obligations

## COMMUNITY CONSULTATION

Nil

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

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

Health – Risk Matrix Rating considered Low.

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

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

Natural Environment – Risk Matrix Rating considered Low.

## COMMENT

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

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

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

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



## SHIRE OF QUAIRADING

### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 October 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF QUAIRADING**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 31 OCTOBER 2021**

**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
<b>Significant Projects</b>					
INDUSTRIAL LOTS - PHASE 1	66%	775,500.00	513,000	513,044	(44)
DOODENANNING - MAWSON ROAD RESEAL <sup>2</sup>	0%	176,774.00	0	0	0
OLD BEVERLEY EAST ROAD - CARRY FORWARD	92%	70,257.00	65,000	64,471	529
MT STIRLING RD - RESHEETING	0%	136,857.15	0	0	0
CARTER - DOODENANNING ROAD <sup>2</sup>	9%	78,661.93	6,550	6,748	(198)
DOODENANNING - MAWSON (R2R) CONSTRUCTION	10%	357,949.75	34,345	34,348	(3)
WINMAR (JUNCTION) RD DRAINAGE (R2R) <sup>2</sup>	100%	64,450.00	64,450	64,450	0
QUAIRADING - CORRIGIN ROAD RRG	0%	606,079.00	0	0	0
GROVES ROAD ACCESS	0%	38,406.00	0	0	0
LIVINGSTONE RD - RESHEETING	52%	101,847.00	52,590	52,590	0
WSFN STAGE 4 - QUAIRADING-CUNDERDIN (INCLUDES COMMUNITY PARK AND TRAIL DESIGN	1%	301,185.99	5,000	4,312	688
HALL CAR PARK UPGRADE	2%	720,000.00	16,500	15,990	510
	1%	328,000.00	2,000	1,900	100
<b>Grants, Subsidies and Contributions</b>					
Operating Grants, Subsidies and Contributions	36%	1,093,711	416,038	396,996	(19,042)
Non-operating Grants, Subsidies and Contributions	14%	2,822,245	384,901	392,598	7,697
	20%	3,915,956	800,939	789,594	(11,345)
Rates Levied	100%	2,370,754	2,371,222	2,371,454	232

*% Compares current ytd actuals to annual budget*

Financial Position		Current Year	
		Prior Year 31 October 2020	31 October 2021
Adjusted Net Current Assets	57%	\$ 4,430,494	\$ 2,511,757
Cash and Equivalent - Unrestricted	56%	\$ 4,261,457	\$ 2,401,685
Cash and Equivalent - Restricted	115%	\$ 3,100,080	\$ 3,577,995
Receivables - Rates	101%	\$ 559,788	\$ 564,692
Receivables - Other	181%	\$ 183,845	\$ 333,359
Payables	114%	\$ 346,668	\$ 393,796

*% 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 OCTOBER 2021**

**SUMMARY INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 October 2021  
 Prepared by: Leah Horton (EMCS)  
 Reviewed by: Graeme Fardon (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**

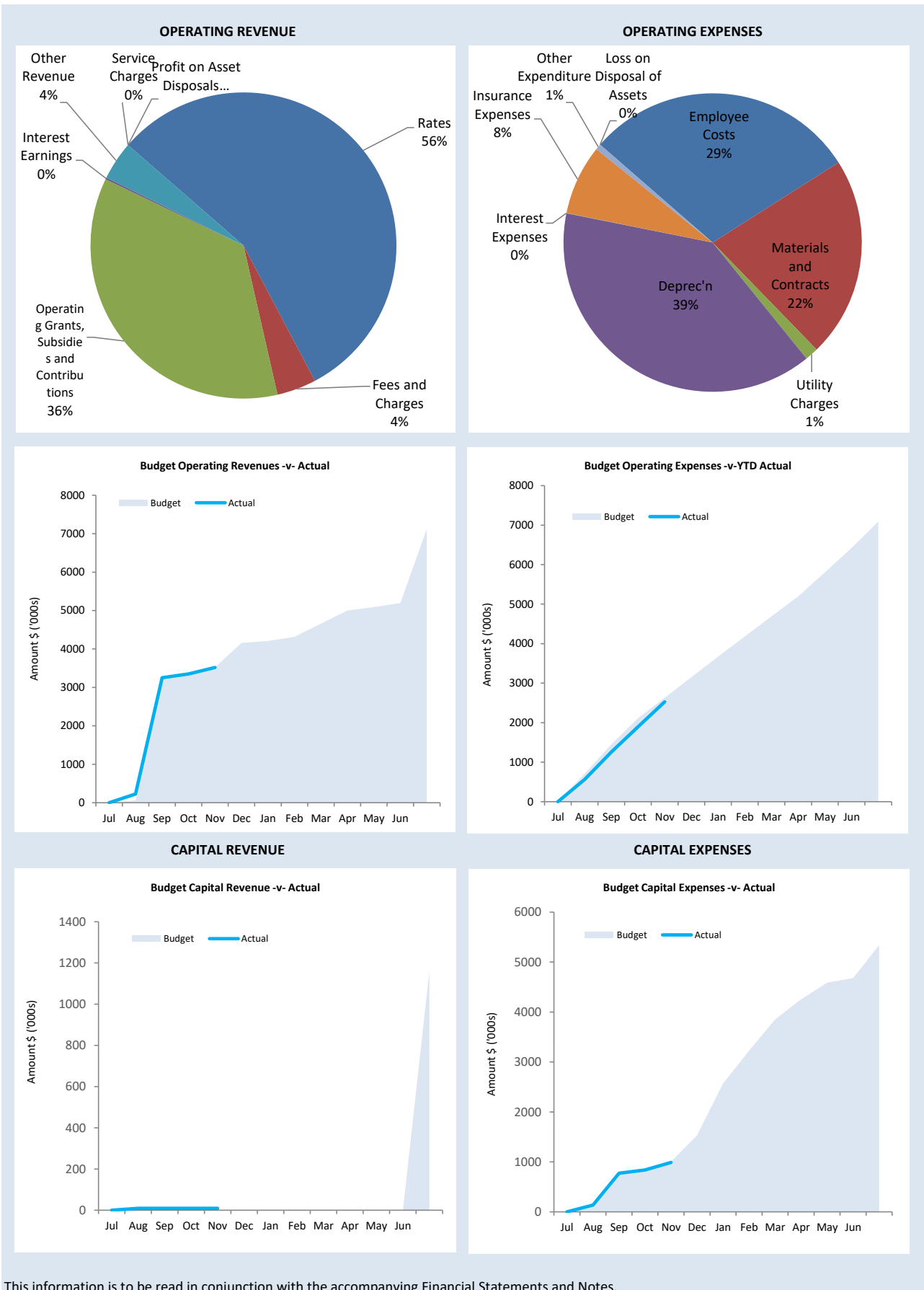
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 OCTOBER 2021**

**SUMMARY GRAPHS**



This information 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 OCTOBER 2021**

**STATUTORY REPORTING PROGRAMS**

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

	<b>ACTIVITIES</b>
<p><b>GOVERNANCE</b></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><b>GENERAL PURPOSE FUNDING</b></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><b>LAW, ORDER, PUBLIC SAFETY</b></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><b>HEALTH</b></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><b>EDUCATION AND WELFARE</b></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><b>HOUSING</b></p> <p>To provide and maintain housing.</p>	<p>Maintenance of housing rented to staff and non staff.</p>
<p><b>COMMUNITY AMENITIES</b></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><b>RECREATION AND CULTURE</b></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><b>TRANSPORT</b></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><b>ECONOMIC SERVICES</b></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><b>OTHER PROPERTY AND SERVICES</b></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 OCTOBER 2021

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
		\$	\$	\$	\$	\$	%		
<b>Opening Funding Surplus(Deficit)</b>	1	1,468,917	1,515,049	1,515,049	1,515,049	0	0%		
<b>Revenue from operating activities</b>									
Governance		3,469	3,469	3,136	1,484	(1,651)	(53%)	▼	
General Purpose Funding - Rates	6	2,370,755	2,370,754	2,371,222	2,371,454	232	0%	▲	
General Purpose Funding - Other		917,150	917,151	249,592	243,451	(6,142)	(2%)	▲	
Law, Order and Public Safety		195,531	195,531	98,222	45,477	(52,745)	(54%)	▼	S
Health		10,879	10,879	3,626	11,894	8,267	228%	▲	
Education and Welfare		49,559	49,559	16,520	16,018	(501)	(3%)	▼	
Housing		116,695	116,695	38,898	35,804	(3,094)	(8%)	▼	
Community Amenities		158,291	158,291	56,232	65,288	9,056	16%	▲	
Recreation and Culture		23,021	23,021	3,840	3,325	(516)	(13%)	▼	
Transport		165,653	165,653	152,320	152,108	(212)	(0%)	▼	
Economic Services		239,696	239,696	127,395	142,106	14,712	12%	▲	S
Other Property and Services		52,438	52,438	17,480	37,878	20,398	117%	▲	S
		<b>4,303,137</b>	<b>4,303,137</b>	<b>3,138,482</b>	<b>3,126,286</b>				
<b>Expenditure from operating activities</b>									
Governance		(753,845)	(753,845)	(338,038)	(281,638)	56,400	17%	▲	S
General Purpose Funding		(67,880)	(67,880)	(19,793)	(10,355)	9,438	48%	▲	
Law, Order and Public Safety		(354,161)	(354,161)	(127,827)	(154,201)	(26,374)	(21%)	▲	S
Health		(301,387)	(301,387)	(99,724)	(92,136)	7,588	8%	▲	
Education and Welfare		(225,350)	(225,350)	(73,100)	(65,544)	7,556	10%	▲	
Housing		(186,230)	(186,230)	(62,077)	(46,789)	15,287	25%	▲	S
Community Amenities		(506,888)	(506,888)	(167,561)	(155,316)	12,244	7%	▲	
Recreation and Culture		(953,176)	(953,176)	(311,408)	(311,676)	(267)	(0%)	▼	
Transport		(2,839,212)	(2,839,212)	(1,055,578)	(1,074,551)	(18,973)	(2%)	▼	
Economic Services		(861,800)	(861,800)	(304,325)	(207,807)	96,517	32%	▲	S
Other Property and Services		(37,729)	(37,729)	(72,425)	(127,407)	(54,983)	(76%)	▼	S
		<b>(7,087,658)</b>	<b>(7,087,658)</b>	<b>(2,631,855)</b>	<b>(2,527,422)</b>				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		2,630,828	2,630,828	876,943	985,693	108,750	12%	▲	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	122	122		▲	
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			
<b>Amount attributable to operating activities</b>		<b>(82,625)</b>	<b>(82,625)</b>	<b>1,383,569</b>	<b>1,584,679</b>				
<b>Investing Activities</b>									
Non-operating Grants, Subsidies and Contributions	13	2,822,245	2,822,245	384,901	392,598	7,697	2%	▲	
Proceeds from Disposal of Assets	7	155,000	155,000	0	0	0			
Land Held for Resale	8	(775,500)	(775,500)	(513,000)	(513,044)	(44)	(0%)	▼	
Land and Buildings	8	(183,200)	(183,200)	(121,773)	(120,726)	1,046	1%	▲	
Plant and Equipment	8	(388,000)	(388,000)	(25,000)	(18,900)	6,100	24%	▲	
Furniture and Equipment	8	(38,000)	(38,000)	(20,000)	(19,946)	54	0%	▲	
Infrastructure Assets - Roads	8	(1,936,346)	(1,936,346)	(227,935)	(226,920)	1,015	0%	▲	
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	(179,418)	(179,418)	3,000	0	(3,000)	100%	▼	
Infrastructure Assets - Other	8	(1,136,805)	(1,136,805)	(63,600)	(62,621)	979	2%	▲	
Infrastructure Assets - Airfield	8	0	0	0	0	0			
<b>Amount attributable to investing activities</b>		<b>(1,660,024)</b>	<b>(1,660,024)</b>	<b>(583,407)</b>	<b>(569,559)</b>				
<b>Financing Activities</b>									
Proceeds from New Debentures	9	0	0	0	0	0			
Repayment of Debentures	9	(64,386)	(64,386)	(21,464)	(16,370)	5,094	24%	▲	
Repayment of Lease Financing	9	(33,321)	(33,321)	(11,108)	(8,642)	2,466	22%	▲	
Advances to Community Groups		0	0	0	0	0			
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		0	0	0	9,228	9,228		▲	
Transfer from Reserves	10	1,005,439	1,005,439	0	0	0			
Transfer to Reserves	10	(604,000)	(604,000)	(4,668)	(2,629)	2,039	44%	▲	
<b>Amount attributable to financing activities</b>		<b>303,732</b>	<b>303,732</b>	<b>(37,240)</b>	<b>(18,413)</b>				
<b>Closing Funding Surplus(Deficit)</b>	1	<b>30,001</b>	<b>76,133</b>	<b>2,277,972</b>	<b>2,511,757</b>				

**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 OCTOBER 2021****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 OCTOBER 2021

## BY NATURE OR TYPE

Note	Adopted	Amended	Amended	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
	Annual Budget	Annual Budget	YTD Budget (a)					
	\$	\$	\$	\$	\$	%		
<b>Opening Funding Surplus (Deficit)</b>	1	1,468,917	1,515,049	1,515,049	1,515,049	0	0%	
<b>Revenue from operating activities</b>								
Rates	6	2,370,755	2,370,754	2,371,222	2,371,454	232	0%	▲
Operating Grants, Subsidies and Contributions	12	1,093,711	1,093,711	416,038	396,996	(19,042)	(5%)	▼
Fees and Charges		461,897	461,897	151,934	176,831	24,897	16%	▲
Service Charges		0	0	0	0	0		
Interest Earnings		36,026	36,026	14,009	8,219	(5,790)	(41%)	▼
Other Revenue		340,749	340,749	185,280	172,786	(12,493)	(7%)	▼
Profit on Disposal of Assets	7	0	0	0	0	0		
Gain FV Valuation of Assets		0	0	0	0	0		
		<b>4,303,137</b>	<b>4,303,136</b>	<b>3,138,482</b>	<b>3,126,286</b>			
<b>Expenditure from operating activities</b>								
Employee Costs		(2,215,419)	(2,215,419)	(835,594)	(748,583)	87,011	10%	▲
Materials and Contracts		(1,620,043)	(1,620,043)	(644,103)	(549,788)	94,315	15%	▲
Utility Charges		(227,690)	(227,690)	(75,897)	(36,470)	39,427	52%	▲
Depreciation on Non-Current Assets		(2,630,828)	(2,630,828)	(876,943)	(985,693)	(108,750)	(12%)	▼
Interest Expenses		(12,856)	(12,856)	(4,285)	829	5,114	119%	▲
Insurance Expenses		(191,024)	(191,024)	(123,317)	(192,238)	(68,922)	(56%)	▼
Other Expenditure		(119,798)	(119,798)	(71,718)	(15,479)	56,239	78%	▲
Loss on Disposal of Assets	7	(70,000)	(70,000)	0	0	0		
Loss FV Valuation of Assets		0	0	0	0	0		
		<b>(7,087,658)</b>	<b>(7,087,658)</b>	<b>(2,631,855)</b>	<b>(2,527,422)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		2,630,828	2,630,828	876,943	985,693	108,750	12%	▲
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	122	122		▲
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		
<b>Amount attributable to operating activities</b>		<b>(82,625)</b>	<b>(82,626)</b>	<b>1,383,569</b>	<b>1,584,679</b>			
<b>Investing activities</b>								
Non-Operating Grants, Subsidies and Contributions	13	2,822,245	2,822,245	384,901	392,598	7,697	2%	▲
Proceeds from Disposal of Assets	7	155,000	155,000	0	0	0		
Land Held for Resale	8	(775,500)	(775,500)	(513,000)	(513,044)	(44)	0%	▼
Land and Buildings	8	(183,200)	(183,200)	(121,773)	(120,726)	1,046	1%	▲
Plant and Equipment	8	(388,000)	(388,000)	(25,000)	(18,900)	6,100	24%	▲
Furniture and Equipment	8	(38,000)	(38,000)	(20,000)	(19,946)	54	0%	▲
Infrastructure Assets - Roads	8	(1,936,346)	(1,936,346)	(227,935)	(226,920)	1,015	0%	▲
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	(179,418)	(179,418)	3,000	0	(3,000)	100%	▼
Infrastructure Assets - Other	8	(1,136,805)	(1,136,805)	(63,600)	(62,621)	979	2%	▲
Infrastructure Assets - Airfield	8	0	0	0	0	0		
<b>Amount attributable to investing activities</b>		<b>(1,660,024)</b>	<b>(1,660,024)</b>	<b>(583,407)</b>	<b>(569,559)</b>			
<b>Financing Activities</b>								
Proceeds from New Debentures		0	0	0	0	0		
Repayment of Debentures	9	(64,386)	(64,386)	(21,464)	(16,370)	5,094	24%	▲
Repayment of Lease Financing	9	(33,321)	(33,321)	(11,108)	(8,642)	2,466	22%	▲
Advances to Community Groups		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal	9	0	0	0	9,228	9,228		▲
Transfer from Reserves	10	1,005,439	1,005,439	0	0	0		
Transfer to Reserves	10	(604,000)	(604,000)	(4,668)	(2,629)	2,039	44%	▲
<b>Amount attributable to financing activities</b>		<b>303,732</b>	<b>303,732</b>	<b>(37,240)</b>	<b>(18,413)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1	<b>30,001</b>	<b>76,132</b>	<b>2,277,972</b>	<b>2,511,757</b>			

▲ ▼ 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 OCTOBER 2021OPERATING ACTIVITIES  
NOTE 1  
ADJUSTED NET CURRENT ASSETS

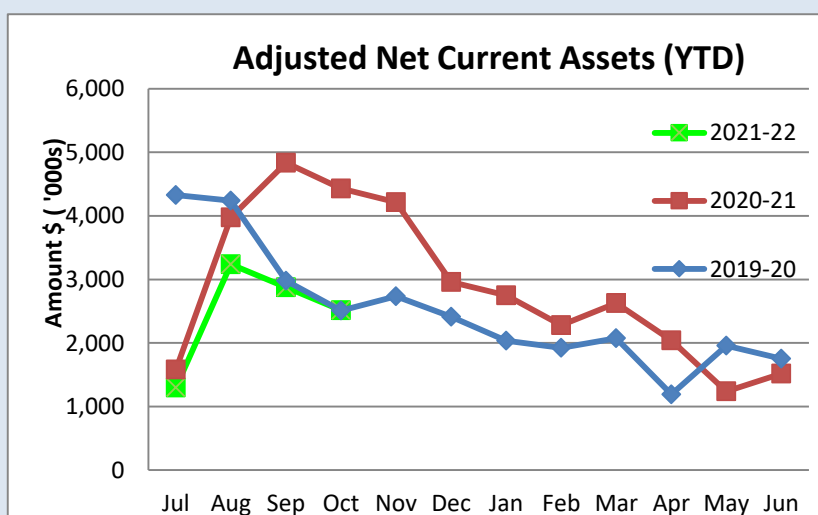
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2021	This Time Last Year 31/10/2020	Year to Date Actual 31/10/2021
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,240,301	4,261,457	2,401,685
Cash Restricted - Reserves	2	3,575,367	3,100,080	3,577,995
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	207,146	559,788	564,692
Receivables - Other	3	108,674	183,845	333,359
Other Financial Assets	3	10,944	28,469	1,716
Other Assets Other Than Inventories	4	8,384	0	5,104
Inventories	4	5,082	4,886	10,915
		<u>6,155,897</u>	<u>8,138,525</u>	<u>6,895,467</u>
<b>Less: Current Liabilities</b>				
Payables	5	(641,916)	(346,668)	(393,796)
Contract Liabilities	11	(207,679)	(4,795)	(207,679)
Bonds & Deposits	14	(94,222)	(97,552)	(91,925)
Loan Liability	9	(73,614)	(73,656)	(57,244)
Lease Liability	9	(29,058)	(1,122)	(20,416)
Provisions	11	(276,993)	(336,198)	(276,993)
		<u>(1,323,483)</u>	<u>(859,991)</u>	<u>(1,048,054)</u>
Less: Cash Reserves	10	(3,575,367)	(3,100,080)	(3,577,995)
Add Back: Component of Leave Liability not Required to be funded		166,273	205,731	166,395
Add Back: Loan and Lease Liability		102,672	74,778	77,660
Less : Loan Receivable - clubs/institutions		(10,944)	(28,469)	(1,716)
<b>Net Current Funding Position</b>		<b>1,515,049</b>	<b>4,430,494</b>	<b>2,511,757</b>

## SIGNIFICANT ACCOUNTING POLICIES

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

## KEY INFORMATION

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

**This Year YTD****Surplus(Deficit)****\$2.51 M****Last Year YTD****Surplus(Deficit)****\$4.43 M**

SHIRE OF QUAIRADING  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 OCTOBER 2021

OPERATING ACTIVITIES  
 NOTE 2  
 CASH AND FINANCIAL ASSETS

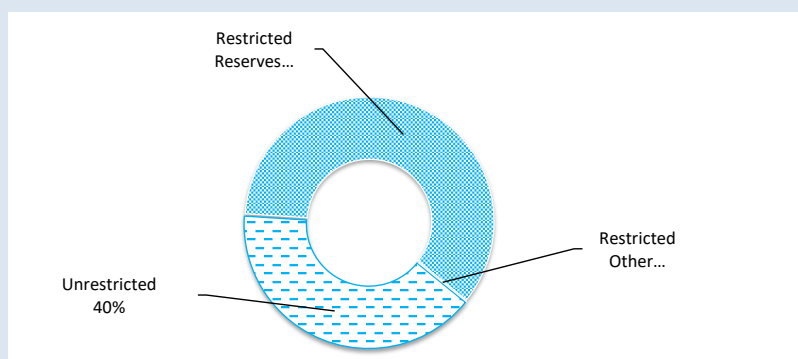
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
CASH ON HAND	1,400			1,400	Cash on Hand	Nil	On Hand
<b>At Call Deposits</b>							
CASH AT BANK MUNI A/C [000001]	1,365,163			1,365,163	Westpac		Ongoing
MUNICIPAL FUND BANK - ON CALL A/C [128224]	420,000			420,000	Westpac	0.01%	Ongoing
MEDICAL PRACTICE BANK A/C [111529]	486			486	Westpac		Ongoing
CHILDCARE CENTRE BANK A/C [150827]	0			0	Westpac		Ongoing
CDS CONTAINER REFUND	1,722			1,722	Westpac		Ongoing
RESERVE FUND BANK - ON CALL A/C [129083]		54,542		54,542	Westpac	0.01%	Ongoing
TRUST FUND BANK			0	0	Westpac		Ongoing
<b>Term Deposits</b>							
MUNICIPAL FUNDS - TERM DEPOSIT # 1 [164217]	308,190			308,190	Westpac	0.22%	5/09/2021
MUNICIPAL FUNDS - TERM DEPOSIT # 2 [166730]	304,724			304,724	Westpac	0.23%	3/09/2021
RESERVE FUNDS - TERM DEPOSIT # 1 [164065]		962,353		962,353	Westpac	0.23%	23/09/2021
RESERVE FUNDS - TERM DEPOSIT # 2 [038639]		621,329		621,329	Westpac	0.21%	22/11/2021
RESERVE FUNDS - TERM DEPOSIT # 3 [149105]		1,037,363		1,037,363	Westpac	0.22%	12/10/2021
RESERVE FUNDS - TERM DEPOSIT # 4 [160427]		902,409		902,409	Westpac	0.23%	3/09/2021
<b>Investments</b>							
<b>Total</b>	<b>2,401,685</b>	<b>3,577,995</b>	<b>0</b>	<b>5,979,680</b>			

#### SIGNIFICANT ACCOUNTING POLICIES

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

#### KEY INFORMATION

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



Total Cash	Unrestricted
<b>\$5.98 M</b>	<b>\$3.58 M</b>



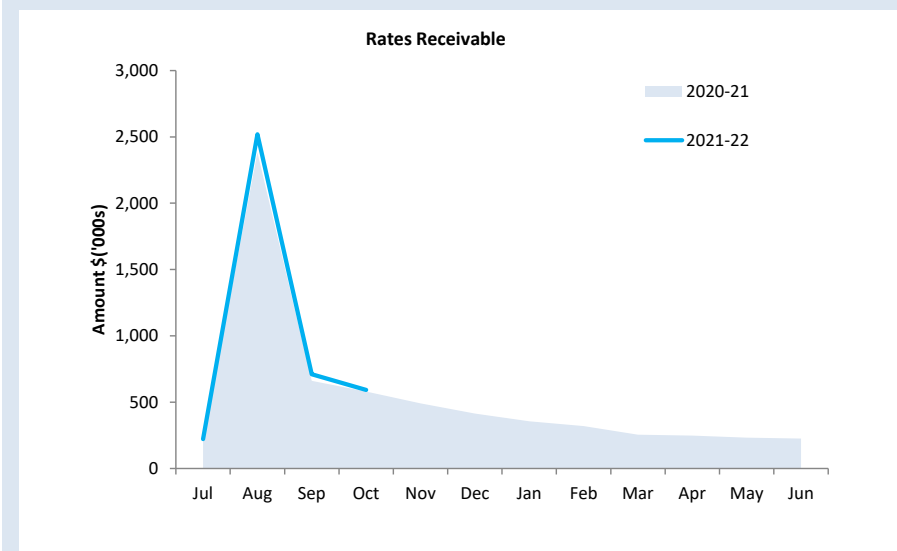
## SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2021	31 Oct 21
	\$	\$
Opening Arrears Previous Years	237,130	225,236
Levied this year	2,423,221	2,397,539
Less Collections to date	(2,435,115)	(2,031,144)
Equals Current Outstanding	225,236	591,631
<b>Net Rates Collectable</b>	<b>225,236</b>	<b>591,631</b>
% Collected	91.53%	77.44%

## 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.

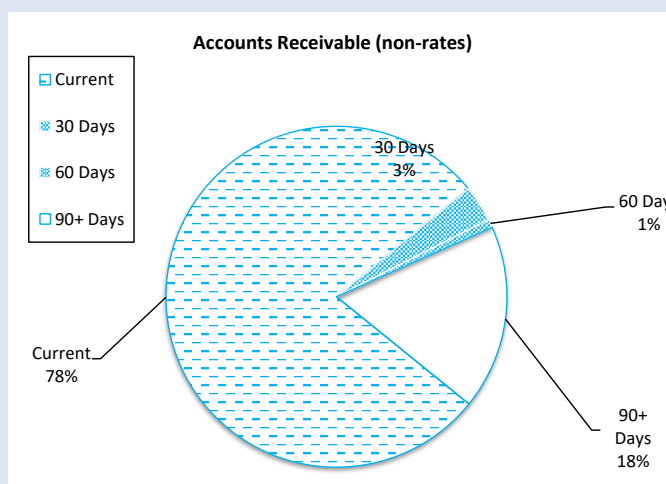


Collected	Rates Due
<b>77%</b>	<b>\$591,631</b>

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	115,654	5,095	1,200	25,872	147,822
Percentage	78%	3%	1%	18%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					147,822
Receivables - Other					185,538
<b>Total Receivables General Outstanding</b>					<b>333,359</b>
<b>Amounts shown above include GST (where applicable)</b>					

## 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

**\$333,359**

## Over 30 Days

**22%**

## Over 90 Days

**18%**

SHIRE OF QUAIRADING  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 OCTOBER 2021

OPERATING ACTIVITIES  
 NOTE 4  
 OTHER CURRENT ASSETS

Other Current Assets	Opening Balance 1 Jul 2021	Asset Increase	Asset Reduction	Closing Balance 31 Oct 2021
	\$	\$	\$	\$
<b>Other Financial Assets at Amortised Cost</b>				
Financial assets at amortised cost - self supporting loans	10,944	0	(9,228)	1,716
<b>Inventory</b>				
Fuel, Visitor and Rec Centres stock on hand	5,082	5,833	0	10,915
Land held for resale	0	0	0	0
<b>Accrued income and prepayments</b>				
Accrued income and prepayments	8,384	0	(3,280)	5,104
<b>Contract assets</b>				
Contract assets	0	0	0	0
<b>Total Other Current assets</b>				<b>17,735</b>
<b>Amounts shown above include GST (where applicable)</b>				

#### 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 OCTOBER 2021**

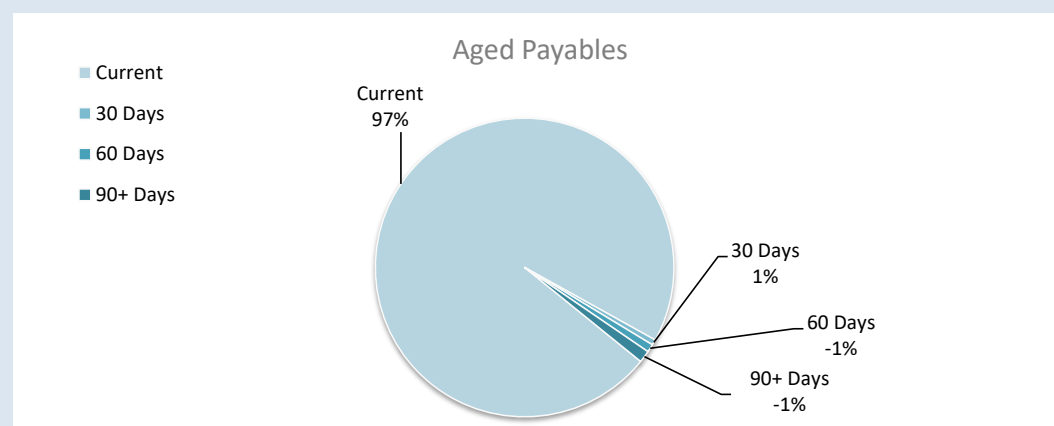
**OPERATING ACTIVITIES**  
**NOTE 5**  
**Payables**

<b>Payables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	47,847	292	(429)	(639)	47,071
Percentage	101.6%	0.6%	-0.9%	-1.4%	
<b>Balance per Trial Balance</b>					
Sundry creditors - General					47,071
Other creditors					68,552
Accruals/Income in Advance					87,765
ATO liabilities					190,408
Other accruals/payables					0
<b>Total Payables General Outstanding</b>					<b>393,796</b>

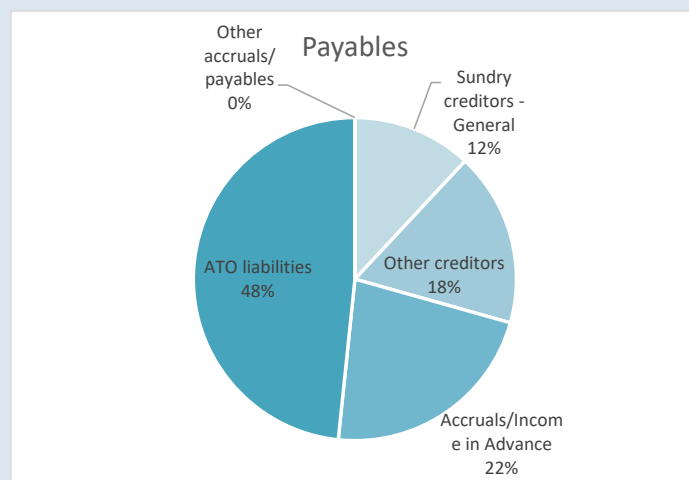
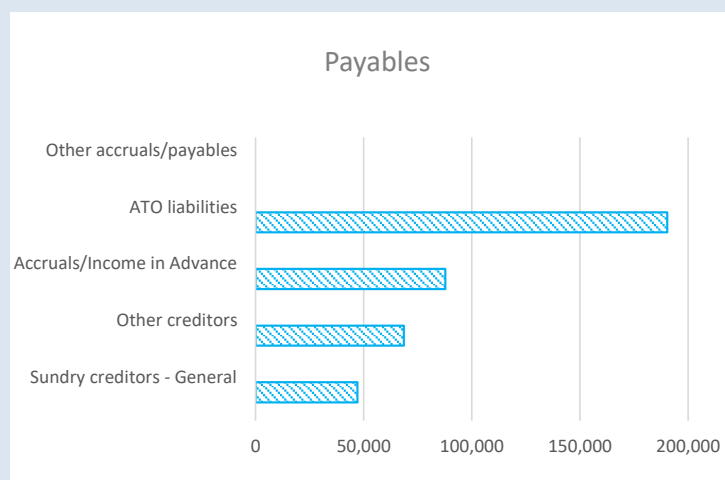
**Amounts shown above include GST (where applicable)**

**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.



<b>Creditors Due</b>
<b>\$393,796</b>
<b>Over 30 Days</b>
<b>-2%</b>
<b>Over 90 Days</b>
<b>-1.4%</b>



## SHIRE OF QUAIRADING

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

## FOR THE PERIOD ENDED 31 OCTOBER 2021

## 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
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>General Rate</b>											
<b>Gross rental valuations</b>											
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
<b>Unimproved valuations</b>											
UV - Rural	0.011071	362	167,636,983	1,855,909	0	0	1,855,909	1,855,909	0	0	1,855,909
<b>Sub-Totals</b>		<b>709</b>	<b>170,724,356</b>	<b>2,283,245</b>	<b>0</b>	<b>0</b>	<b>2,283,245</b>	<b>2,283,244</b>	<b>0</b>	<b>0</b>	<b>2,283,244</b>
<b>Minimum Payment</b>											
	\$										
<b>Gross rental valuations</b>											
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
<b>Unimproved valuations</b>											
UV - Rural	665	47	1,361,269	31,255	0	0	31,255	31,255	0	0	31,255
<b>Sub-Totals</b>		<b>114</b>	<b>1,438,428</b>	<b>75,810</b>	<b>0</b>	<b>0</b>	<b>75,810</b>	<b>75,810</b>	<b>0</b>	<b>0</b>	<b>75,810</b>
		<b>823</b>	<b>172,162,784</b>	<b>2,359,055</b>	<b>0</b>	<b>0</b>	<b>2,359,055</b>	<b>2,359,054</b>	<b>0</b>	<b>0</b>	<b>2,359,054</b>
<b>Amount from General Rates</b>											
Ex-Gratia Rates							2,359,055				2,359,054
Write off							12,399				12,400
							(700)				0
<b>Total Rates</b>							<b>2,370,754</b>				<b>2,371,454</b>

## SHIRE OF QUAIRADING

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2021

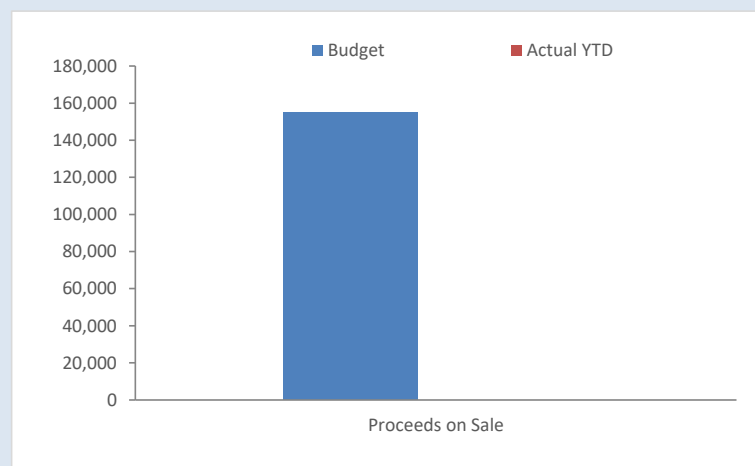
## OPERATING ACTIVITIES

## 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)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Land Held for Resale</b>								
1203	Lhfr - Lot 304 (2) Edwards Way	37,000	30,000		(7,000)	0	0		
	<b>Plant and Equipment</b>								
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						
		<b>225,000</b>	<b>155,000</b>	<b>0</b>	<b>(70,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## KEY INFORMATION



## Proceeds on Sale

Budget	YTD Actual	%
<b>\$155,000</b>	<b>\$0</b>	<b>0%</b>

## SHIRE OF QUAIRADING

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 OCTOBER 2021

## INVESTING ACTIVITIES

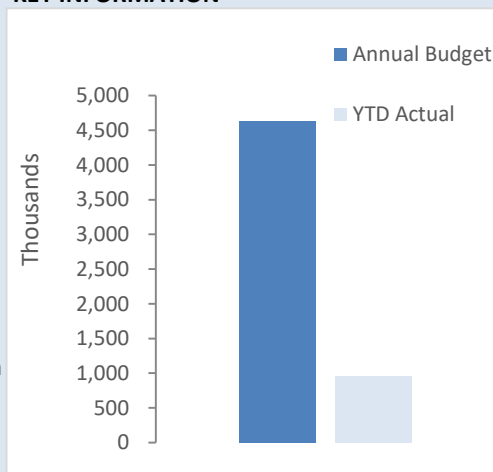
### NOTE 8

### CAPITAL ACQUISITIONS

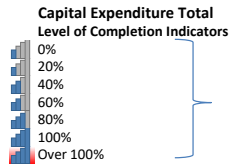
Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	775,500	513,000	775,500	<b>513,044</b>	44
Land and Buildings	183,200	121,773	183,200	<b>120,726</b>	(1,046)
Plant and Equipment	388,000	25,000	388,000	<b>18,900</b>	(6,100)
Furniture and Equipment	38,000	20,000	38,000	<b>19,946</b>	(54)
Infrastructure Assets - Roads	1,936,346	227,935	1,936,346	<b>226,920</b>	(1,015)
Infrastructure Assets - Footpaths	179,418	-3,000	179,418	<b>0</b>	3,000
Infrastructure Assets - Other	1,136,805	63,600	1,136,805	<b>62,621</b>	(979)
<b>Capital Expenditure Totals</b>	<b>4,637,269</b>	<b>968,308</b>	<b>4,637,269</b>	<b>962,157</b>	<b>(6,151)</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,822,245	384,901	2,822,245	<b>392,598</b>	7,697
Borrowings	0	0	0	<b>0</b>	0
Other (Disposals & C/Fwd)	155,000	0	155,000	<b>0</b>	0
Council contribution - Cash Backed Reserves					
Various Reserves	1,005,439	0	1,005,439	<b>0</b>	0
Council contribution - operations	<b>654,585</b>	<b>583,407</b>	<b>654,585</b>	<b>569,559</b>	<b>(13,848)</b>
<b>Capital Funding Total</b>	<b>4,637,269</b>	<b>968,308</b>	<b>4,637,269</b>	<b>962,157</b>	<b>(6,151)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

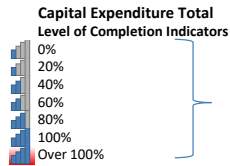
**KEY INFORMATION**

<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$4.64 M</b>	<b>\$0.96 M</b>	<b>21%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$2.82 M</b>	<b>\$0.39 M</b>	<b>14%</b>



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

Completion %	Assets	Level of completion indicator, please see table at the top of this note for further detail.	Account Number	Balance Sheet Category	Job Number	Adopted	Amended		Total YTD	Variance (Under)/Over
						Annual Budget	Annual Budget	YTD Budget		
						\$	\$	\$	\$	\$
	<b>Land Held for Resale</b>									
	<b>Community Amenities</b>									
0.66	INDUSTRIAL LOTS - PHASE 1		2601	133		(775,500)	(775,500)	(513,000)	(513,044)	(44)
	<b>Total - Community Amenities</b>					<b>(775,500)</b>	<b>(775,500)</b>	<b>(513,000)</b>	<b>(513,044)</b>	<b>(44)</b>
0.66	<b>Total - Land Held for Resale</b>					<b>(775,500)</b>	<b>(775,500)</b>	<b>(513,000)</b>	<b>(513,044)</b>	<b>(44)</b>
	<b>Buildings</b>									
	<b>Education &amp; Welfare</b>									
0.54	YOUTH CENTRE UPGRADES		9576	151		(62,100)	(62,100)	(32,100)	(33,627)	(1,527)
	<b>Total - Education &amp; Welfare</b>					<b>(62,100)</b>	<b>(62,100)</b>	<b>(32,100)</b>	<b>(33,627)</b>	<b>(1,527)</b>
	<b>Economic Services</b>									
0.86	CARAVAN PARK UNITS		9596	151		(39,300)	(39,300)	(36,300)	(33,879)	2,421
0.65	CARETAKER COTTAGE		9597	151		(81,800)	(81,800)	(53,373)	(53,220)	153
	<b>Total - Economic Services</b>					<b>(121,100)</b>	<b>(121,100)</b>	<b>(89,673)</b>	<b>(87,099)</b>	<b>2,573</b>
0.66	<b>Total - Buildings</b>					<b>(183,200)</b>	<b>(183,200)</b>	<b>(121,773)</b>	<b>(120,726)</b>	<b>1,046</b>
	<b>Plant &amp; Equipment</b>									
	<b>Governance</b>									
0.00	CEO VEHICLE - PURCHASE		9000	153		(50,000)	(50,000)	0	0	0
0.00	EMCS - ADMINISTRATION VEHICLE		9001	153		(38,000)	(38,000)	0	0	0
	<b>Total - Governance</b>					<b>(88,000)</b>	<b>(88,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Transport</b>									
0.00	WORKS SUPERVISORS VEHICLE		9702	153		(45,000)	(45,000)	0	0	0
0.00	SECOND HAND LOADER		9703	153		(50,000)	(50,000)	0	0	0
0.00	UD AUTO TRUCK		9761	153		(180,000)	(180,000)	0	0	0
0.76	PERUZZO PANTHER HI-LIFT OVAL MOWER		9762	153		(25,000)	(25,000)	(25,000)	(18,900)	6,100
	<b>Total - Transport</b>					<b>(300,000)</b>	<b>(300,000)</b>	<b>(25,000)</b>	<b>(18,900)</b>	<b>6,100</b>
0.05	<b>Total - Plant &amp; Equipment</b>					<b>(388,000)</b>	<b>(388,000)</b>	<b>(25,000)</b>	<b>(18,900)</b>	<b>6,100</b>
	<b>Furniture &amp; Equipment</b>									
	<b>Recreation &amp; Culture</b>									
1.00	TOWN HALL TABLE & CHAIRS		9599	155		(20,000)	(20,000)	(20,000)	(19,946)	54
	<b>Total - Recreation &amp; Culture</b>					<b>(20,000)</b>	<b>(20,000)</b>	<b>(20,000)</b>	<b>(19,946)</b>	<b>54</b>
	<b>Other Property &amp; Services</b>									
0.00	IT - NEW COMPUTERS		9306	155		(18,000)	(18,000)	0	0	0
	<b>Total - Other Property &amp; Services</b>					<b>(18,000)</b>	<b>(18,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>
0.52	<b>Total - Furniture &amp; Equipment</b>					<b>(38,000)</b>	<b>(38,000)</b>	<b>(20,000)</b>	<b>(19,946)</b>	<b>54</b>
	<b>Infrastructure - Roads</b>									
	<b>Transport</b>									
0.00	DOODENANNING - MAWSON ROAD RESEAL		3604	161	1C027	(176,774)	(176,774)	0	0	0
0.92	OLD BEVERLEY EAST ROAD - CARRY FORWARD		3604	161	C006	(70,257)	(70,257)	(65,000)	(64,471)	529
0.00	MT STIRLING RD - RESHEETING		3604	161	C012	(136,857)	(136,857)	0	0	0
0.09	CARTER - DOODENANNING ROAD		3604	161	C026	(78,662)	(78,662)	(6,550)	(6,748)	(198)
0.10	DOODENANNING - MAWSON (R2R) CONSTRUCTION		3604	161	C027	(357,950)	(357,950)	(34,345)	(34,348)	(3)
1.00	WINMAR (JUNCTION) RD DRAINAGE (R2R)		3604	161	C133	(64,450)	(64,450)	(64,450)	(64,450)	0
0.00	QUAIRADING - CORRIGIN ROAD RRG		3604	161	C166	(606,079)	(606,079)	0	0	0
0.00	GROVES ROAD ACCESS		3604	161	C190	(38,406)	(38,406)	0	0	0
0.00	AKV Road Upgrade		3604	161	C195	(3,878)	(3,878)	0	0	0
0.52	LIVINGSTONE RD - RESHEETING		3604	161	C198	(101,847)	(101,847)	(52,590)	(52,590)	0
0.01	WSFN STAGE 4 - QUAIRADING-CUNDERDIN (INCLUDES STAGE 3)		3604	161	WSFN4	(301,186)	(301,186)	(5,000)	(4,312)	688
	<b>Total - Transport</b>					<b>(1,936,346)</b>	<b>(1,936,346)</b>	<b>(227,935)</b>	<b>(226,920)</b>	<b>1,015</b>
0.12	<b>Total - Infrastructure - Roads</b>					<b>(1,936,346)</b>	<b>(1,936,346)</b>	<b>(227,935)</b>	<b>(226,920)</b>	<b>1,015</b>
	<b>Infrastructure - Footpaths</b>									
	<b>Transport</b>									
0.00	MCLENNAN ST (HARRIS ST - STACEY ST) FOOTPATH		3707	163	F003	(105,498)	(105,498)	0	0	0
0.00	MCLENNAN ST (WOOD ST - HEAL ST) FOOTPATH		3707	163	F004	(73,920)	(73,920)	0	0	0
	<b>Total - Transport</b>					<b>(179,418)</b>	<b>(179,418)</b>	<b>0</b>	<b>0</b>	<b>0</b>
0.00	<b>Total - Infrastructure - Footpaths</b>					<b>(179,418)</b>	<b>(179,418)</b>	<b>0</b>	<b>0</b>	<b>0</b>



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			
				\$	\$	\$	\$	\$	
<b>Infrastructure - Other</b>									
<b>Community Amenities</b>									
0.00		ELECTRIC CAR CHARGING STATION	9843	165	(10,000)	(10,000)	(100)	0	100
		<b>Total - Community Amenities</b>			<b>(10,000)</b>	<b>(10,000)</b>	<b>(100)</b>	<b>0</b>	<b>100</b>
<b>Recreation And Culture</b>									
0.89		POOL HEATING	9842	165	(50,000)	(50,000)	(45,000)	(44,731)	269
0.02		COMMUNITY PARK AND TRAIL DESIGN	9838	165	(720,000)	(720,000)	(16,500)	(15,990)	510
0.00		HOCKEY OVAL LIGHTING - RETENTION	9839	165	(5,000)	(5,000)	0	0	0
0.00		SALMON GUM TRAILS	9844	165	(17,300)	(17,300)	0	0	0
		<b>Total - Recreation And Culture</b>			<b>(792,300)</b>	<b>(792,300)</b>	<b>(61,500)</b>	<b>(60,721)</b>	<b>779</b>
<b>Transport</b>									
0.00		HEAL ST RETENTION	9845	165	(3,720)	(3,720)	0	0	0
0.01		HALL CAR PARK UPGRADE	9829	165	(328,000)	(328,000)	(2,000)	(1,900)	100
0.00		AIRSTIP APRON UPGRADE - RETENTION	9820	165	(2,785)	(2,785)	0	0	0
		<b>Total - Transport</b>			<b>(334,505)</b>	<b>(334,505)</b>	<b>(2,000)</b>	<b>(1,900)</b>	<b>100</b>
0.06		<b>Total - Infrastructure - Other</b>			<b>(1,136,805)</b>	<b>(1,136,805)</b>	<b>(63,600)</b>	<b>(62,621)</b>	<b>979</b>
0.21		<b>Grand Total</b>			<b>(4,637,269)</b>	<b>(4,637,269)</b>	<b>(971,308)</b>	<b>(962,157)</b>	<b>9,151</b>



SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021

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
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Transport</b>													
Loan 118 - Depot Building	341,872	0	0	0	0	48,332	48,332	341,872	293,540	293,540	-1,327	10,028	10,028
<b>Economic Services</b>													
Loan 119 - Park Cottages	128,885	0	0	0	7,143	14,338	14,338	121,743	114,547	114,547	347	1,855	1,855
	470,758	0	0	0	7,143	62,670	62,670	463,615	408,088	408,088	(980)	11,883	11,883
<b>Self supporting loans</b>													
<b>Recreation and Culture</b>													
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	0	1,716	1,716	3,503	1,787	1,787	-37	126	126
	12,731	0	0	0	9,228	1,716	1,716	3,503	11,015	11,015	(21)	126	126
<b>Total</b>	483,488	0	0	0	16,370	64,386	64,386	467,118	419,102	419,102	(1,001)	12,009	12,009
Current loan borrowings	73,614							57,244					
Non-current loan borrowings	409,874							409,874					
	483,488							467,118					

All debenture repayments were financed by general purpose revenue.

(b) Information on Financing

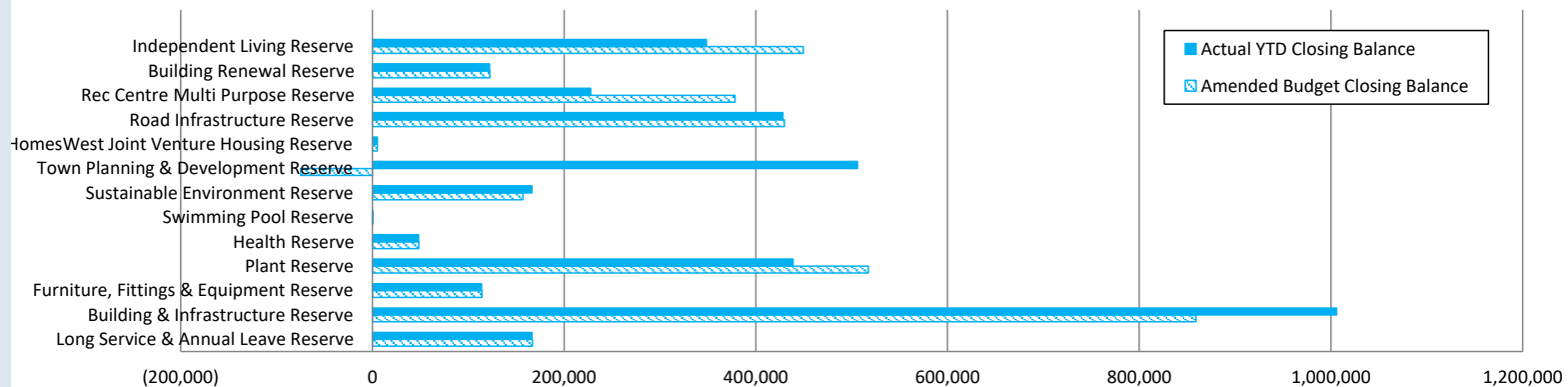
Particulars/Purpose	01 Jul 2021	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Law, Order &amp; Public Safety</b>													
Lease 1 - CESM Vehicle	0	0	0	0	0	0	0	0	0	0	0	0	0
Lease 2 - CESM Vehicle	69,453	0	0	0	8,642	29,779	29,779	60,811	39,674	39,674	172	695	695
<b>Other Property &amp; Services</b>													
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	0	0	0	8,642	33,321	33,321	70,703	46,024	46,024	172	847	847
<b>Total</b>	79,345	0	0	0	8,642	33,321	33,321	70,703	46,024	46,024	172	847	847
Current financing borrowings	29,058							20,416					
Non-current financing borrowings	50,287							50,287					
	79,345							70,703					

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	122	0	0	0	0	166,915	166,395
Building & Infrastructure Reserve	1,005,220	3,209	739	0	0	(149,139)	0	859,290	1,005,959
Furniture, Fittings & Equipment Reserve	113,811	439	84	0	0	0	0	114,250	113,895
Plant Reserve	438,580	1,893	322	340,000	0	(263,000)	0	517,473	438,903
Health Reserve	48,120	186	35	0	0	0	0	48,306	48,156
Swimming Pool Reserve	264	1	0	0	0	0	0	265	264
Sustainable Environment Reserve	166,380	642	122	0	0	(10,000)	0	157,022	166,502
Town Planning & Development Reserve	505,724	2,629	372	0	0	(583,300)	0	(74,947)	506,096
HomesWest Joint Venture Housing Reserve	5,266	20	4	0	0	0	0	5,286	5,270
Road Infrastructure Reserve	427,983	1,652	315	0	0	0	0	429,635	428,297
Rec Centre Multi Purpose Reserve	227,527	875	167	150,000	0	0	0	378,402	227,695
Building Renewal Reserve	122,047	471	90	0	0	0	0	122,518	122,137
Independent Living Reserve	348,172	1,341	256	100,000	0	0	0	449,513	348,428
	<b>3,575,367</b>	<b>14,000</b>	<b>2,629</b>	<b>590,000</b>	<b>0</b>	<b>(1,005,439)</b>	<b>0</b>	<b>3,173,928</b>	<b>3,577,995</b>

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 OCTOBER 2021

OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2021	Liability Increase	Liability Reduction	Closing Balance 31 Oct 2021
		\$	\$	\$	\$
<b>Contract Liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	12	0	0	0	0
- non-operating	13	0	0	0	0
<b>Total unspent grants, contributions and reimbursements</b>		0	0	0	0
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
<b>Total current unspent grants, contributions and reimbursements</b>		0	0	0	0
<b>Provisions</b>					
Annual leave		177,142	0	0	177,142
Long service leave		99,851	0	0	99,851
<b>Total Provisions</b>		276,993	0	0	276,993
<b>Total Other Current Liabilities</b>					276,993
<b>Amounts shown above include GST (where applicable)</b>					

## 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 OCTOBER 2021

## NOTE 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
<b>Revenue from operating activities</b>						
Law, Order and Public Safety	(52,745)	(54%)	▼	S	Timing	CESM contribution income received before budget phasing and ESL operating grant income budgeted to come in but not received.
Economic Services	14,712	12%	▲	S	Timing	Income from Caravan Park charges higher than budgeted.
Other Property and Services	20,398	117%	▲	S	Timing	Various accounts affected this favourable variance; mainly being increased income from private works charges and increased income from reimbursements such as workers compensation.
<b>Expenditure from operating activities</b>						
Governance	56,400	17%	▲	S	Timing	Timing of actual distribution of administration costs allocated. Costs associated with insurance premiums now an expense but distributed in the budget over 12 months. Election expenses less than budget phasing.
Law, Order and Public Safety	(26,374)	(21%)	▼	S	Timing	Insurance relating to fire brigade building, plant & equipment and public liability incurred before budget.
Housing	15,287	25%	▲	S	Timing	Timing of allocation and recovery of housing costs throughout the programs.
Economic Services	96,517	32%	▲	S	Timing	Timing of expenditure under this program generally less than the budget phasing, specifically in relation to Skeleton Weed and Caravan Park expenses.
Other Property and Services	(54,983)	(76%)	▼	S	Timing	Timing of recovery of administration costs allocated, depreciation and allocation of public works overhead. Timing of insurance expenses.

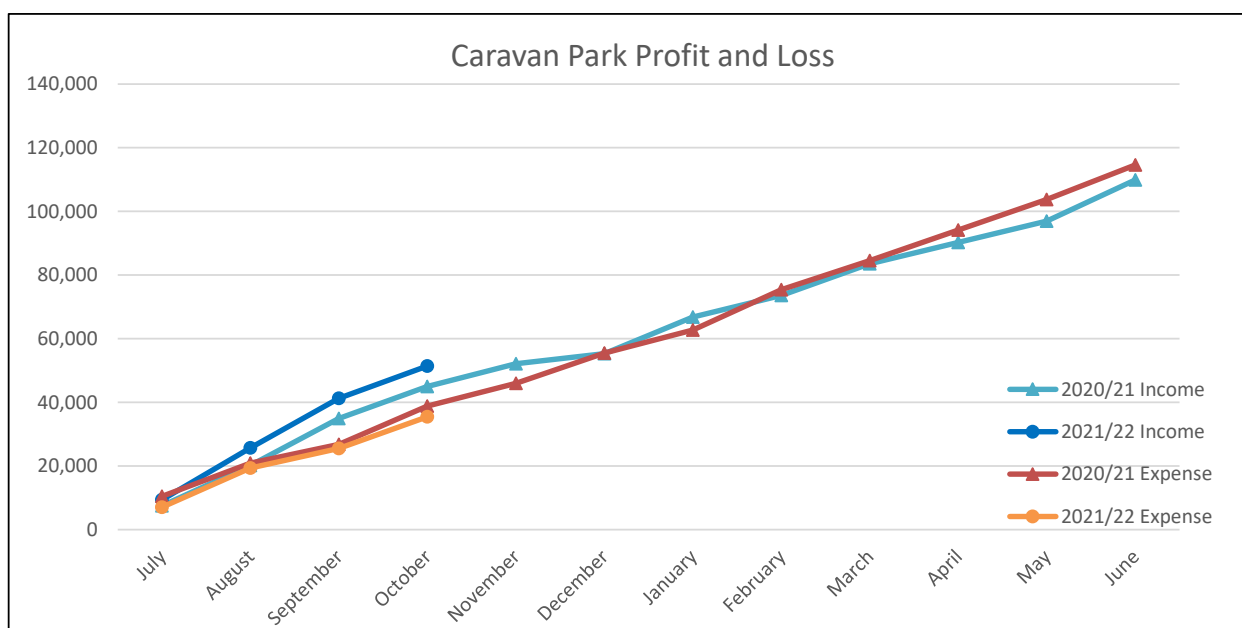
GL Code	Job #	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
		<b>Budget Adoption</b>		Closing Surplus/(Deficit)	\$	\$	\$	\$
							30,002	30,002
		<i>Opening surplus adjustment (Variable: Final Figure to be presented at the 09/11/2021 Budget Review Workshop)</i>					46,132	76,134
								76,134
								76,134
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								76,134
					0	0	76,134	76,134

**KEY INFORMATION**

SHIRE OF QUAIRADING  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 OCTOBER 2021

**NOTE 17**  
**CARAVAN PARK**

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	Current Budget	VAR %
<b>INCOME</b>				
Caravan Park Charges*	311	\$ 17,176.22	\$ 36,000.00	48%
Cabin and Unit Charges*	275	\$ 34,240.47	\$ 75,000.00	46%
<b>TOTAL INCOME</b>	<b>586</b>	<b>\$ 51,416.69</b>	<b>\$ 111,000.00</b>	<b>46%</b>
<b>EXPENDITURE</b>				
<b>Caravan Park</b>				
Wages inc O/H		\$ 9,421.60	\$ 74,290.08	13%
Materials & Insurance		\$ 6,611.05	\$ 7,747.68	85%
Utilities & Other Costs		\$ 773.46	\$ 17,425.92	4%
<b>Caravan Park Total</b>		<b>\$ 16,806.11</b>	<b>\$ 99,463.68</b>	<b>17%</b>
<b>Cabins (3x 2 bedroom Cabins)</b>				
Wages inc O/H		\$ 10,795.91	\$ 30,783.36	35%
Materials & Insurance		\$ 2,312.46	\$ 8,807.76	26%
Utilities & Other Costs		\$ 706.16	\$ 9,000.00	8%
<b>Cabins Total</b>		<b>\$ 13,814.53</b>	<b>\$ 48,591.12</b>	<b>28%</b>
<b>Units (4x 1 bedroom units)</b>				
Wages inc O/H		\$ 1,892.42	\$ 0.01	18924200%
Materials & Insurance		\$ 78.61	\$ 3,264.12	2%
Utilities & Other Costs		\$ -	\$ 6,000.00	0%
<b>Units Total</b>		<b>\$ 1,971.03</b>	<b>\$ 9,264.13</b>	<b>21%</b>
<b>Caretaker Reception</b>				
Wages inc O/H		\$ 982.48	\$ 25,967.76	4%
Materials & Insurance		\$ 1,883.04	\$ 2,554.44	74%
Utilities & Other Costs		\$ -	\$ 1,500.00	0%
<b>Caravan Park Total</b>		<b>\$ 2,865.52</b>	<b>\$ 30,022.20</b>	<b>10%</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 35,457.19</b>	<b>\$ 187,341.13</b>	<b>19%</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>\$ 15,959.50</b>	<b>-\$ 76,341.13</b>	<b>-21%</b>



\*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

**11.3 November 2021 Budget Review**

<b>Meeting Date</b>	25 <sup>th</sup> November 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Leah Horton
<b>Attachments</b>	(i) 2021/22 Budget Review - November 2021 (ii) IT Vision Chart of Accounts Restructure Proposal (iii) LG Professionals Grant Submission Letter
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

**OFFICER RECOMMENDATION**

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

That Council approve the adjustments to the 2021/2022 Shire Adopted Budget as detailed below and in Attachment (i) to be funded by the Current Budget Surplus of \$30,002.

1. Opening Balance Adjustment	\$ 46,132
2. Loss on Disposal of Assets	\$-70,000
3. FESA Levy	\$ 3,900
4. Staff Training	\$-5,000
5. Accounting Support & New COA	\$-60,830
6. Building Maintenance & Rentals	\$-27,100
7. Election Expenses	\$ 4,750
8. NRM Small Community Grant	\$-4,795
9. Grants Commission (FAG's) Grant	\$54,652
10. Peruzzo Panther Hi-Lift Oval Mower	\$ 0 (Approval required but net effect \$0)
11. Town Hall Table & Chairs	\$- 5,760
12. Light Industrial Area Subdivision	\$-10,500
13. Community Drought Grant	\$ 170,700
14. Wheatbelt Secondary Freight Network (Stage 4)	\$ 2,145
15. Old East Beverley Road	\$-11,782
16. Roads to Recovery	\$-52,887
17. Adjustments to Reserve Balances	\$ 0 (Approval required but net effect \$0)
18. Self-Supporting Loans	\$ 10,944

**CARRIED BY ABSOLUTE MAJORITY** \_\_\_/\_\_\_

**VOTING REQUIREMENTS** - Absolute Majority

## IN BRIEF

- There is a legislative requirement for Council to undertake a Review of the Budget between 1<sup>st</sup> January and the 31<sup>st</sup> March each Financial Year.
- The Executive Team undertook a review of the Current Budget in a staff Workshop on the 2<sup>nd</sup> November 2021.
- Council's Budget Review Workshop was held on the 9<sup>th</sup> November 2021, the November Budget Review Report and Budget Variations are submitted to Council for adoption.
- Proposed budget adjustments have been outlined in this document.
- A full statutory Budget Review will still occur in February or March 2022.

## MATTER FOR CONSIDERATION

Adoption of Budget Adjustments.

## BACKGROUND

Council conducts two Budget Reviews during the Financial Year.

The First Review was completed in November 2021 to review the changes required since the 2021/22 Budget Adoption and any impacts from the Draft 2020/21 Annual Financial Report (Pre-Audit).

The Second Review, scheduled for February/March 2022 is required to be completed between 1<sup>st</sup> January and 31<sup>st</sup> March each Financial Year and for the Review Report and relevant Council Minutes to be formally submitted to the Department of Local Government (DLGSC) within 30 days of Council's Determination.

Budget Adjustments are currently made throughout the year on an "as needed" basis through reports to Council.

## STATUTORY ENVIRONMENT

### *Local Government Act 1995*

#### [Section 6.2 \(1\)](#)

The Council is required to prepare and adopt, by Absolute Majority, an annual budget for its municipal fund by 31<sup>st</sup> August each year.

#### [Section 6.8 \(1\) and \(2\)](#)

The Council cannot incur expenditure from its municipal fund for a purpose for which no expenditure estimate is included in the annual budget (known as an 'additional purpose') except where the expenditure

- is incurred in a financial year before the adoption of the annual budget by the local government;
- is authorised in advance by resolution by Absolute Majority; or
- is authorised in advance by the mayor or president in an emergency.

Where expenditure has been incurred;

- under S 6.8 (1) (a) it is required to be included in the annual budget for that financial year; and
- under S 6.8 (1) (c), it is to be reported to the next ordinary meeting of the council

## Local Government (Financial Management) Regulations 1996

### [Regulation 33A](#)

33A. Review of budget



- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must: -
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

\*Absolute majority required.

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

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The Budget Variations are detailed in this report, and in Attachment (i).

These will change the Budgeted closing surplus to \$74,571 from the current surplus of \$30,002.

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

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

## **COMMUNITY CONSULTATION**

Nil.

## **RISK ASSESSMENT**

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

Health – Risk Matrix Rating considered Low Risk.

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

Operation – Risk Matrix Rating considered Low Risk. Adopted Review provides for sufficient Funding to enable the continuation of Council's Activities and Projects to the 30<sup>th</sup> June 2022.

Natural Environment – Risk Matrix Rating considered Low Risk.

## COMMENT

An Annual Budget Review is a statutory requirement, however it is also part of Financial Management Best Practice and can be done as and when required. Council conducts two Budget Reviews during the Financial Year, the first being completed in November and the second in February/March to comply with the *Local Government (Financial Management) Regulations 1996*.

Officers have recently conducted two budget review workshops, the first with the Executive Management Team on the 2<sup>nd</sup> November and the second with Councillors and the Executive Management Team on the 9<sup>th</sup> November 2021. This review is conducted to review any changes that have happened since the 2021/22 Budget was adopted at the 29<sup>th</sup> July 2021 Ordinary Council Meeting and to review the impacts of any adjustments made to the 2020/21 finances following the finalisation of the (Draft) 2020/21 Annual Financial Report which has been submitted to Council's Auditor.

As a forecasted Budget is always an estimate, change is expected. Budget variances occur because the Shire is unable to predict future costs and revenue with complete accuracy. Circumstances have arisen that require us to review our predictions to shorten the gap between what was budgeted and what will be our Actual position at 30 June 2022. Such circumstances relate to errors or omissions in the 2021/22 budget template, finalisation of the 2021/21 (draft) Annual Financial Report, incurrence of costs (expenses) and receipt of Revenue (income) that varies to the estimates.

Proposed Budget Adjustments have been outlined as follows and in Attachment (i) Budget Review Report and are now recommended to Council.

Description	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	\$	\$	\$
<b>Current Surplus (At Budget Adoption)</b>			<b>30,002</b>
2020/21 Closing Balance Additional Surplus (UnAudited)	46,132		76,134
Land Held for Resale - Lot 304 (2) Edwards Way - Expected Loss on Sale of Asset 1203		(7,000)	69,134
Plant and Equipment - Mazda Cx9 - Expected Loss on Sale of Asset 8Q0		(8,000)	61,134
Plant and Equipment - 2012 Ud Nissan Truck - Expected Loss on Disposal of Asset Q5122		(40,000)	21,134
Plant and Equipment - Isuzu Dmax 4X4 Ute - Expected Loss on Disposal of Asset 6Q190		(10,000)	11,134
Plant and Equipment - 2020 Mazda Cx-5 Touring - Expected Loss on Sale of Asset 4Q360		(5,000)	6,134
FESA Levy	3,900		10,034
Staff Training Expenses		(5,000)	5,034
Accounting Support Expenses - Consultant Support Costs		(10,990)	(5,956)
Accounting Support Expenses - New Chart of Accounts		(47,340)	(53,296)
Accounting Support Grant - New Chart of Accounts Funding Available	5,000		(48,296)
Accounting Support Expenses - New Monthly Financial Reporting Template following new COA		(7,500)	(55,796)
74 McLennan Street Expenses - Air-Conditioning		(7,500)	(63,296)
8 Murphy Street Expenses - Mould Cleaning & Testing		(8,500)	(71,796)
8 Murphy Street Income Loss		(2,600)	(74,396)

7 Edwards Way Expenses - Blinds & Flooring		(8,500)	(82,896)
Election Expenses	4,750		(78,146)
NRM Small Community Grant - Unspent Grant Funding Returned		(4,795)	(82,941)
Grants Commission (FAG's) Income	54,652		(28,289)
Peruzzo Panther Hi-Lift Oval Mower Purchase	6,100		(22,189)
Peruzzo Panther Hi-Lift Oval Mower Funded from Reserves		(6,100)	(28,289)
Town Hall Table & Chairs Purchase		(5,760)	(34,049)
Light Industrial Area Subdivision Expenses		(10,500)	(44,549)
Community Drought Grant Income Carryover 2020/21	170,700		126,151
Wheatbelt Secondary Freight Network (WSFN) Stage 4 Expenses	2,145		128,296
East Beverley Carry Forward Grant Funding Reduction		(17,257)	111,039
Old East Beverley Expenses Reduction	5,475		116,514
Roads to Recovery (R2R) Grant Funding Reduction		(158,378)	(41,864)
Roads to Recovery (R2R) Expenses Reduction	105,491		63,627
Town Planning and Development Reserve Budget Error		(75,750)	(12,123)
Plant Reserve Budget Error		(23,100)	(35,223)
Building and Infrastructure Reserve Budget Error	98,850		63,627
Self-Supporting Loan 115 Principal Income Error (not Budgeted)	9,228		72,855
Self-Supporting Loan 117 Principal Income Error (not Budgeted)	1,716		74,571
<b>Closing Surplus (After Budget Adjustments)</b>			<b>74,571</b>

For ease of consideration, some of the funding items have been grouped into categories to be considered as a lump sum as they are inter-related.

### 1. Opening Balance Adjustment \$ 46,132

*The unaudited closing surplus position is \$46,132 better than what was included in the adopted statutory budget. This is based on adjustments made to our 2020/21 finances to complete the Annual Financial Report. As this AFR is currently pending audit, this figure could change again.*

### 2. Loss on Disposal of Assets \$-70,000

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Land Held for Resale - Lot 304 (2) Edwards Way - Expected Loss on Sale of Asset 1203		(7,000)	
Plant and Equipment - Mazda Cx9 - Expected Loss on Sale of Asset 8Q0		(8,000)	
Plant and Equipment - 2012 Ud Nissan Truck - Expected Loss on Disposal of Asset Q5122		(40,000)	
Plant and Equipment - Isuzu Dmax 4X4 Ute - Expected Loss on Disposal of Asset 6Q190		(10,000)	
Plant and Equipment - 2020 Mazda Cx-5 Touring - Expected Loss on Sale of Asset 4Q360		(5,000)	

<b>Net Variance</b>	0	(70,000)	<b>(70,000)</b>
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The predicted loss on disposal of assets; 1203, 8Q0, Q5122, 6Q190 & 4Q360 was not entered in the overall expenditure in the Statutory Budget. There was an error in the budget template that omitted the combined sum of \$70,000 from the overall expenditure.

### 3. FESA Levy \$ 3,900

The FESA Levy Expense was duplicated due to an error in the Statutory Budget. It was entered once in the Building Budget and once in Schedule 5 under GL0990. Only one expense will be incurred.

### 4. Staff Training \$-5,000

Additional training required for new staff members over and above the budgeted amount to ensure that staff training can be provided equitably for all employees.

### 5. Accounting Support & New COA \$-60,830

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Accounting Support Expenses - Consultant Support Costs		(10,990)	
Accounting Support Expenses - New Chart of Accounts		(47,340)	
Accounting Support Grant - New Chart of Accounts Funding Available	5,000		
Accounting Support Expenses - New Monthly Financial Reporting Template following new COA		(7,500)	
<b>Net Variance</b>	5,000	(65,830)	<b>(60,830)</b>

Accounting Support; increased costs for additional support from Bob Waddell and Associates to complete the work that has commenced on the Annual Financial Report (ARF), Fair Value Valuations and Monthly Reporting Template. This work was required to finalise the 2020/21 financial year and was extended to assist the Executive Manager of Corporate Services to produce accurate and self-checking Monthly Financial Reports.

In completing the AFR and setting up the new Monthly Financial Report template it was identified that the Shire's Chart of Accounts (COA) has many historical issues that are causing problems with reporting in SynergySoft. As the COA has not been reviewed for many years (estimation of 15+) it was recommended that the Shire consider implementing a new chart, with a strong recommendation to utilise the industry Standardised COA that has backing from Local Government Professionals and the Minister and has funding available through the Department of Local Government, Sport and Cultural Industries.

The Standardised COA currently has been taken up by 20 Local Governments, with many more implementing. It uses a numbering system that was developed to be consistent across all areas, so it can be quickly memorised and helps identify any mistakes quickly. The COA is consistent with the Department of Local Government's Accounting Manual, Australian Accounting Standards, Local Government Regulations and the ATO. There will be significant savings in staff time in preparing reports and there is a potential to share resources with neighbouring LG's who use the same COA.

The LG Pro/DLGSC Grant Funding currently has 2 spots of funding left for this round. In applying for the grant, and in accordance with Attachment (iii) the Shire and Council must agree to;

- Fund and resource the implementation project,
- Engage in an annual subscription,

- Receive ongoing updates ensuring the standardisation of the CoA for all users,
- Share resources, standard reporting templates, etc.,
- Promote the benefits gained post implementation, the future aspirations and the impact to the industry as a whole,
- Collaborate with other users in decisions to add or change the Standard COA,
- Implement the new COA by 30 June 2022, and
- Meet on a bi-monthly basis to discuss collaboration opportunities, troubleshooting, etc..

The cost estimates within the \$47,340 contain the following;

\$25,340 = IT Vision (software developer) costs; detailed within Attachment (ii),

\$12,000 = Bob Waddell and Associates costs,

\$10,000 = Contingency for additional costs (i.e. staff overtime).

It is suggested that implementation of the new COA would occur over late December 2021 and early January 2022, with that timing suitable to the Executive Manager Corporate Services, IT Vision and Rhona Hawkins (Bob Waddell and Associates Executive Consultant).

Following the implementation of the COA there will be further Accounting Support Costs required to reconfigure the Bob Waddell and Associates abridged Monthly Reporting Templates as our current Financial Reporting template will no longer work. The move to transition from the Abridged Template towards the fully automated templates will be planned for 2022/23 which will incur additional expenses.

## 6. Building Maintenance & Rentals

**\$-27,100**

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
74 McLennan Street Expenses - Air-conditioning		(7,500)	
8 Murphy Street Expenses - Mould Cleaning & Testing		(8,500)	
8 Murphy Street Income Loss		(2,600)	
7 Edwards Way Expenses - Blinds & Flooring		(8,500)	
<b>Net Variance</b>		<b>(27,000)</b>	<b>(27,000)</b>

Various amendments to the Building Maintenance Budget due to unplanned maintenance works required to on multiple Shire owned properties.

74 McLennan Street; Tenant has requested a new Air-Conditioner due to the ineffectiveness of the existing unit. This cost is for the new unit and installation, installation costs have been reduced as tenant can install.

8 Murphy Street; Works were required in an attempt to remediate reported mould through professional cleaning as advised by the Department of Health. Unfortunately even with professional cleaning, the testing came back unfavourable and the property can no longer be tenanted. Therefore there is also a loss of expected income as the rent has been unable to be charged for approximately a 6 month period.

7 Edwards Way; Damage to the blinds and flooring were incurred by the former tenant. Compensation was sought through the Department of Housing (the tenant; who leases to their employee), however this was declined as in their view the replacements were deemed as "fair wear and tear" and not damage by the tenant. Compensation was also investigated with LGIS through our building policy, however again this was deemed as "wear and tear" which is not covered.

**7. Election Expenses** **\$ 4,750**

Reduced expenses relating to the October 2021 election as the 4 Councillor vacancies were filled by the 4 Councillor nominations.

**8. NRM Small Community Grant** **\$-4,795**

Refund of prior years (2020/21) NRM Grant Funding as "reimbursement of unspent funds", in compliance with the Grant Agreement. Money has been refunded in 2021/22.

**9. Grants Commission (FAG's) Grant** **\$54,652**

Grants Commission (FAG's) estimated income was based on the 2020/21 funding received at \$875,050. We have since been advised full funding for 2021/22 will be \$929,702 after the advance payment of \$962,315 received in June 2021.

**10. Peruzzo Panther Hi-Lift Oval Mower** **\$ 0 (Approval required but net effect \$0)**

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Peruzzo Panther Hi-Lift Oval Mower Purchase	6,100		
Peruzzo Panther Hi-Lift Oval Mower Funded from Reserves		(6,100)	
<b>Net Variance</b>	6,100	(6,100)	0

Reduced expenses as the purchase price for the Panther Hi-Lift Mower was \$18,900 and not the budgeted \$25,000.

As the purchase of the Peruzzo Hi-Lift Mower was budgeted from the Plant Reserve the total Plant Reserve Funding of \$263,000 needs to be reduced to \$256,900.

The net effect of the reduced purchase price of the Peruzzo Panther is \$0.

**11. Town Hall Table & Chairs** **\$- 5,760**

Increased expenses as the tables purchased for the Town Hall were unable to fit the required 8 persons comfortably. Additional expenses required to replace the table tops. The incorrect sized tops can be repurposed to other Shire buildings such as the Community Building.

**12. Light Industrial Area Subdivision** **\$-10,500**

Increased expenditure due to drainage and extra curbing works.

**13. Community Drought Grant** **\$ 170,700**

Increased income from the Drought Community Funding from 2020/21. The final tranche of DCP Grant funding is \$300,000 which is carried over from 20/21 however only \$129,300 was budgeted as expected Income which is related to spending on carryover projects; Caravan Park Reception, Single Occupancy Units and Youth Building, the remaining \$170,700 is additional income.

**14. Wheatbelt Secondary Freight Network (Stage 4)** **\$ 2,145**

There have been savings on the Municipal spend due to reduced expenses on works completed.

**15. Old Beverley East Road****\$-11,782**

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Old Beverley East Rd Carry Forward Grant Funding Reduction		(17,257)	
Old Beverley East Rd Expenses Reduction	5,475		
<b>Net Variance</b>	<b>5,475</b>	<b>(17,257)</b>	<b>(11,782)</b>

There was a budget error for this item as the Grant Funding of \$70,257 and Municipal Spend of \$0 was incorrect. This funding should have been \$53,000, with an additional \$17,257 Municipal Funds.

There have since been further savings on expenses so the full amount of \$17,257 from Municipal funds is not needed.

There is a net difference in income and expenditure of \$-11,782.

**16. Roads to Recovery****\$-52,887**

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Roads to Recovery (R2R) Grant Funding Reduction		(158,378)	
Roads to Recovery (R2R) Expenses Reduction	105,491		
<b>Net Variance</b>	<b>105,491</b>	<b>(158,378)</b>	<b>(52,887)</b>

There is an increased municipal cost due to less Grant Funding being received. Expenditure has been scaled back to compensate for this. We had predicted \$292,355 of Grant Funding, however only \$133,977 of funding will actually be received in 2021/22.

The expenditure was budgeted at \$357,950 but has been scaled back and will now only be \$252,459.

There is a net difference in income and expenditure of \$-52,887.

**17. Adjustments to Reserve Balances****\$ 0 (Approval required but net effect \$0)**

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Town Planning and Development Reserve Budget Error		(75,750)	
Plant Reserve Budget Error		(23,100)	
Building and Infrastructure Reserve Budget Error	98,850		
<b>Net Variance</b>	<b>98,850</b>	<b>(98,850)</b>	<b>0</b>

The endorsed 2021/22 Budget Opening Balance for multiple Reserve accounts was incorrect and did not match the actual balances in SynergySoft. It appears the Budget was prepared based on Monthly Financial Reports which included incorrect balances that did not link to system data.

*The Town Planning and Development Reserve was significantly overstated at \$581,474 in comparison to the Actual Balance of \$505,724.*

*The Plant Reserve was overstated at \$461,680 in comparison to the Actual Balance of \$438,580.*

*The Building and Infrastructure Reserve was significantly understated at \$906,370 in comparison to the Actual Balance of \$1,005,220.*

*There is a net adjustment required of \$0.*

## 18. Self-Supporting Loans

**\$ 10,944**

Description	Increase in Available Cash	Decrease in Available Cash	Net Variance
	\$	\$	\$
Self-Supporting Loan 115 Principal Income Error (not Budgeted)	9,228		
Self-Supporting Loan 117 Principal Income Error (not Budgeted)	1,716		
<b>Net Variance</b>	<b>10,944</b>		<b>10,944</b>

*Additional revenue for self-supporting loan 115 (Bowling Club) and loan 117 (Tennis Club) was missed in the Statement of Financial Activity "Self-supporting loan principal".*



**SHIRE OF QUAIRADING**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**FOR THE PERIOD ENDED 31 OCTOBER 2021**

**BUDGET AMENDMENTS**

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

GL Account Code	Description	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
			\$	\$	\$	\$	
	<b>Budget Adoption</b>	Opening Surplus(Deficit)		46,132		46,132	Change to 2020/21 Closing Balance (Unaudited)
126460	Land Held for Resale - Lot 304 (2) Edwards Way - Expected Loss on Sale of Asset 1203	Operating Expenses			(7,000)	39,132	The predicted loss on disposal of asset 1203 was not included in the overall expenditure in the Statutory Budget. The combined sum of all loss on disposal of asset accounts totals \$70,000.
106410	Plant and Equipment - Mazda Cx9 - Expected Loss on Sale of Asset 8Q0	Operating Expenses			(8,000)	31,132	The predicted loss on disposal of asset 8Q0 was not included in the overall expenditure in the Statutory Budget. The combined sum of all loss on disposal of asset accounts totals \$70,000.
139920	Plant and Equipment - 2012 Ud Nissan Truck - Expected Loss on Disposal of Asset Q5122	Operating Expenses			(40,000)	(8,868)	The predicted loss on disposal of asset Q5122 was not included in the overall expenditure in the Statutory Budget. The combined sum of all loss on disposal of asset accounts totals \$70,000.
139920	Plant and Equipment - Isuzu Dmax 4X4 Ute - Expected Loss on Disposal of Asset 6Q190	Operating Expenses			(10,000)	(18,868)	The predicted loss on disposal of asset 6Q190 was not included in the overall expenditure in the Statutory Budget. The combined sum of all loss on disposal of asset accounts totals \$70,000.
108060	Plant and Equipment - 2020 Mazda Cx-5 Touring - Expected Loss on Sale of Asset 4Q360	Operating Expenses			(5,000)	(23,868)	The predicted loss on disposal of asset 4Q360 was not included in the overall expenditure in the Statutory Budget. The combined sum of all loss on disposal of asset accounts totals \$70,000.
109920	FESA Levy	Operating Expenses		3,900		(19,968)	FESA Levy Expense was duplicated. Entered once in the Building Budget and once in Schedule 5 under GL109920.
107920	Staff Training Expenses	Operating Expenses			(5,000)	(24,968)	Additional Training required for new staff members.
107940	Accounting Support Expenses - Consultant Support Costs	Operating Expenses			(10,990)	(35,958)	Accounting Support Costs increased costs for additional support from Bob Waddell and Associates to complete the work already commenced on the Annual Financial Report, Fair Value Valuations and Monthly Reporting Template.
107940	Accounting Support Expenses - New Chart of Accounts (COA)	Operating Expenses			(47,340)	(83,298)	Accounting Support Costs required to transition to the Standardised Chart of Accounts (COA). Costs incurred from IT Vision, Bob Waddell and Associates with a contingency.
106350	Accounting Support Grant - New Chart of Accounts Funding Available	Operating Revenue		5,000		(78,298)	Grant Funding Available from LG Professionals WA (through DLGSC) for the implementation of industry Standardised Chart of Accounts. They have 2 more funding places available for the current round (Round 3) to be spent by June 2022.
107940	Accounting Support Expenses - New Monthly Financial Reporting Template following new COA	Operating Expenses			(7,500)	(85,798)	Accounting Support Costs required to reconfigure the Bob Waddell and Associates abridged Monthly Reporting Templates following the new COA implementation as our current Financial Reporting template will no longer work. The move to transition towards the fully automated templates to occur in 2022/23 which will incur additional expenses.
B5	74 McLennan Street Expenses - Airconditioning	Operating Expenses			(7,500)	(93,298)	Additional Building Maintenance Budget required to replace Airconditioner at 74 McLennan Street. New Unit + Installation.
B6	8 Murphy Street Expenses - Mould Cleaning & Testing	Operating Expenses			(8,500)	(101,798)	Additional Building Maintenance Budget required to remediate reported mould with professional cleaning and testing as advised by the Department of Health.
120030	8 Murphy Street Income Loss	Operating Revenue			(2,600)	(104,398)	Estimated loss of projected income of 6 months rent at \$100/week, property is uninhabitable until mould remediation works are completed (to be considered by Council in future).

**SHIRE OF QUAIRADING**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**FOR THE PERIOD ENDED 31 OCTOBER 2021**

**BUDGET AMENDMENTS**

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

GL Account Code	Description	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
			\$	\$	\$	\$	
2074	7 Edwards Way Expenses - Blinds & Flooring	Operating Expenses			(8,500)	(112,898)	Additional Building Maintenance Budget required to replace damaged Blinds and Flooring from previous tenant. Works deemed as "fair wear and tear" and not recoverable.
103120	Election Expenses	Operating Expenses		4,750		(108,148)	Reduced expenses due to reduced Election expenses as the 4 Vacant Councillor positions were filled with the 4 Nominations.
125050	NRM Small Community Grant - Unspent Grant Funding Returned	Operating Expenses			(4,795)	(112,943)	Refund of prior years (2020/21) Grant Funding as "reimbursement of unspent funds".
102330	Grants Commission (FAG's) Income	Operating Revenue		54,652		(58,291)	Grants Commission (FAG's) estimated income was based on the 2020/21 funding received at \$875,050, have since been advised full funding for 2021/22 will be \$929,702 after the advance payment of \$962,315 received in June 2021.
197620	Peruzzo Panther Hi-Lift Oval Mower Purchase	Capital Expenses		6,100		(52,191)	Reduced expenses as the purchase price for the Panther Hi-Lift Mower was \$18,900 and not the budgeted \$25,000.
102720	Peruzzo Panther Hi-Lift Oval Mower Funded from Reserves	Capital Revenue			(6,100)	(58,291)	The purchase of the Peruzzo Hi-Lift Mower was budgeted from the Plant Reserve. Total Plant Reserve Funding of \$263,000 needs to be reduced to \$256,900. Net effect of the reduced purchase price of the Peruzzo Panther is \$0.
195990	Town Hall Table & Chairs Purchase	Capital Expenses			(5,760)	(64,051)	Increased expenses as the tables purchased for the Town Hall were unable to fit 8 the required persons comfortably. Additional expenses required to replace the table tops with the incorrect sized tops to be repurposed to other Shire buildings.
126010	Light Industrial Area Subdivision Expenses	Capital Expenses			(10,500)	(74,551)	Additional expenses required for drainage and extra curbing.
131040	Community Drought Grant Income Carryover 2020/21	Capital Revenue		170,700		96,149	Increased income from the Drought Community Funding from 2020/21. Final tranche of DCP Grant funding is \$300,000, carried over from 20/21 however only \$129,300 was budgeted as expected Income.
WSFN4	Wheatbelt Secondary Freight Network (WSFN) Stage 4 Expenses	Capital Expenses		2,145		98,294	Reduced expenses for the project due to savings on works.
136630	East Beverley Carry Forward Grant Funding Reduction	Capital Revenue			(17,257)	81,037	Predicted Grant Funding of \$70,257, however this was an error and was meant to be \$53,000 of Grant Funding to be received.
C006	Old East Beverley Expenses Reduction	Capital Expenses		5,475		86,512	Additional expenses of \$17,257 would have been required as there was an error in the budget with the full \$70,257 of Grant Funding meant to only be \$53,000. Expenses have since been cut to reduce this, to have a net difference of \$-11,782.
133630	Roads to Recovery (R2R) Grant Funding Reduction	Capital Revenue			(158,378)	(71,866)	Predicted Grant Funding of \$292,355, however only \$133,977 of Funding will be received in 2021/22.
C027	Roads to Recovery (R2R) Expenses Reduction	Capital Expenses		105,491		33,625	Additional expenses required to offset the reduction in Grant Funding. Expenditure was budgeted at \$357,950 but have been scaled back and will now only be \$252,459. There is a net difference in income and expenditure of \$-52,887.

**SHIRE OF QUAIRADING**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**FOR THE PERIOD ENDED 31 OCTOBER 2021**

**BUDGET AMENDMENTS**

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

GL Account Code	Description	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
			\$	\$	\$	\$	
102710	Town Planning and Development Reserve Budget Error	Capital Revenue			(75,750)	(42,125)	The endorsed 2021/22 Budget Opening Balance for the Town Planning and Development Reserve was significantly overstated at \$581,474 in comparison to the Actual Balances in SynergySoft of \$505,724. An adjustment is required to rectify the budget error. This will be offset with the other amendments required for the Plant Reserve & Building and Infrastructure Reserve with a net effect of \$0.
102710	Plant Reserve Budget Error	Capital Revenue			(23,100)	(65,225)	The endorsed 2021/22 Budget Opening Balance for the Plant Reserve was overstated at \$461,680 in comparison to the Actual Balances in SynergySoft of \$438,580. An adjustment is required to rectify the budget error. This will be offset with the other amendments required for the Town Planning and Development Reserve & Building and Infrastructure Reserve with a net effect of \$0.
102720	Building and Infrastructure Reserve Budget Error	Capital Revenue		98,850		33,625	The endorsed 2021/22 Budget Opening Balance for the Building and Infrastructure Reserve was significantly understated at \$906,370 in comparison to the Actual Balances in SynergySoft of \$1,005,220. An adjustment is required to rectify the budget error. This will be offset with the other amendments required for the Town Planning and Development Reserve & Plant Reserve with a net effect of \$0.
191040	Self-Supporting Loan 115 Principal Income Error (not Budgeted)	Capital Revenue		9,228		42,853	Additional revenue for self-supporting loan 115 (Bowling Club) for the year that was missed in the Statement of Financial Activity "Self-supporting loan principal".
191060	Self-Supporting Loan 117 Principal Income Error (not Budgeted)	Capital Revenue		1,716		44,569	Additional revenue for self-supporting loan 117 (Tennis Club) for the year that was missed in the Statement of Financial Activity "Self-supporting loan principal".
						44,569	
<b>Amended Budget Cash Position as per Council Resolution</b>			0	514,139	(469,570)	44,569	

**Classifications Pick List**

Operating Revenue	\$59,652	(\$2,600)	
Operating Expenses	\$8,650	(\$170,125)	
Capital Revenue	\$280,494	(\$280,585)	
Capital Expenses	\$119,211	(\$16,260)	
Opening Surplus(Deficit)	\$46,132	0	
Non Cash Item	\$0	0	
	\$514,139	(\$469,570)	\$ 44,569
	-	-	

<b>Budgeted surplus at end of year (2021/22)</b>	<b>30,002</b>
Plus proposed amended budget amounts	44,569
<b>Amended budgeted surplus at end of year (2021/22)</b>	<b>74,571</b>



**IT Vision**

---

**Chart of Account Restructure  
Statement of Work & Proposal**  
Shire of Quairading

PERTH OFFICE:  
Level 3, Kirin Centre, 15 Ogilvie Road, Applecross, WA 6153 Ph: (08) 9315 7000  
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**Document Control**

<b>Date</b>	<b>Author</b>	<b>Position</b>	<b>Version</b>	<b>Changes</b>
8/11/21	Angelo Nardi	Account Manager	1	Creation

## Introduction

### 1.2 Purpose

This Statement of Work (SoW) is an agreement between IT Vision and the Shire of Quairading regarding delivery of services in accordance with the Project Scope.

### 1.3 Extensions / Changes

If changes are requested by the customer to the scope or term, a change control process will be initiated. This may lead to an additional Statement of Work or a change control document. This new document will detail the understanding of the new scope and change in resourcing required.

## Project Definition

### 2.2 Project Objectives

The business objectives of the project is to assist the Shire of Quairading in migrating their old Chart of Account (CoA) to a new Chart of Account structure as well as aligning old transactions to the new Chart of Accounts.

### 2.3 Proposed Solution

That IT Vision will provide its Chart of Account restructuring program and associated methodology to assist Council in restructuring its Chart of Account to current modern structure.

Benefits include:

- Modernising your chart of accounts to improve the production of monthly and annual statutory reporting requirements, as stipulated by the Department of Local Government and Communities (DLGC);
- Provides a logical framework to create new accounts and help streamline budgeting processes;
- Provides a better structure to produce statutory ad hoc reports e.g. ABS statistical reports;
- Improves the ability for the local authority to develop concise management reports to assist business decision making;
- Provides a logical structure for users to understand the CoA, helping minimise incorrect postings and the associated activities to correct them;
- Preserves historical data for maintaining comparative reporting;
- Provides opportunity to review Jobs, Cost Centres, Element Codes, IE Codes and Business Unit reporting and align to current business requirements.

## Project Scope

### 3.2 In scope

- Initiation Workshop



- Project Management services
- Finance Health Check
- Review and comment on the new Chart of Account structure provided by the Shire
- Performing a trial conversion
- Trial Conversion – report and action list
- Performing a second trial conversion
- Performing a live conversion
- Go-Live assistance
- Summary Report

### **3.3 Out of Scope**

- Development changes to SynergySoft outside this statement of works
- Data cleansing of any data provided or currently in SynergySoft
- Delivery of internal communication materials or site-specific educational materials
- Development of User Acceptance Testing (UAT) Scripts and execution of UAT
- Delivery of services other than those stated in this statement of works

Please note that the CoA Restructuring Program does no change Plant Module numbering.

### **3.4 Project Constraints**

- Availability of staff to assist with this project

### **3.5 Project Prerequisites**

- IT Vision staff having access to the customer's systems
- Provision of suitable technical environments for implementation efforts.
- Access to the internet.

### **3.6 Project Outcomes/Deliverables**

- This Statement of Work
- Trial Conversion Summary
- Project Summary Report
- Two Trial Conversions
- Production Conversion
- Go-Live assistance

### **3.7 Project Assumptions**

- The customer will provide sufficiently skilled resources to meet its responsibilities in this SoW
- This project has the complete support of the customer's executive





- The customer’s staff (Technical and Business) are available to assist IT Vision staff during the course of activities associated with this SoW
- The customer will appoint a Project Manager to coordinate implementation and decision making
- The customer is responsible for developing and executing User Acceptance testing scripts
- The customer is responsible for developing and delivering communication materials and any site-specific education material

## Project Delivery Schedule

This identifies the core tasks and steps in this engagement.

Task	Responsibility
Initiation Workshop	IT Vision
Project Management Services	IT Vision
Finance Health Check	IT Vision
Development of a new COA Structure	Customer
Review of new COA Structure	IT Vision
Mapping old account to new accounts	Customer
Trial Conversion	IT Vision
User Acceptance Testing	Customer
Correction of agreed issues	Customer/IT Vision
2nd Trial Conversion	IT Vision
User Acceptance Testing	Customer
Correction of agreed issues	Customer/IT Vision
Production (Live) Conversion	IT Vision
Go-live Assistance	IT Vision
Project Report	IT Vision



## Execution & Financials

This project will be conducted on a time and materials basis and billed monthly in arrears. If the expected effort of the project is likely to exceed the total estimated effort then notification will be provided, and a discussion held to address any shortfall.

It is estimated that this project will consume 14 days of effort. Based upon our Consulting (\$1,810) daily rate, the estimated cost of this project is **\$ 25,340 (ex GST)**.

Note, if Work Orders is being used at the Shire then the estimated effort increases to 19.5 days and the estimated cost of this project is **\$ 35,295 (ex GST)**.

Should Council wish to proceed please forward a purchase order and we'll look to schedule the work.

Name	Signature	Date
<b>Director Corporate Services</b>		

### Notes on pricing:

1. All prices are exclusive of GST.
2. This offer is valid for 3 months.
3. The pricing excludes the cost of Travel, Accommodation and Subsistence Expenses  
IT Vision will invoice Council for Travel, Accommodation and Meal costs associated with work undertaken on customer premises as follows;
  - Travel will be charged at cost from Perth
  - Mileage is charged at 66 cents per kilometre
  - Accommodation will be charged at cost
  - Subsistence will be charged as per the ATO rate. This is currently \$107 per day.
4. Payment terms are monthly in arrears.



Leah Horton  
Executive Manager Corporate Services  
Shire of Quairading  
PO Box 38, 10 Jennaberring Road,  
Quairading WA 6383

Dear Leah

**RE: GRANT FOR IMPLEMENTATION OF THE STANDARD CHART OF ACCOUNTS (COA)**

Your local government is eligible to receive a grant of \$5,000 (+GST) from the Department of Local Government, Sport and Cultural Industries to help fund the implementation of the Standard COA developed by the IT Vision User Group in collaboration with IT Vision Pty Ltd.

To receive this grant, you are now required to make a submission addressing the following criteria:

CRITERIA	COMMITMENT	COMMENTS ADDRESSING THE CRITERIA
Ability to independently fund the implementation	Included in the 2021/22 Annual Budget	
Allocation of resources to assist in the process	Project manager, staff hours etc	
Commitment to continued improvement	Commitment to engage in an annual subscription to receive ongoing updates ensuring the standardisation of the CoA for all users.  Sharing of resources, standard reporting templates, etc	
Willingness to promote the benefits achieved	After implementation promote to the industry	

Uphold the project objectives of an industry Standard COA	Collaboration with other users in decision to add or change the Standard COA	
<p><b>Other Considerations:</b></p> <ol style="list-style-type: none"> <li>1. The implementation to be completed by 30 June 2022.</li> <li>2. Willing to meet on a bi-monthly basis to discuss collaboration opportunities, troubleshooting etc.</li> <li>3. Documentation on the benefits gained and future objectives/aspirations.</li> <li>4. Documentation on the benefits this project will have on the industry as a whole.</li> </ol>		

Please complete the submission and return to me at [candy@lgprofessionalswa.org.au](mailto:candy@lgprofessionalswa.org.au) by the **30 November 2021**, together with an invoice for \$5000 (+GST). If you have any queries regarding your submission please do not hesitate to contact me on 9271 1136 or [candy@lgprofessionalswa.org.au](mailto:candy@lgprofessionalswa.org.au).

Yours Sincerely,



Candy Choo  
Chief Executive Officer

## ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 12.1 Bushfire Risk Management Plan 2021 - 2026

<b>Meeting Date</b>	25 <sup>th</sup> November 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	Bushfire Risk Planning Coordinator Brian Humfrey
<b>Attachments</b>	(i) Bushfire Risk Management Plan 2021 – 2026 (ii) Correspondence from OBRM
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

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

That Council adopt the Bushfire Risk Management Plan 2021 – 2026.

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

**VOTING REQUIREMENTS** –Simple Majority

### IN BRIEF

- Council partnered with the Shires of Kellerberrin and Tammin and the Department of Fire Emergency Services to engage Mr Humfrey to prepare Bushfire Risk Management Plans for the 3 Shires and their Communities.
- The Plans for the Shires of Kellerberrin and Tammin have been prepared and recently adopted by the respective Councils.
- The Draft Plan for the Shire of Quairading has now been completed and has been reviewed extensively for compliance, including by the Office of Bushfire Risk Management (OBRM).

### MATTER FOR CONSIDERATION

Adoption of the Shire of Quairading Bushfire Risk Management Plan 2021-2026, which has been reviewed and supported by the Office of Bushfire Risk Management (OBRM).

### BACKGROUND

The Shire of Quairading Bushfire Risk Management Plan 2021-2026, has been developed in accordance with the requirements of the "Guidelines for Preparing a Bushfire Risk Management Plan (BRMP)", which is consistent with the policies of the State Emergency Management Committee.

The BRMP is a living document that local governments are required to produce under the State Hazard Plan for Fire. It details the risk from bushfire to identified assets, allows treatments to be applied and records maintained of all works completed. Once approved by the Office of Bushfire Risk Management (OBRM), it also qualifies the Shire as eligible to apply for funding under the Mitigation Activity Fund (MAF).

The BRMP is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The resulting 'Treatment Schedule' sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRMP. Government agencies, and other land managers

responsible for implementing treatments, participate in developing the BRMP to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

Treatments will be guided by risk priority, not land tenure, and will not be limited to local government managed lands. Mitigation Activity Funds can however only be used on local government vested/managed land /reserves.

The objectives of the BRMP are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities; and
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

Following the BRMP being reviewed and approved by the Office of Bushfire Risk Management (OBRM), the Shire will be eligible to apply under the MAF for monies to complete the identified treatments.

## **STATUTORY ENVIRONMENT**

Pursuant to obligations under section 2.2.7 of the State Hazard Plan for Fire, an integrated Bushfire Risk Management Plan is to be developed for local government areas with significant bushfire risk.

## **POLICY IMPLICATIONS**

Nil.

## **FINANCIAL IMPLICATIONS**

The preparation of the BRMP was fully funded by DFES and the Office of Bushfire Risk Management and hosted by the Shire of Kellerberrin.

There is a funding pool annually through the Mitigation Activity Funding (MAF), and this will be the primary source of future funding. The funding available is for the initial treatment to reduce the fire risk, and thereafter it will be the responsibility of the Shire for ongoing maintenance.

Funding under the MAF will have a resource implication for the Shire's Volunteer Bushfire Brigades, DFES Town Brigade and associated volunteers. In addition, managing the projects funded under the MAF will impact internal staff resources, with the CESM assigned as manager of the Mitigation program.

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

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

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. GOVERNANCE AND LEADERSHIP

5.4 Implement systems and processes that meet legislative and audit obligations

## 1. COMMUNITY

1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.

1.5 Support emergency services planning, risk mitigation, response and recovery

### CONSULTATION

The Bushfire Risk Planning Coordinator undertook the following Consultations / Engagements as part of the Planning Project:-

- Office of Bushfire Risk Management (OBRM)
- DFES Bushfire Risk Planning Coordinator
- Chief Bushfire Control Officer
- Community Emergency Services Manager
- State Government Agencies & Departments
- Draft Plan provided to all Councillors for Review & Comments.

Mr Humfrey has also made Presentation on Bushfire Risk Planning to meetings of both the Bushfire Advisory Committee and the Local Emergency Management Committee.

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

Financial - Risk Matrix Rating is assessed as Low. Preparation of the Plan was fully funded by DFES/ OBRM. Council will be able to apply to the Mitigation Activity Funding (MAF) for mitigation treatment work, however this is a Competitive Funding Pool provided annually.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Should Council decide not to endorse the BRMP it would place the Shire in default of its obligations under the State Hazard Plan requirements. This poses a significant reputational risk should a disaster occur.

Operation – Risk Matrix Rating is assessed as Low. It expected that future Mitigation Works will be planned and undertaken by a combination of Contractors, Shire employees and Volunteer Bushfire Brigades. The CESM position is to manage the future Mitigation treatment program.

Natural Environment – Risk Matrix Rating is assessed as Low. BRMP to be in place to reduce the impact of Bushfires upon Natural Environment, Agricultural Production land and General Property / Infrastructure.

### **COMMENT**

There were a total of 380 assets identified for the BRMP assessments covering four (4) Asset Categories (Human Settlement, Economic, Environmental and Cultural). The assets were assessed by DFES in consultation with local stakeholders, on the likelihood rating and the consequence. The assessment also took into consideration the bushfire hazard based on the Classification of Vegetation, Separation Distance and the Slope Rating of the topography.

From this assessment, a Risk Evaluation was formulated identifying the risk category and the treatment priority for each of the assets. Assets listed as High, Very High and Extreme will require treatment. This

will be developed in consultation with land owners and other stakeholders, with a treatment schedule to be completed within six months of the BRMP being endorsed by Council.

Within six months of adoption by the Council, the Shire is required to finalise the Treatment Schedule in the Bushfire Risk Management System (BRMS) and provide written notification to OBRM. It is not necessary to provide further updates to OBRM if any individual treatments are subsequently added, edited, rescheduled or deleted from the original schedule after this time.

Pursuant to the Guidelines, at the end of each financial year, the Shire of Quairading will be required to prepare and submit a report to OBRM detailing progress against the BRM Plan. The annual report is a standard report generated within BRMS and comments may be added to the report to provide further context.





# BUSHFIRE RISK MANAGEMENT PLAN

2021-2026

*Office of Bushfire Risk Management Bushfire Risk Management (BRM Plan) reviewed 19 October 2021*

*Local Government Council BRM Plan endorsement XX Month 20XX*

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## Document Control

<b>Document name</b>	Shire of Quairading Bushfire Risk Management Plan	<b>Current version</b>	1.1
<b>Document owner</b>	CEO Shire of Quairading	<b>Issue date</b>	DD/MM/YYYY
<b>Document location</b>	Shire Office	<b>Next review date</b>	DD/MM/YYYY

## Document Endorsements

The Shire of Quairading endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as consistent with the standard for bushfire risk management planning in Western Australia, the Guidelines for Preparing a Bushfire Risk Management Plan. The Shire of Quairading is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners. The approval of the BRM Plan by Shire of Quairading satisfies their endorsement obligations under State Hazard Plan - Fire.

Local Government	Representative	Signature	Date
Shire of Quairading			

Version	Date	Author	Section

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# 1. Introduction

## 1.1. Background

Under the State Hazard Plan - Fire an integrated Bushfire Risk Management (BRM) Plan is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Quairading in accordance with the requirements of the Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines) from the Office of Bushfire Risk Management (OBRM) within the Department of Fire and Emergency Services (DFES). The risk management processes used to develop this BRM Plan are aligned to the key principles of AS/NZ ISO 31000:2009 Risk management –Principles and guidelines and those described in the National Emergency Risk Assessment Guidelines. This approach is consistent with State Emergency Management (SEM) Policy and SEM Prevention and Mitigation Procedure 1.

This BRM Plan is a strategic document that facilitates a coordinated approach towards the identification, assessment and treatment of assets exposed to bushfire risk. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan and Treatment Schedule to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

## 1.2. Aim and Objectives

The aim of a BRM Plan is to effectively manage bushfire risk in order to protect people, assets and other items of local value in the Shire of Quairading. The objectives of this BRM Plan are to:

- guide and coordinate a tenure blind, multi-agency BRM program over a five-year period;
- document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- facilitate the effective use of the financial and physical resources available for BRM activities;
- integrate BRM into the business processes of local government, land owners and other agencies;
- ensure there is integration between land owners, BRM programs and activities; and
- document processes used to monitor and review the implementation of treatment plans to ensure they are adaptable and that risk is managed at an acceptable level.

## 1.3. Legislation, Policy and Standards

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

### 1.3.1 Legislation and Policy

- Aboriginal Heritage Act 1972
- Biodiversity Conservation Act 2016
- Building Act 2011
- Bush Fires Act 1954
- Conservation and Land Management Act 1984
- Country Areas Water Supply Act 1947
- Emergency Management Act 2005
- Environmental Protection Act 1986
- Environmental Protection and Biodiversity Conservation Act 1999 (Cth)
- Fire Brigades Act 1942
- Fire and Emergency Service Act 1998
- Metropolitan Water Supply, Sewerage and Drainage Act 1909
- Bush Fires Regulations 1954
- Emergency Management Regulations 2006
- Planning and Development (Local Planning Scheme) Regulations 2015
- SEM Plan (State Emergency Management Committee (SEMC) 2019)
- SEM Policy (SEMC 2019)
- SEM Prevention and Mitigation Procedure 1 (SEMC 2019)
- State Hazard Plan Fire (SEMC 2019)
- State Planning Policy 3.4: Natural Hazards and Disasters (Western Australian Planning Commission (WAPC 2006)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas (WAPC 2015, as amended)

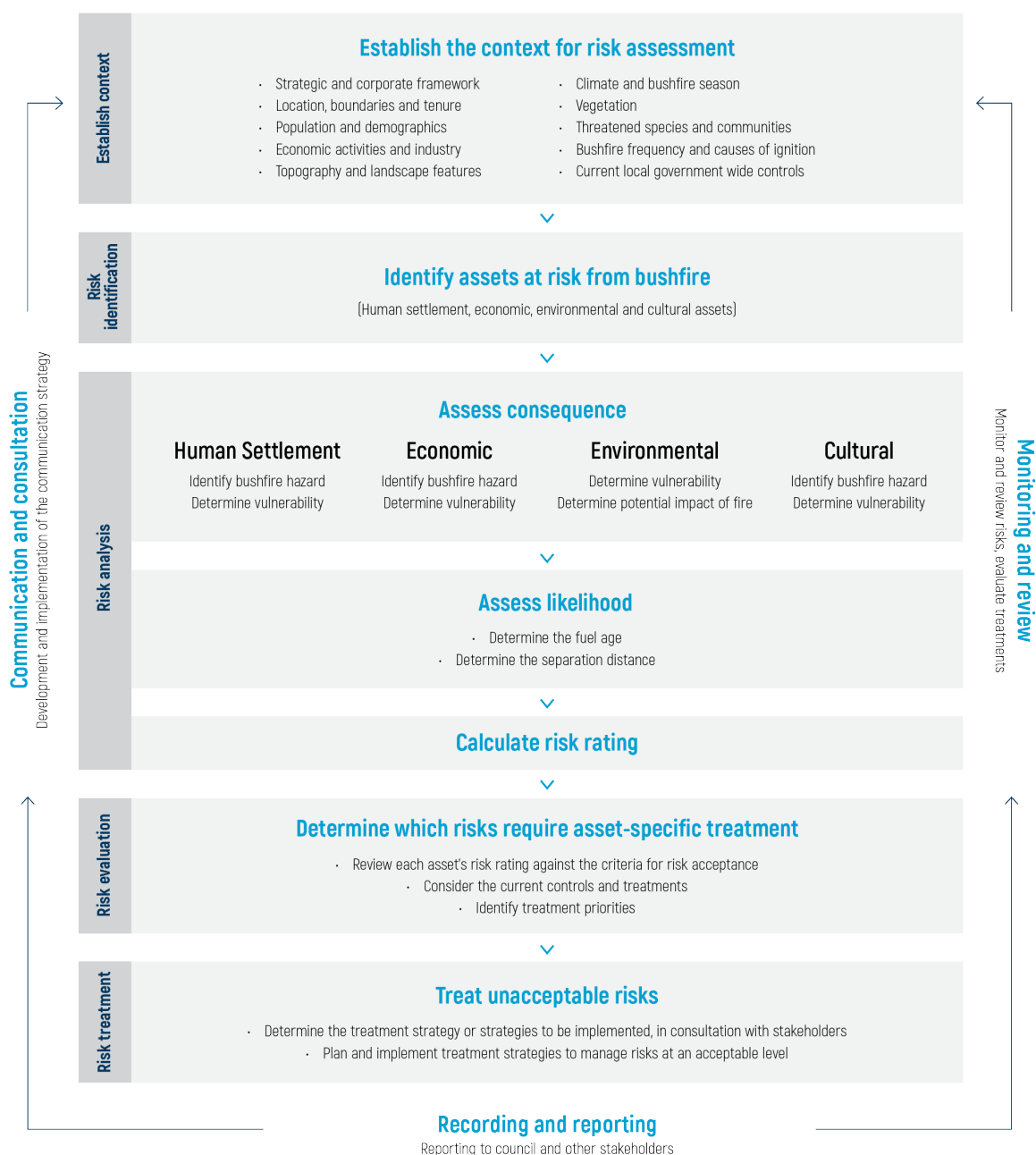
### 1.3.2 Other Related Documents

- A Capability Roadmap: Enhancing Emergency Management in Australia 2016 (Australasian Fire and Emergency Services Authorities Council 2016)
- A Guide to Constructing and Maintaining Fire-Breaks (DFES 2018)
- AS 3959:2009 Construction of Buildings in Bushfire-Prone Areas (Standards Australia 2009)
- AS/NZ ISO 31000:2009 Risk management – Principles and guidelines (Standards Australia 2009)
- Australian Disaster Resilience Handbook 10: National Emergency Risk Assessment Guidelines (Australian Institute for Disaster Resilience 2015)
- Guidelines for Preparing a Bushfire Risk Management Plan 2020 (DFES 2020)
- Bushfire Risk Management Planning Handbook (DFES 2018)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission (FPC 2006)
- Guidelines for Planning in Bushfire Prone Areas (WAPC 2017)
- Guidelines for Plantation Fire Protection (DFES 2011)
- National Disaster Risk Reduction Framework (Department of Home Affairs 2018)
- National Strategy for Disaster Resilience (Attorney-General's Department 2011)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Department of Health 2007)
- Western Australian Emergency Risk Management Guide (SEMC 2015)
- The Shire of Quairading Strategic Community Plan (2021-2031)
- Shire of Quairading Corporate Business Plan (2021 – 2031)
- Shire of Quairading Local Emergency Management Arrangement
- Fire and Biodiversity Guidelines for the Avon Basin
- Bushfire Threat Analysis of the Great Western Woodlands (DEC 2010)

## 2. The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, *AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines*. This process is outlined in Figure 1.

Figure 1 – An overview of the risk management process<sup>1</sup>



Adapted from: AS 31000:2009, with permission from SAI Global under licence number 1510-c081

<sup>1</sup> Adapted from: AS 31000:2009, with permission from SAI Global under licence number 1510-c081.

## 2.1. Roles and Responsibilities

The roles and responsibilities of the key stakeholders involved in the development of the BRM Plan are outlined in Table 1.

**Table 1 – Roles and Responsibilities**

Stakeholder Name	Roles and Responsibilities
<b>Local Government</b>	<ul style="list-style-type: none"> <li>• Custodian of the Bushfire Risk Management Plan (BRM Plan)</li> <li>• Coordinate the development and ongoing review of the integrated BRM Plan.</li> <li>• Negotiate a commitment from land owners to treat risks identified in the BRM Plan.</li> <li>• Undertake treatments on lands owned or managed by them.</li> <li>• Submit the draft BRM Plan to DFES' Office of Bushfire Risk Management (OBRM) for review and endorsement.</li> <li>• Submit the OBRM endorsed BRM Plan to council for their approval and adoption.</li> </ul>
<b>Department of Fire and Emergency Services</b>	<ul style="list-style-type: none"> <li>• Participate in and contribute to the development and implementation of BRM Plans.</li> <li>• Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk.</li> <li>• Facilitate local government engagement with state and federal government agencies in the local planning process.</li> <li>• Undertake treatments on Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries.</li> <li>• In accordance with Memorandums of Understanding and other agreements, implement treatment strategies for other land owners.</li> <li>• Review BRM Plans for consistency with the Guidelines prior to final approval by council.</li> <li>• Administer and coordinate the Mitigation Activity Fund Grants Program.</li> </ul>
<b>Department of Biodiversity, Conservation and Attractions</b>	<ul style="list-style-type: none"> <li>• Participate in and contribute to the development and implementation of BRM Plans.</li> <li>• Provide advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection.</li> <li>• Undertake treatments on department managed land, and Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries and land in which they have an agreement for.</li> </ul>
<b>Forest Products Commission</b>	<ul style="list-style-type: none"> <li>• Participate in and contribute to the development and implementation of BRM Plans.</li> <li>• Provide information about their assets and current risk treatment programs.</li> <li>• Undertake treatments on lands owned or managed by them.</li> </ul>



Stakeholder Name	Roles and Responsibilities
<b>Department of Planning, Lands and Heritage</b>	<ul style="list-style-type: none"> <li>• Provide advice for the identification of their assets and infrastructure, specifically Aboriginal and European heritage.</li> </ul>
<b>Other State and Federal Government Agencies and Public Utilities</b>	<ul style="list-style-type: none"> <li>• Provide information about their assets and current risk treatment programs.</li> <li>• Participate in and contribute to the development and implementation of BRM Plans.</li> <li>• Undertake treatments on lands they manage.</li> </ul>
<b>Corporations and Private Land Owners</b>	<ul style="list-style-type: none"> <li>• Provide information about their assets and current risk treatment programs.</li> </ul>

## 2.2. Communication and Consultation

Communication and consultation throughout the risk management process is fundamental to the development, implementation and review of the BRM Plan. To ensure appropriate and effective communication occurred with relevant stakeholders at each stage of the BRM planning process, a Communication Strategy was prepared (Appendix A).

## 3. Establishing the Context

### 3.1. Description of the Local Government and Community Context

#### 3.1.1 Strategic and Corporate Framework

The Shire of Quairading Strategic Community Plan (2021-2031) and the Corporate Business Plan (2017 – 2021) outlines the Shire’s commitment to community safety, risk management and effective management of the environment and natural resources. These frameworks will provide the Shire of Quairading the ability to deliver their BRM Plan more effectively and inclusively in the community and will help to prepare the Shire of Quairading in preventing and reducing Bushfires in the area.

These Plans are built around 5 objectives:

#### 1. Social

Active, healthy, safe and inclusive community.<sup>2</sup>

In the context of the BRM Plan, the Shire recognizes the importance of a community spirit and values the efforts and dedication of the members of the local volunteer emergency services brigades and is committed to providing the necessary support for planning, risk mitigation, response and recovery to bushfires. Under the BRM Plan, assets of value within the Shire are identified and where appropriate, suitable risk treatments implemented for their protection.

#### 2. Built Environment

Planning and infrastructure to meet the needs of the community.<sup>2</sup>

In the context of the BRM Plan, the Shire of Quairading is committed to maintaining its infrastructure which includes a network of roads and buildings. This provides for safe evacuation during an emergency situation and the use of Shire buildings as evacuation/welfare center. Working with stakeholders to ensure adequate protection of critical infrastructure will assist in restoring essential services quickly and efficiently following a bushfire, reducing the impact on the community and local economy.

#### 3. Governance

Strong governance and community engagement.<sup>2</sup>

In the context of the BRM Plan, the Shire of Quairading will be able to identify the areas of the greatest risk. This will allow the Shire to prioritize funding and mitigation works on Shire owned and managed land to reduce the bushfire risk within the Shire. The BRM Plan will also assist the Shire in identifying unacceptable bushfire risks on private and other government lands, so that land owners can be engaged in treatment planning and encouraged to implement their own mitigation programs to reduce risk.

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<sup>2</sup> Shire of Quairading Corporate Business Plan (2021-2031)

The Shire's Local Emergency Management Committee and Bush Fire Advisory Committee are an integral part of the development, implementation and review of the BRM plan. The input and advice from these committees is critical in bushfire risk planning. The Committees allow for consultation and input from multiple agencies on local area issues and ensure that information discovered during bushfire risk planning is reflected in the arrangements for managing emergencies.

#### **4. Economic**

Growing economy and employment opportunities.<sup>3</sup>

Under the BRM Plan, assets that are vital to the local, regional or state economy are identified and where appropriate, suitable risk treatments implemented for their protection.

#### **5. Natural Environment**

Sustained natural environment.<sup>3</sup>

In the context of this BRM Plan, the Shire of Quairading is committed to addressing unacceptable bushfire risks and working with stakeholders to reduce this risk. The Shire will do so in a way that minimizes negative impacts upon the environment.

The Shire has outlined the roles and responsibilities in Table 2 for the implementation, monitoring and review of the BRM Plan, the Shire has access to the services of a Community Emergency Service Manager (CESM) along with the Shires of Kellerberrin, Cunderdin and Tammin. A significant role of the CESM is to ensure the Shire's volunteer Bush Fire Brigades (BFBs) and emergency services volunteers are supported, trained, equipped and capable of providing appropriate emergency services to their communities. It is also envisaged that the CESM position will take a key role throughout the BRM Plan once the plan is endorsed.

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<sup>3</sup> Shire of Quairading Corporate Business Plan (2017-2021)

**Table 2 – Local Government Roles and Responsibilities**

<b>Function</b>	<b>Roles</b>
<b>Shire of Quairading leadership Team</b>	<ul style="list-style-type: none"> <li>• Oversight of the implementation, monitoring and review of the Bushfire Risk Management Plan</li> <li>• Sourcing and approving funding and expenditure</li> <li>• Monitoring the implementation of agreed treatments</li> <li>• Liaison with key stakeholders</li> <li>• Participation on local Emergency Management Committee (LEMC)</li> <li>• Management of the release of the BRM Plan and BRMS data</li> </ul>
<b>Community Emergency Service Manager (CESM)</b>	<ul style="list-style-type: none"> <li>• Performs work on Shire managed or owned land or as directed by the Shire</li> <li>• Develops practices for fire management on local government land</li> <li>• In consultation, plans and schedules works, including managing grant funding applications and reporting</li> <li>• Builds knowledge and understanding of fire management practice within the community</li> <li>• Participates on the Bushfire Advisory Committee (BFAC)</li> <li>• Supports and represents the Shire at bushfire related meetings and committees</li> <li>• Oversees the Shire’s burning programs with support from local brigades</li> <li>• Contributes to treatment planning</li> <li>• Negotiates with stakeholders during treatment planning</li> </ul>
<b>Works Department</b>	<ul style="list-style-type: none"> <li>• Contributes to treatment planning</li> <li>• Undertakes planned works</li> </ul>
<b>Town Planning/ Building</b>	<ul style="list-style-type: none"> <li>• Ensure adherence to building codes and planning scheme</li> <li>• Review Bushfire Prone Area Mapping</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Financial management of grants and funding</li> </ul>

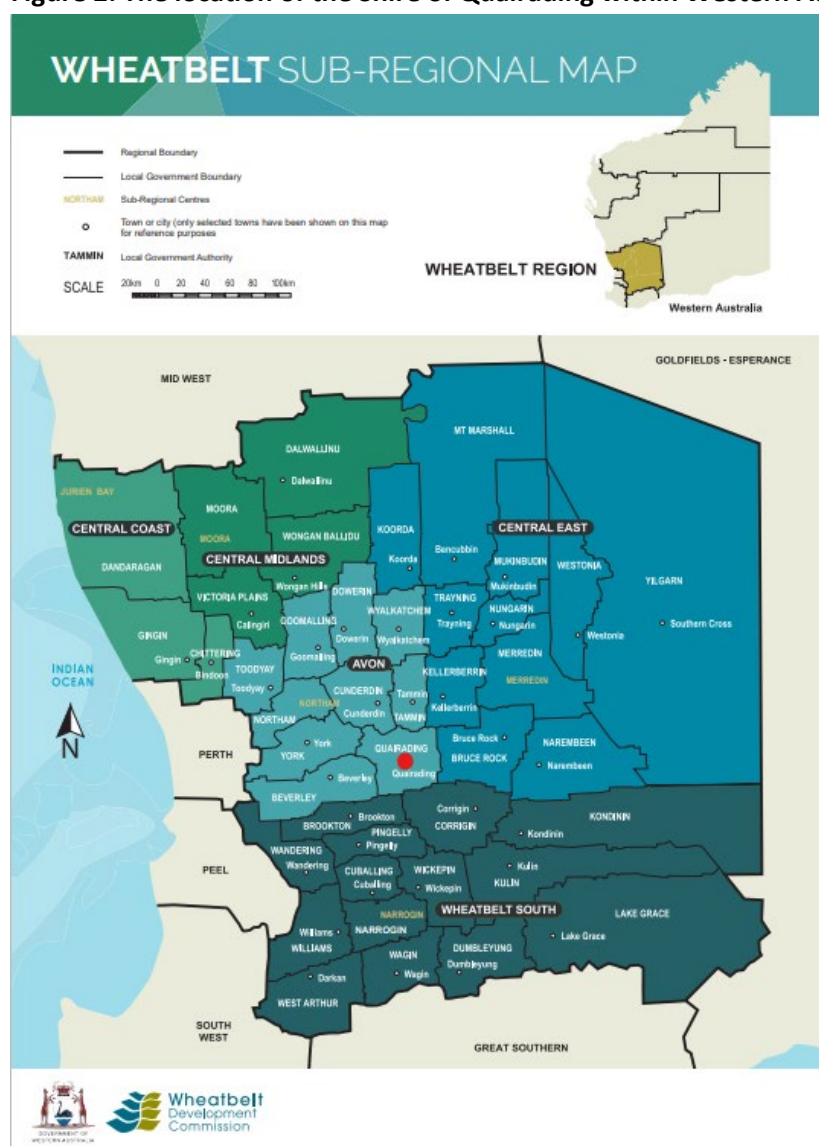
The community of Quairading has identified areas of concern within the Shire. These include:

- Changes in farming practices increasing the area of cropped land and the reduction of farmworkers therefore firefighters when required;
- Management of Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR) both within and outside town boundaries; and
- Areas of vegetation adjoining or adjacent to the town site of Quairading and critical infrastructure throughout the Shire.
- An increase in absentee property owners (only in the Shire on weekends)

### 3.1.2 Location, Boundaries and Tenure

Quairading Shire is in the Wheatbelt region of Western Australia specifically in the Avon zone. The town site of Quairading is approximately 167 km east of Perth and is situated on the York – Quairading Road. The Shire also includes the localities of Quairading, Pantapin, Yoting, Badjaling, Dangin, South Caroling, Balkuling, Doodenanning, and Wamenusking. Quairading Shire covers an area of 2017 square kilometers, a population of 1019 with 610 (59.8%) living in the gazetted town site of Quairading, according to the 2016 Census. Quairading shares boundaries with the Shires of York, Bruce Rock, Beverley, Brookton, Corrigin, Cunderdin, Tammin and Kellerberrin. The Shire has been vastly cleared for farming, creating areas of gentle undulating land for sheep and cropping, leaving the remnant vegetation highly fragmented. Despite this there are sizable patches of remnant vegetation in the Shire, some of which are located on the boundary of the Quairading town site and along roadsides.

**Figure 2: The location of the Shire of Quairading within Western Australia<sup>4</sup>**



<sup>4</sup> Source: [https://www.wheatbelt.wa.gov.au/files/9915/3932/5375/2\\_pages\\_Wheatbelt\\_Map\\_Region\\_page\\_updated.pdf](https://www.wheatbelt.wa.gov.au/files/9915/3932/5375/2_pages_Wheatbelt_Map_Region_page_updated.pdf)

Listed in Table 3 is an overview of the land tenure and managers of the Shire of Quairading. The area of privately owned land is 95.64%, with 86% of the Shire of Quairading (or about 172 464Ha) used for agricultural production, primarily broad acre farming<sup>5</sup>. The private land holdings are predominantly larger parcels of land owned by local families, some of the challenges coming from this are:

- A reduced population in local towns and communities to help in fire prevention and fighting of fires.
- The high percentage of privately owned land within the Shire means that they will need to be engaged as stakeholders with education and consultation being the key factor in regard to the BRM Plan and mitigation.
- If one landholder does not act in accordance with Council policies this can increase the risk to other landowners, particularly those on adjoining properties.

**Table 3 – Overview of Land Tenure and Management within the Shire of Quairading**

Land Manager/Agency	Percent of Local Government Area
Local Government	2.7
Private	95.64
Department of Biodiversity, Conservation and Attractions	1.3
Department of Planning, Lands and Heritage	0.36
<b>Total</b>	<b>100</b>

Source: GIS DFES

### 3.1.3 Population and Demographics

The population within the Shire of Quairading has remained reasonably steady for a regional area. Over a four year (2011 to 2016) period, the population has seen a slight decrease from 1043 in 2011 to 1019 in the 2016 Census data. The forecast growth for the Shire is uncertain and this reflects the historic instability of population within the region.

<sup>5</sup> Department of Primary Industry and Regional Development

The age distribution within the Shire differs to that of Australia, where the age groups from 0-45 years are below the Australian average (40.5% Quairading to Australia 59.4%). There is a distinctly higher than average population distribution across the 45+ age groups, and this age group is over half of the Shire Quairading population (59.5% Quairading to 40.9% Australia)<sup>6</sup>. With a higher population in 45+ age groups there are less people in the community who would provide their support to bushfire volunteer groups, this can be due to age, health, complacency or isolation from not engaging within the community.

People in the age group 65+ form 25% of the Shire's population<sup>6</sup> Elderly people are considered a vulnerable demographic in bushfire management, as they may have less capacity to prepare and defend property or protect themselves during a fire event and may have additional or special needs during an evacuation and/or relocation. Because of this, there is need for increased planning for this group to ensure that they are adequately considered in bushfire management planning, communications during fire events, community education delivery and consultation when planning mitigation works. There is a need to ensure that there is tailored advice provided to this group during pre-fire season preparation, as well as during bushfire events.

The population is a mix of cultures and ancestries with data from the 2016 Census showing 76.4% of the total Shire population being born in Australia, while the remaining 23.6% were born elsewhere. Quairading has historically had a large population turnover of workers due to agriculture being the main employment influence. This brings a number of seasonal workers to the Shire during the summer bushfire period, which includes harvest. A percentage of these seasonal workers are from overseas, so their English may be limited, which could make communicating during a bushfire difficult. Seasonal workers are not normally experienced in fire prevention or fire behavior, while also lacking knowledge of the local area and emergency procedures, as not all have been trained in bushfire firefighting. There is a need to ensure that customised advice is provided to this group by employers during pre-fire season preparation, as well as during bushfire events.

### **3.1.4 Economic Activities and Industry**

Agriculture is the major industry stakeholder in the Shire of Quairading. The period of October through to January is when the crops have matured and cured, ready for harvest. Before harvest, dried crops are particularly flammable, which increases the fuel load. Added to this abundance of fine, dry fuel is the increased use of machinery in the paddocks during this period. Fires can start easily and create an environment for a fast-moving fire that can cover large areas in a short amount of time. This can result in considerable financial losses of crops and infrastructure (fences, machinery, wind breaks), and increase the risk of topsoil erosion by wind and rain causing possible additional financial loss in the future.

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<sup>6</sup> ABS Census 2016

One of the factors that has changed in agriculture over the years is the advancement in cropping practices and the increased size and effectiveness of machinery, leading to more hectares being cropped. This has seen a decrease in livestock production which affects two factors:

- decrease in population on farms during the fire season
- increased fuel load and fire risk.

Timber production within the Shire of Quairading is relatively new industry and is located in areas of agriculture holdings. There is currently 5 840 Ha of plantations mainly Sandalwood. The industry has guidelines in place for the prevention and control of fires within these properties and this includes having a Fire Management Plan, which needs to be kept in a canister at the entry point to the property, 15m firebreaks on the boundaries, maximum cell sizes of 30Ha and a minimum water supply within the property.

Table 4: Employment by industry for Quairading (2016Census)

Agriculture, Forestry and Fishing	154
Mining	0
Manufacturing	0
Construction	16
Wholesale Trade	4
Retail Trade	14
Accommodation and Food Services	8
Transport, Postal and Warehousing	20
Financial and Insurance Services	8
Administrative and Support Services	9
Public Administration and Safety	29
Education and Training	26
Health Care and Social Assistance	37
Other Services	9
Inadequately described/Not stated	16
<b>Total</b>	<b>354</b>

Source: ABS Census 2016

Transportation routes are key infrastructure for the transportation of grain and any disruption to these networks due to fire or damage for a period of time, causes a significant economic impact on local businesses and damage to key assets. Fire mitigation plans in these areas will protect the assets and help reduce bushfire risk.



## 3.2. Description of the Environment and Bushfire Context

### 3.2.1 Topography and Landscape Features

The Shire of Quairading falls into the Avon Catchment and is characterised by a gently, undulating relief. There are extensive salt flats within the Shire that form into the Yenyening lakes system. This system of salt lakes runs from the north east corner of the Shire to the south west corner creating a natural fire break as vegetation is mainly Succulent steppe and doesn't carry fire. The elevation in the Shire range from 220 – 370 m above sea level. Some of the significant features in the landscape are Mount Stirling and Toapin Weir

The topography of the Shire of Quairading is mainly gently undulating, these gently slopes don't greatly impact on fire behavior in most areas. There is one notable exception being Mount Stirling which is located on the north eastern boundary of the Shire. This features has vegetated areas within that have limited to no access for the purpose of fighting or prevention of fires. During high wind events there is likely to be localized impacts on wind direction due to eddying around the rock.

There is topographical changes throughout the Shire, as a result of infrastructure like the water pipelines and train tracks that can cause barriers and challenges in the fighting and prevention of fires. The water pipeline runs along road reserves throughout the Shire, situated above ground level. In some areas, the pipeline prevents entry from the road way. The train tracks are no longer in use throughout the Shire, they still can affect the movement of vehicles as they are raised and unable to be crossed, except at road crossings and are a safety concern during firefighting and mitigation works.

### 3.2.2 Climate and Bushfire Season

In Australia, the seasons are defined by grouping the calendar months in the following way:

- Spring - the three transition months September, October and November.
- Summer - the three hottest months December, January and February.
- Autumn - the transition months March, April and May.
- Winter - the three coldest months June, July and August.

The climate in Quairading is classed as Temperate with distinctly dry (and hot) summer as shown in Figure 3. The weather pattern for Quairading is to have winter temperatures averaging 17.3°C max and receive an average rainfall 173.6mm of this period, the summer months are dry and hot with an average rainfall of 12.9mm per month and average maximum temperatures of 33.1°C. This weather pattern allows for the good growth of vegetation (crops and pasture) during the early autumn to late spring period. The period from mid-spring to mid-autumn is normal dry and hot, causing the vegetation to dry out, which increases fuel load. The months of the fire season can produce weather that is extreme, with high temperature, high winds and low humidity, this combined with the dry vegetation can cause fast moving, uncontrollable fires.

### Map of Climate Zones of Australia

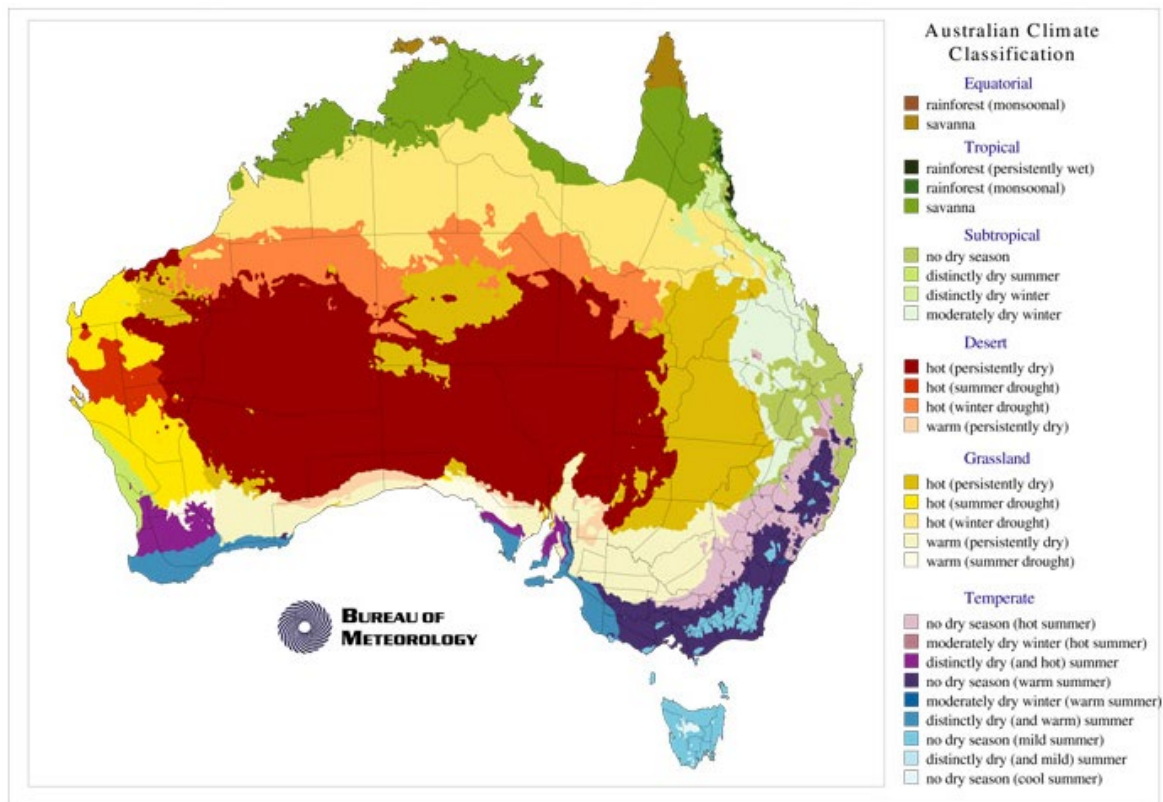


Figure 3 - Climate Zones of Australia Bureau of Meteorology

Figure 4 shows the average wind directions in Quairading over a 5-year period (from the 1<sup>st</sup> of January 2016 to the 8<sup>th</sup> of June 2021). This shows the wind predominantly comes from the West-North-West direction, whereas during the bushfire seasons the wind predominantly comes from the South East, as shown for the period of 1<sup>st</sup> October to 1<sup>st</sup> April on a yearly basis for the years 2017 to 2021 in Figures 4 to 8. The average wind speed at 3pm from 1950 to 2007 on a monthly basis is shown in Figure 9, this weather station is at Cunderdin as this is the closest weather station with historical data.

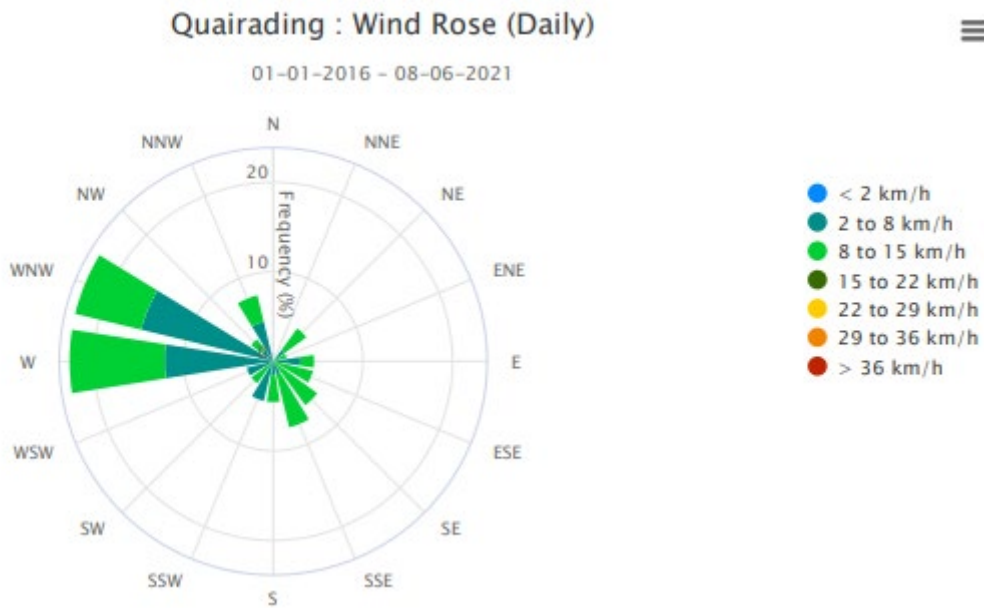


Figure 4 - Average wind direction 5 years<sup>7</sup>

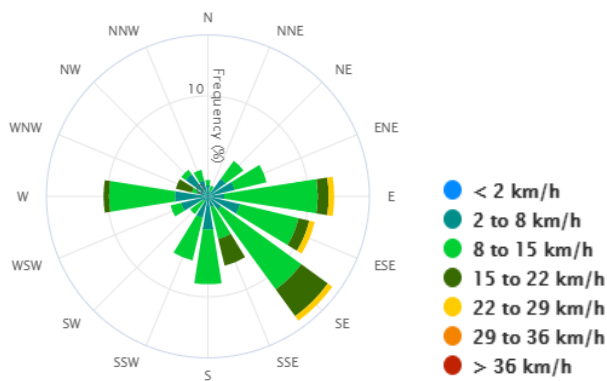


Figure 5 – Wind direction Fire Season 2017 to 2018<sup>7</sup>

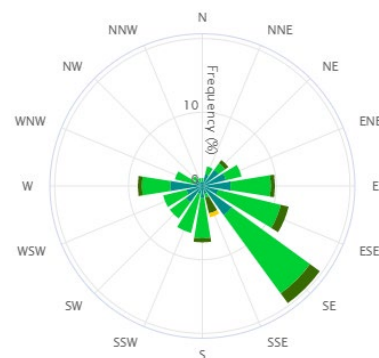


Figure 6 – Wind direction Fire Season 2018 to 2019<sup>7</sup>

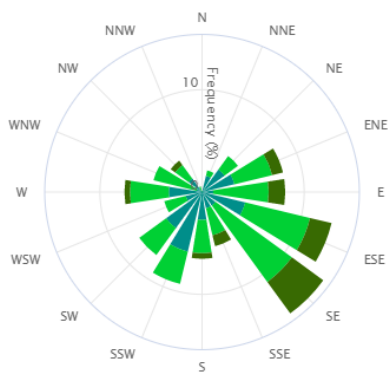


Figure 7 – Wind direction Fire Season 2019 to 2020<sup>7</sup>

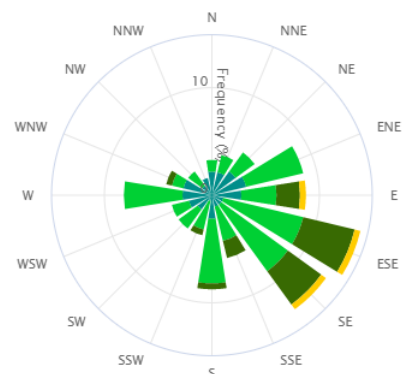
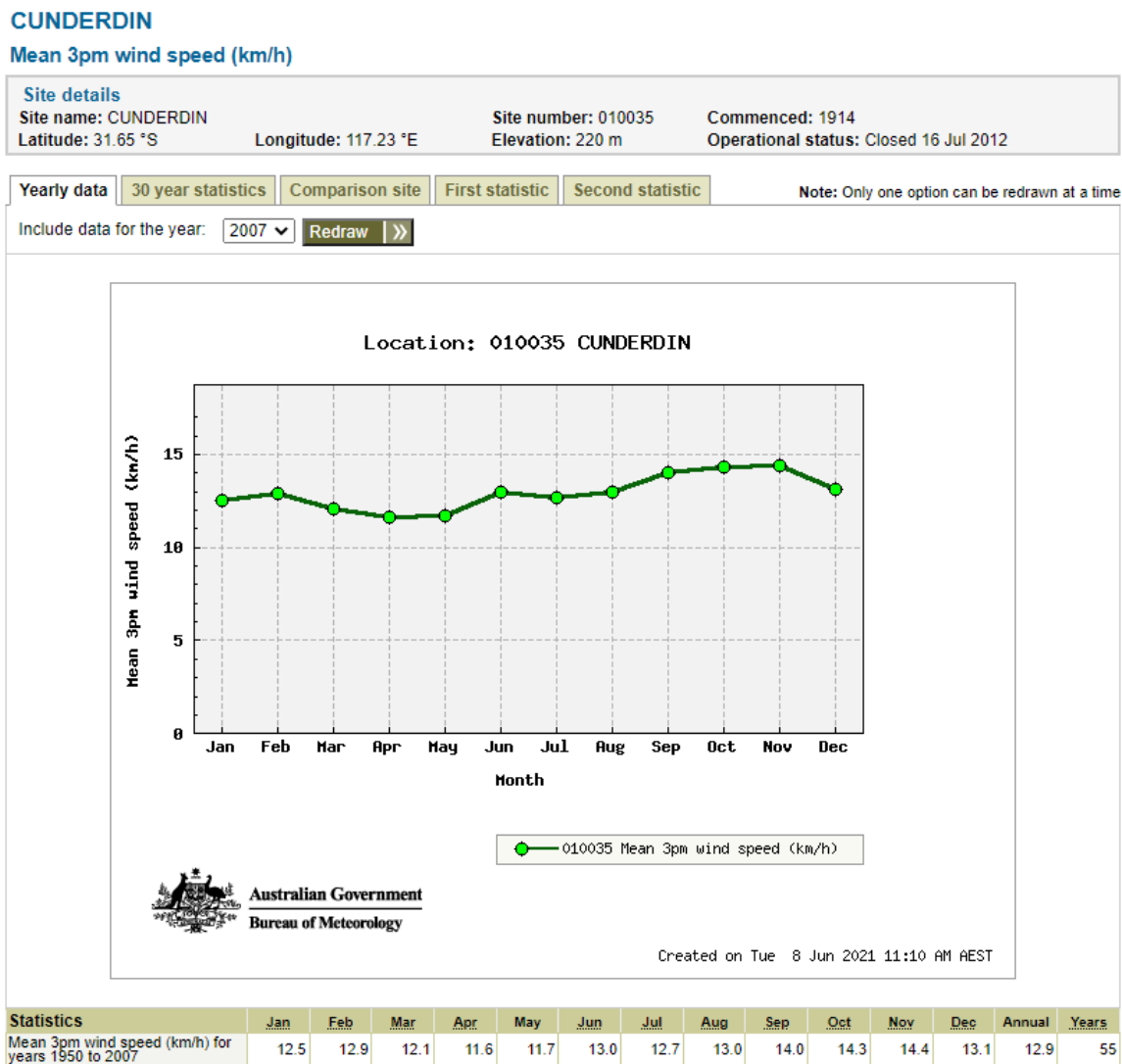


Figure 8 – Wind direction Fire Season 2020 to 2021<sup>7</sup>

<sup>7</sup> Department of Primary Industries and Regional Development Weather Station

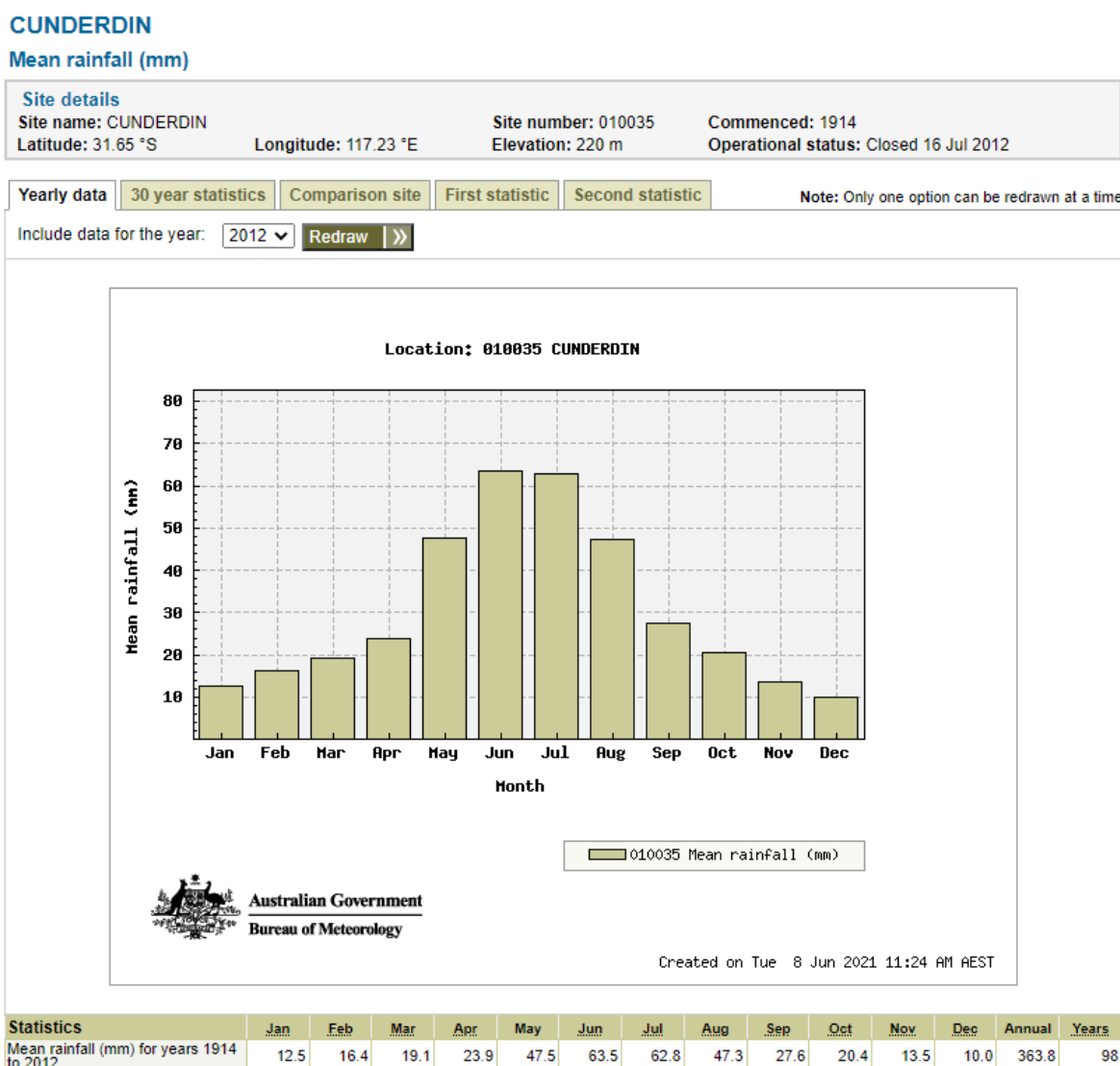
Figure 9: Average Wind Speed for Cunderdin



Source: Bureau of Meteorology

The yearly average rainfall for the Shire of Quairading is 367.2mm. The months of May to August are the wettest months with an average total rainfall of 221.1mm for the 4 months. The months of March, April, September and October are the next wettest with an average total rainfall of 91mm for this period. The months from November to February are generally the driest months and have an average total rainfall of 52.4mm. Figure 10 shows the monthly average rainfall at Cunderdin as this is the closest weather station with historical data from 1914 to 2012.

Figure 10: Average Rainfall for Cunderdin



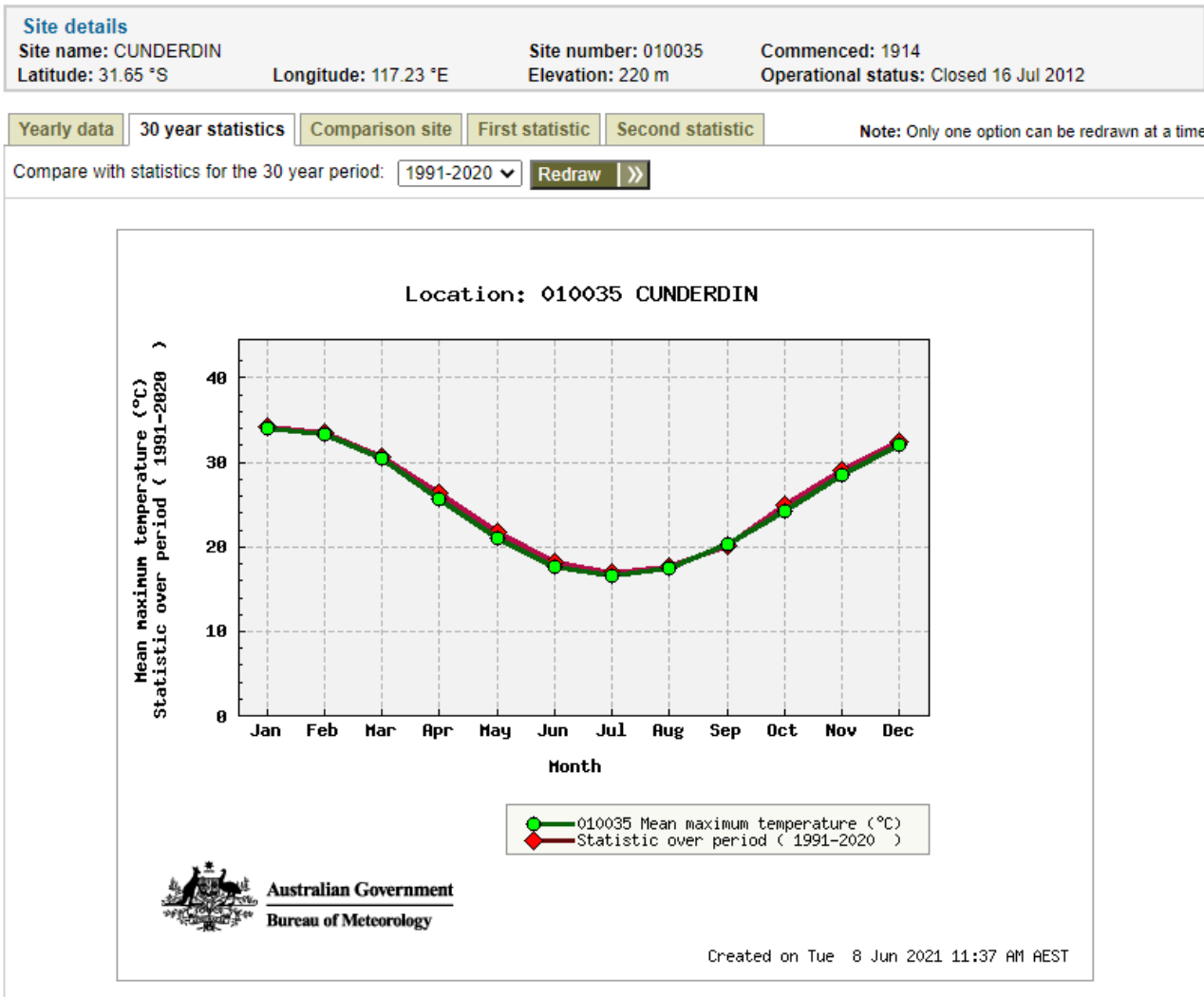
Source Bureau of Meteorology

On average the Shire of Quairading has had a yearly maximum temperature of 25.1°C and minimum temperature of 11.4°C. The months for June to August are the coldest with the average maximum temperature of 17.2°C and the average minimum temperature of 6.4°C. The months of April, May, September and October have an average maximum temperature 22.8°C and the average minimum temperature of 9.6°C. The hottest months are November to March with the average temperature of 31.9°C and the average minimum temperature of 15.6°C. Figure 11 shows the average maximum temperature from 1910 to 2012 and the average maximum temperature from 1991 to 2012, showing there is a slight increase in temperature for the last 30 years.

Figure 11: Average temperature for Cunderdin

**CUNDERDIN**

Mean maximum temperature (°C)



Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years
Mean maximum temperature (°C) for years 1950 to 2007	34.0	33.3	30.5	25.6	21.1	17.7	16.6	17.5	20.4	24.3	28.5	32.0	25.1	57
Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years
Mean maximum temperature (°C) for years 1991 to 2007	34.2	33.5	30.7	26.4	21.7	18.1	17.0	17.7	20.2	25.0	29.0	32.4	25.5	16

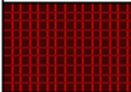





Source Bureau of Meteorology

Weather patterns in the Shire of Quairading show that the months between 1<sup>st</sup> of November to the 1<sup>st</sup> of April are the bushfire season within the Shire. During these month there is high temperature, low rainfall and an average wind speed at 3pm of 13km/hr. During these months it is not uncommon to have days of increased fire weather.

The Shire of Quairading is located within the Avon Fire Weather District. Given the prevalence of agricultural holdings within the Shire of Quairading, the Grass Fire Danger Index is the model applied to determine the Fire Danger Index (FDI) within the Shire. The FDI is a calculated using the degree of fuel curing, the air temperature, relative humidity, and wind speed for a given day. FDI is estimated using the McArthur Fire Danger Meter for grasslands or forest. The higher the FDI, the higher the fire danger.

From the FDI, predictions can be made regarding a fire's rate of spread, intensity and the potential for various suppression tactics to succeed. The FDI is the basis for determining the Fire Danger Rating (FDR), shown in Table 5, which is a scale developed to assist communities to better understand information about fire danger. During the period of 2015 to 2020 the FDR for the Avon Fire Weather District was recorded as having had 1 Catastrophic, 4 Extreme, 32 Severe and 97 Very High fire danger days.

**Table 5: Fire Danger Ratings**

FIRE DANGER RATING		FIRE DANGER INDEX	EXPECTED FIRE BEHAVIOUR
COLOUR CODING	LEVEL		
	<b>Catastrophic</b>	100+	Fires will be unpredictable, uncontrollable and fast moving, even homes built to the highest standard cannot be safely defended
	<b>Extreme</b>	75-99	Fires will be unpredictable and fast moving with only well prepared, constructed and actively defended houses likely to provide suitable shelter
	<b>Severe</b>	50-74	Fires are uncontrollable and fast moving, well prepared and actively defended homes may provide suitable shelter
	<b>Very High</b>	32-49	Fires will be difficult to control with well prepared and actively defended homes likely to provide shelter
	<b>High</b>	12-31	Fires can be controlled, well prepared and actively defended homes may provide shelter
	<b>Low/Moderate</b>	0-11	Fires can be easily controlled

### 3.2.3 Vegetation

The Shire of Quairading is located in the Avon Wheatbelt under the Interim Biogeographic Regionalisation of Australia (IBRA) regions. The Shire has been vastly cleared for use as agricultural land and the remnant vegetation is highly fragmented with only 8 % left within the Shire. Despite this, there are sizable patches of remnant vegetation that could be adversely affected by fire. Additionally, much of the remnant vegetation is along roadsides, which may provide a way for fire to spread across a large area.

There are 3 main types of native vegetation groups:

- Woodlands
- Scrubland
- Succulent steppe

The largest areas of natural vegetation found within the Shire is Medium woodlands which normally consist of Salmon Gum, York Gum and Wandoo. These trees are very fire sensitive and are easily killed by low scorch. Mitigation work in these areas will need to be sensitive to this and several methods may be needed.

The Department of Environment and Conservation Fire Management Services conducted a study in the Great Western Woodlands in 2010, the study provides the following information on bushfire behavior in similar natural vegetation as found in the areas of Quairading.

- Woodlands tend to have surface fuels accumulated only beneath individual trees, separated by areas of bare ground. Strong winds are required to allow fires to move between these discontinuous clumps of surface fuel and they will do so only slowly. There are usually few shrubs in the understorey and again, these will be separated by bare ground. Combustion of the canopy is rare as the over storey of woodlands tends to be composed of tall Eucalyptus species and there is usually little vertical continuity of fuels.
- Shrublands typically feature a surface fuel component of leaf litter overlain by a near-surface fuel component of low shrubs. Above these is often a nearly continuous vertical profile of taller shrubs and scattered mallee. The continuity of surface fuels allows fires to spread under moderate conditions, while the continuity of the vertical profile allows fire to reach higher fuels. Higher fuels are usually well aerated and contain volatile oils, factors that facilitate rapid and intense combustion. When severe weather conditions prevail, fires will burn with great intensity, consuming surface, near surface and elevated fuels as well as any higher strata that are present. The lack of a tall over storey to reduce wind speed also facilitates intense fire behaviour in shrublands.
- Succulent steppe is not flammable, being dominated by succulent leafed species.

The main vegetation within the Shire is used for agriculture (crops and pasture) and may appear to have a low bushfire risk for most of the year. During the harvest periods of the year (October to January), this vegetation becomes a significant bushfire hazard. With large areas of continuous crop the spread of fire with strong winds can make for a fast moving, large fire. This was the case in the 2015 Esperance fires in WA, of which the Cascade fire spread over an area of more than 100,000 ha in one afternoon.<sup>8</sup> The areas used for agriculture are normally gently undulating and easily accessible for firefighting efforts, however the fast moving nature of grass fires can be challenging to suppress.

### 3.2.4 Threatened Species and Communities

Native flora and fauna species together with ecological communities are significant values that require consideration in respect to bushfire risk. It is important that mitigation activities do not have a detrimental impact to threatened species and ecological communities. Within the Shire some examples of this are;

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<sup>8</sup> Cruz MG, Hurley RJ, Bessell R, Sullivan AL (2019) *Fire behaviour in wheat crops*. CSIRO Land and Water, Client Report No. EP195825, Canberra, Australia.



**Banksia cuneata** (Quairading Banksia, Matchstick Banksia) – An endangered species of flora that occurs within the Shire of Quairading, located in areas of scrub-heath or low open woodlands. Studies have shown that fire can be beneficial but also detrimental to the survival of *Banksia cuneata* if inappropriate fire regimes are used. Stace and Coates (2001) conclude that fire events less than seven years apart lead to a decline in population size as very little seed accrues on plants over this short interval. Fire cycles in the order of fifteen to twenty five years are likely to be necessary to raise population numbers, provided fires are not followed by drought (Burgman and Lamont 1992).<sup>9</sup>

**Jacksonia Quairading** (Quairading Jacksonia, Quairading Stinkwood) – An endangered species of flora and is only found in a reserve to the east of Quairading. The main identified threats to Quairading Stinkwood are firebreak and track maintenance, recreational activities, frequent fire and invasive weeds. Plants occur along firebreaks, tracks and fencelines and are at risk of being destroyed when maintenance is undertaken. This species germinates from seed following fire; however, time taken to reach maturity is unknown and too frequent fire would deplete the soil stored seedbank and lead to localised extinction (DEC, 2008).<sup>10</sup>

**Black Flanked Rock-Wallaby** - An endangered species found in the Shire of Quairading. Their habitat is within the rocky outcrops that are normally protected from extensive and high intensity fires. However, they rely on the nearby natural vegetation as a food and water source. If a fire or inappropriate fire mitigation was to burn this natural vegetation the Black flanked wallaby would need to travel larger distances away from the security of the rocks to find a food source thus increasing the risk of exposure to predators. Another consideration is the fact that the habitat is a rocky outcrop reducing the movement and access for the purposes of mitigation and firefighting activities.

Any treatments need to consider the requirements of all the flora and fauna on site. Response strategies should be environmentally sensitive within the constraints of the incident and the Shire will take every opportunity to remind landowners/managers of their obligation to obtain appropriate clearances and approvals prior to commencing vegetation-based treatments.

Another consideration in regards to flora during the prevention and response to bushfire is the spread of diseases like *Phytophthora dieback*. This disease is spread easily through the movement of infected soils on vehicles, machinery and footwear. This risk must be considered during all stages of mitigation planning and steps are to be taken to minimize the spread of this disease.

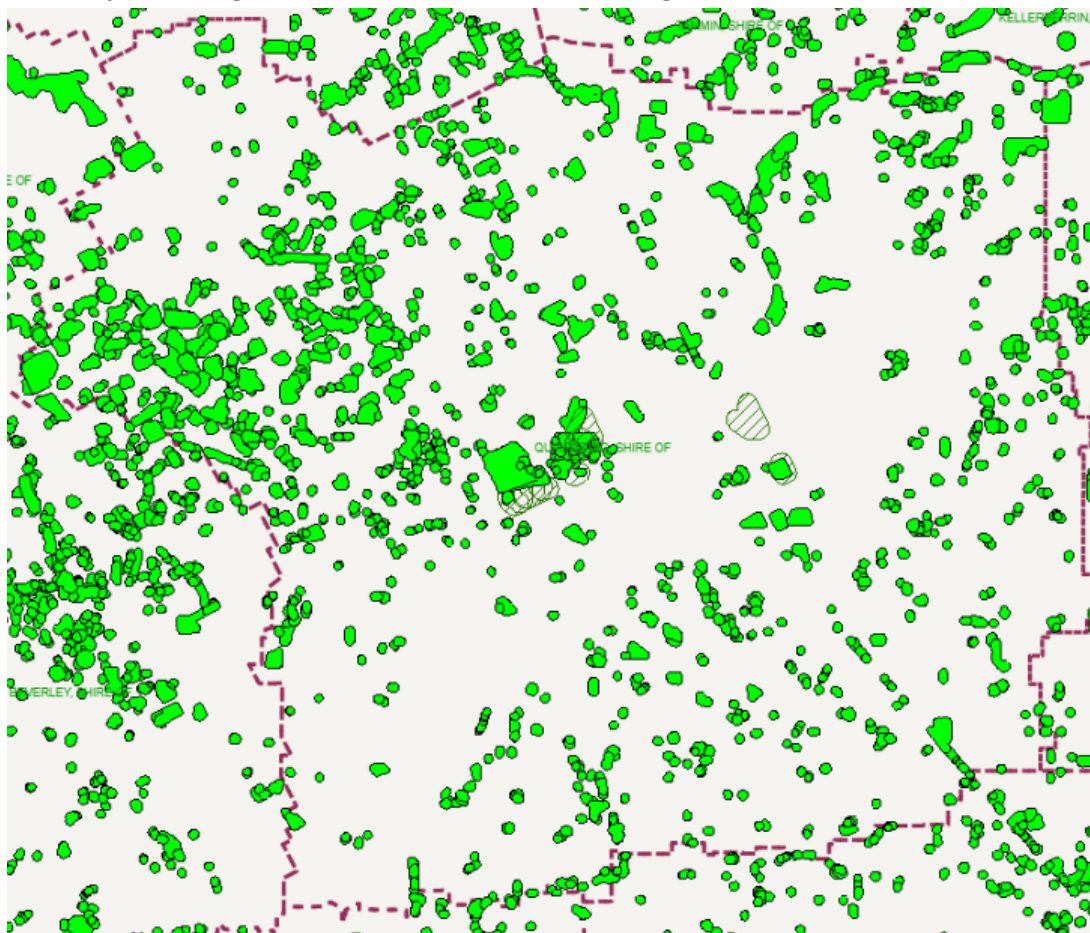
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<sup>9</sup> Department of Environment and Conservation (2009) Matchstick Banksia (*Banksia cuneata*) Recovery.. Commonwealth Department of the Environment, Water, Heritage and the Arts, Canberra

<sup>10</sup> Approved Conservation Advice (s266B of the Environment Protection and Biodiversity Conservation Act 1999)

A list of the Declared Rare Flora and Fauna applicable to the Shire of Quairading is included at Appendix C. The following map (Figure 13) shows the general location of Threatened Ecological Communities within the Shire.

**Figure 13 – Map reflecting the locations of Threatened Ecological Communities<sup>11</sup>**



### 3.2.5 Bushfire Frequency and Causes of Ignition

The main causes of fire starting in the Shire are due to dry lightning, agricultural processes and that of vehicle movement through the Shire by road.

Dry lightning storms can cause multiple ignition sites in an area in a small space of time, normally these storms have associated winds that can increase the size of these ignition points into large fires in a small amount of time.

The main risk of ignitions associated with agriculture is during the harvest period. Vehicles and machinery used during harvesting operations can easily ignite fires in cured crops through sparks or heat and added with the dryness of the crop, fires can spread fast. To reduce the risk of agricultural fires, it is required in the Quairading Shire to have an operational firefighting appliance in or adjoining the paddock where harvest operations are

<sup>11</sup> DFES Bushfire Risk Management System

happening. The Shire uses Harvest and Vehicle Movement Bans to restrict activities likely to cause ignitions, which are applied by a representative of the Shire when weather conditions hit trigger points (FDI 31 or above).

Transportation corridors also contribute to bushfire ignitions within the Shire due to the increased volume of activities occurring, and the concentration of people in an area that are likely to witness and report a fire. Some causes of ignition in these corridors have been due to cigarette butts being disposed of out of moving vehicles, Heat or sparks from vehicles moving off roads and into long grass, and mechanical faults.

**Table 6: Recorded Causes of Ignition<sup>12</sup>**



Government of Western Australia  
Department of Fire & Emergency Services



**All Bushfires**  
LGA of QUAIRADING (S)  
from 01/07/2016 to 08/06/2021

A Bushfire is considered to be any vegetation fire (bush, grass, scrub, forest): of any size

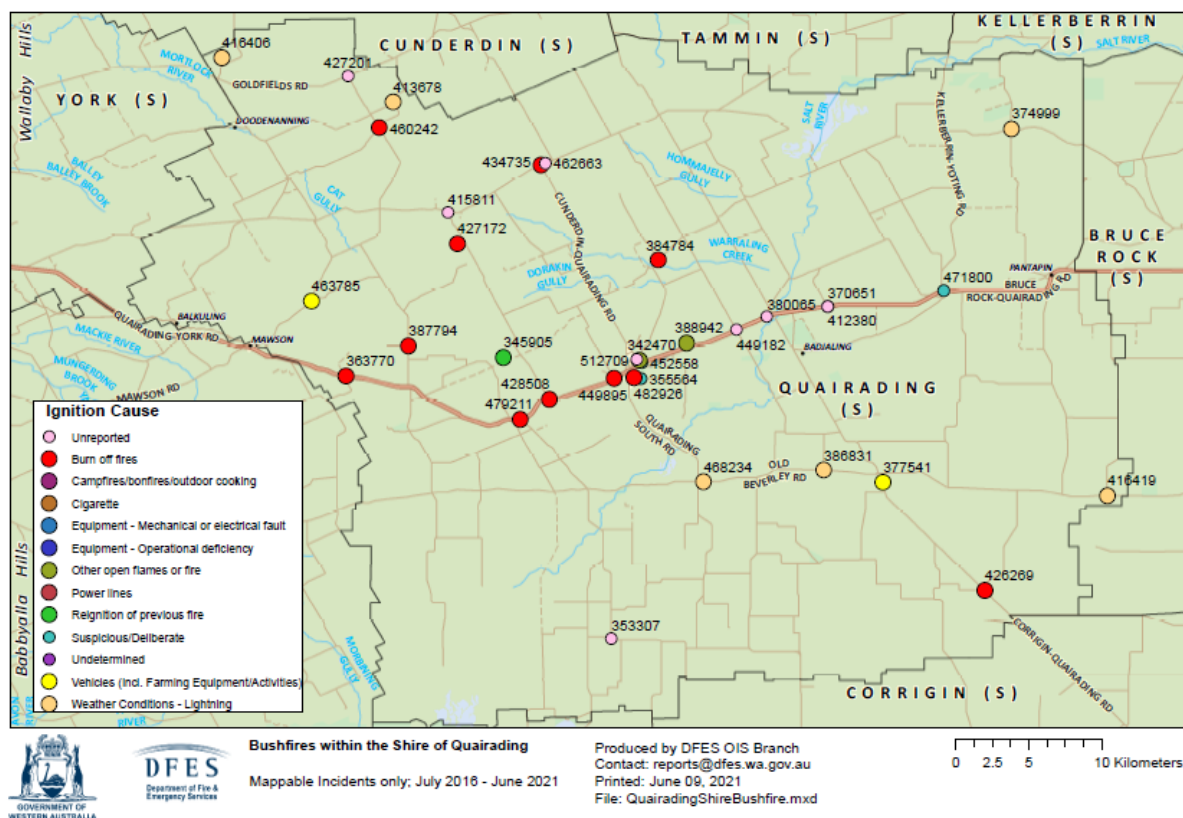
**Bushfires Summary of Ignition Report**

**Total for the Shire of Quairading**

	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021	Total
<b>Reported Cause</b> <b>Total Number of Bushfires:</b>	<b>5</b>	<b>8</b>	<b>10</b>	<b>10</b>	<b>1</b>	<b>34</b>
Burn off fires	1	2	4	4	0	11
Human Error (Left on, knock over, unattended etc.)	0	1	0	0	0	1
Other open flames or fire	1	1	0	0	0	2
Reignition of previous fire	1	0	0	0	0	1
Suspicious/Deliberate	1	0	0	2	0	3
Unreported	1	1	3	2	1	8
Vehicles (incl. Farming Equipment/Activities)	0	1	0	1	0	2
Weather Conditions - Lightning	0	2	3	1	0	6

<sup>12</sup> Department of Fire and Emergency Service

Figure 14: Location of recorded fires 01/07/2016 – 8/06/2021<sup>13</sup>



### 3.2.6 Current Bushfire Risk Management Activities

Local Government Wide Controls are activities that reduce the overall bushfire risk within the Shire of Quairading. These types of activities are not linked to specific assets, and are applied across all or part of the local government as part of normal business or due to legislative requirements.

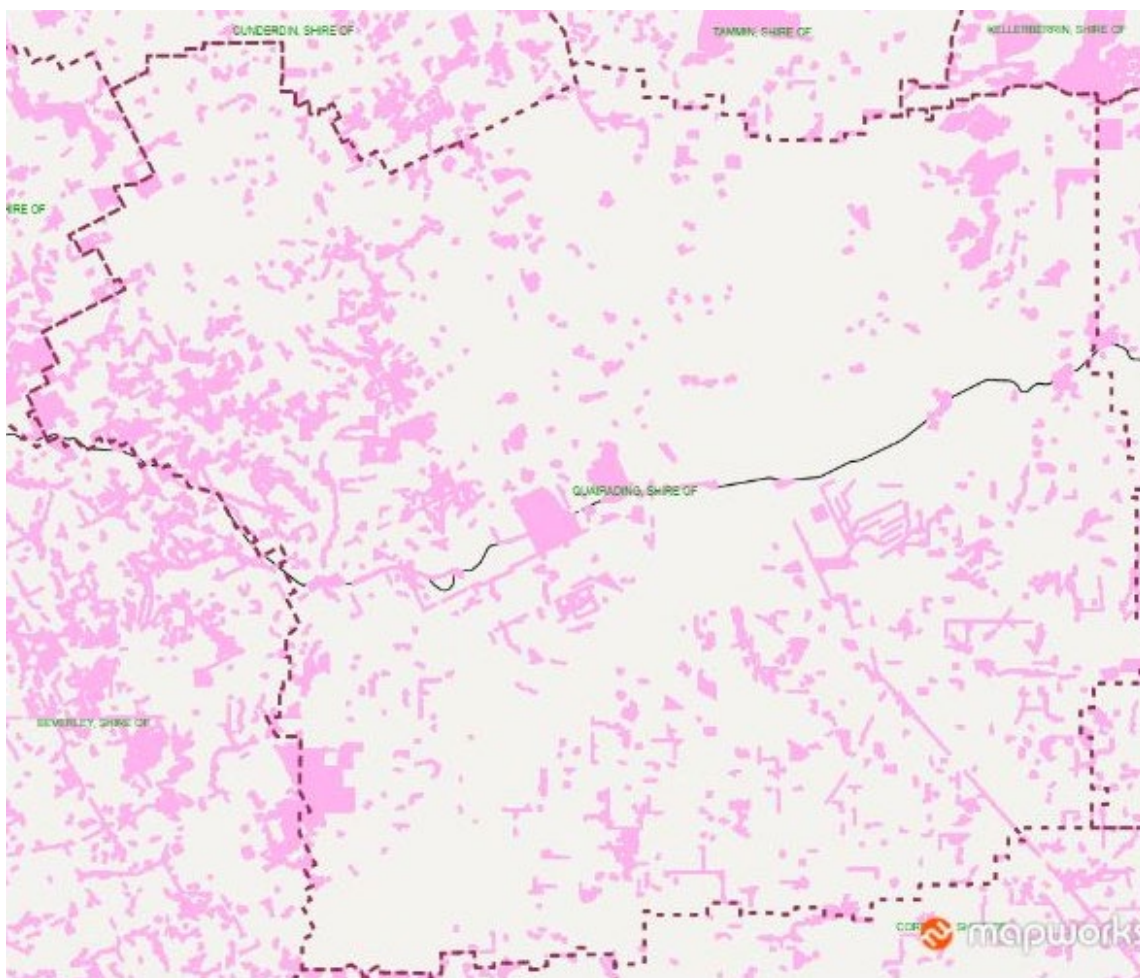
Further information about the Local Government Wide Controls and how they will support the treatment of bushfire risk can be found in section 6.1 Local Government Wide Controls.

#### Map of Bushfire Prone Areas

The intent of the WA Government’s Bushfire Prone Planning Policy is to implement effective risk based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure. The *State Planning Policy 3.7 – Planning for Bushfire Prone Areas* ensures bushfire risk is given due consideration in all future planning and development decisions. This policy does not apply retrospectively, however the BRM Plan can help address this risk for existing development by establishing an effective treatment plan to manage unacceptable community risks within the broader landscape. The Shire of Quairading Bushfire Prone Area is shown in Figure 15.

<sup>13</sup> Department of Fire and Emergency Service

Figure 15 – Bushfire Prone Map of the Shire of Quairading



Source: DFES BRMS

## Volunteer Fire Brigades

There are 5x Bush Fire Brigades (BFB) and 1x Volunteer Fire and Rescue Service (VFRS) brigade within the Shire of Quairading. The Quairading Shire has 111 registered volunteer BFB members with an average age of 51. The appliances are as below:

- **Quairading Central BFB** - 1x 4.4 Broad acre appliance and 1 x 2.4 Broad acre appliance
- **Balkuling/Doodenanning BFB** - 4.4 Broad acre appliance
- **Quairading North BFB** - 4.4 Broad acre appliance
- **Wamenusking BFB** - 4.4 Broad acre appliance
- **South Caroling BFB** - 4.4 Broad acre appliance
- **Quairading VFRS (DFES)** – 3.4 Urban appliance and light tanker
- There is also a large number of privately owned farm appliances within the Shire that may assist with response activities.

## Burning Restrictions

Burning restrictions within the Shire of Quairading are as follows:

- Restricted Burning Times – 16<sup>th</sup> October to the 31<sup>st</sup> October and 1<sup>st</sup> March to the 30<sup>th</sup> March (Permits are needed in this period)
- Prohibited Burning Times - 1<sup>st</sup> November to 28<sup>th</sup> February

When required, Harvest and Vehicle Movement Bans are issued by the Shire and Total Fire Bans are declared by DFES.

## ***Bush Fires Act 1954 Section 33 Fire Management Notices***

The Shire publishes an annual Firebreak Order and Fire Preparedness Notice which sets out the requirements for fuel reduction and fire break requirements with in the town site and on rural land.

The Section 33 Notices are used to achieve community wide asset protection by reducing the spread of fire and allowing access to properties for firefighting efforts.

## Community engagement activities

While compliance in line with landowner responsibilities detailed in the Shire's annual Fire Break Notice, is generally good, when it comes to preparatory efforts (i.e. in line with general prevention and preparedness around individual properties) community engagement is more challenging, mainly due to time constraints and conflicting priorities. A level of complacency (it won't happen to me) is apparent within the community. The Shire promotes key messages regarding community awareness and resilience through local media leading up to fire season.

## 4. Asset Identification and Risk Assessment

### 4.1. Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines and recorded in BRMS. Identified assets are categorized into the following categories and subcategories provided in Table 4.

**Table 7 – Asset Categories and Subcategories**

Asset Category	Asset Subcategories
<b>Human Settlement</b>	<p><b>Residential areas</b> Residential areas, including dwellings in rural areas and the rural-urban interface.</p> <p><b>Places of temporary occupation</b> Commercial and industrial areas, mining sites or camps and other locations where people may work or gather.</p> <p><b>Special risk and critical facilities</b> Locations and facilities where occupants may be especially vulnerable to bushfire for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• Occupants may have limited knowledge about the impact of bushfires;</li> <li>• Occupants may have a reduced capacity to evaluate risk and respond adequately to bushfire event;</li> <li>• Occupants may be more vulnerable to stress and anxiety arising from a bushfire event or the effects of smoke;</li> <li>• There may be significant communication barriers with occupants;</li> <li>• Relocation and/or management of occupants may present unique challenges or difficulties, such as transportation, or providing alternative accommodation, healthcare or food supplies; or</li> <li>• Facilities that are critical to the community during a bushfire emergency.</li> </ul>
<b>Economic</b>	<p><b>Agricultural</b> Areas under production, such as pasture, livestock, crops, viticulture, horticulture and associated infrastructure.</p> <p><b>Commercial and industrial</b> Major industry, waste treatment plants, mines (economic interest), mills, processing and manufacturing facilities and cottage industry.</p> <p><b>Critical infrastructure</b> Power lines and substations, water pumping stations, tanks/bores and pipelines, gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and waste water treatments plants.</p> <p><b>Tourist and recreational</b> Tourist attractions, day-use areas and recreational sites that generate significant tourism and/or employment within the local area. These assets are different to tourist accommodation described as a Human Settlement Asset (see above).</p> <p><b>Commercial forests and plantations</b> Plantations and production native forests.</p> <p><b>Drinking water catchments</b></p>

Asset Category	Asset Subcategories
	Land and infrastructure associated with drinking water catchments.
<b>Environmental</b>	<p data-bbox="466 421 582 459"><b>Protected</b></p> <p data-bbox="466 461 1125 499">Flora, fauna and ecological communities that are listed as a:</p> <ul data-bbox="512 501 1396 907" style="list-style-type: none"> <li>• Critically Endangered, Endangered or Vulnerable species under the Environmental Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act 1999) (including associated critical habitat);</li> <li>• Critically Endangered, Endangered or Vulnerable species under the Biodiversity Conservation Act 2016;</li> <li>• Critically Endangered, Endangered or Vulnerable ecological community under the EPBC Act 1999 (Cth);</li> <li>• Critically Endangered, Endangered or Vulnerable Threatened Ecological Community (TEC) endorsed by the Minister for Environment (WA);</li> <li>• Fauna protected under international conventions; and</li> <li>• Ramsar wetlands of international importance.</li> </ul> <p data-bbox="466 943 558 981"><b>Priority</b></p> <p data-bbox="466 983 1029 1021">Flora, fauna and ecological communities that are a:</p> <ul data-bbox="512 1023 1396 1171" style="list-style-type: none"> <li>• Priority species listed on the Priority Flora or Priority Fauna Lists held by DBCA (Priority 1-5).</li> <li>• Priority Ecological Community (PEC) (Priority 1-5); and</li> <li>• Wetlands of national or state importance.</li> </ul> <p data-bbox="466 1207 670 1245"><b>Locally important</b></p> <p data-bbox="466 1247 1396 1350">Species, populations, ecological communities or habitats that the local community or independent scientific experts consider important for the area and for which there is some scientific evidence that protection would be beneficial.</p> <p data-bbox="466 1352 798 1391">Wetlands of local importance.</p> <p data-bbox="466 1393 893 1431">Sites being used for scientific research.</p>
<b>Cultural</b>	<p data-bbox="466 1480 686 1518"><b>Aboriginal heritage</b></p> <p data-bbox="466 1520 1340 1559">Places of indigenous significance identified by the DPLH or the local community.</p> <p data-bbox="466 1561 678 1599"><b>European heritage</b></p> <p data-bbox="466 1601 1396 1671">Non-Indigenous heritage assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List.</p> <p data-bbox="466 1673 630 1711"><b>Local heritage</b></p> <p data-bbox="466 1713 1396 1783">Assets identified in a Municipal Heritage Inventory or by the local community as being significant to local heritage.</p> <p data-bbox="466 1785 534 1823"><b>Other</b></p> <p data-bbox="466 1825 1396 1895">Other assets of cultural value to the local community, for example community halls, churches, clubs and recreation facilities.</p>



## 4.2. Assessment of Bushfire Risk

Risk assessments have been undertaken for each asset or group of assets identified using the methodology described in the Guidelines.

The *Asset Risk Register* will be maintained in BRMS, this information is not included in the plan because it contains information deemed personal and contains locations of cultural and environmental importance.

The percentage of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in Table 5.

**Table 8 – Asset Category Proportions**

Asset category	Proportion of identified assets
Human Settlement	81%
Economic	14%
Environmental	0.8%
Cultural	4.2%

### 4.3.1 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is different for each asset category: Human Settlement; Economic; Environmental; and Cultural.

The methodology used to determine the consequence rating for each asset category is based on the following:

- **Consequence Rating – Human Settlement, Economic and Cultural Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the hazard posed by the classified vegetation and the vulnerability of the asset.

- **Consequence Rating – Environmental Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.

### **4.3.2 Likelihood Assessment**

Likelihood is described as the potential of a bushfire igniting, spreading and impacting an asset. The approach used to determine the likelihood rating is the same for each asset category: Human Settlement; Economic; Environmental; and Cultural.

### **4.3.3 Assessment of Environmental Assets**

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five-year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five-year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period of this BRM Plan) was determined to be minimal, and may even be of benefit to the asset and surrounding habitat.

### **4.3.4 Local Government Asset Risk Summary**

A risk profile for the local government is provided in Table 6. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

**Table 9– Local Government Asset Risk Summary**

Asset Category	Risk Rating				
	Low	Medium	High	Very High	Extreme
Human Settlement	5.8%	8.2%	21.5%	19.9%	25.7%
Economic	2.9%	2.4%	2.9%	5%	0.8%
Environmental	0%	0	0.3%	0.5%	0%
Cultural	1.3%	0.5%	1.3%	0.5%	0.5%

## 5. Risk Evaluation

### 5.1. Evaluating Bushfire Risk

The risk rating for each asset has been assessed against the consequence and likelihood descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Consequence and likelihood ratings assigned to each asset are appropriate; and
- Local issues have been considered.

### 5.2. Risk Acceptability

Risks below a certain level were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances risk acceptability and treatment will be determined by the land owner, in collaboration with local government and fire agencies. However, as a general rule, the following courses of action have been adopted for each risk rating.

**Table10 – Criteria for Acceptance of Risk and Course of Action**

Risk Rating	Criteria for Acceptance of Risk	Course of Action
<b>Extreme</b>	Only acceptable with excellent controls. Urgent treatment action is required.	<p>Routine controls are not enough to adequately manage the risk. Specific action is required in first 2 years of the BRM Plan.</p> <p>Treatments will be approached by:</p> <ul style="list-style-type: none"> <li>• Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure.</li> <li>• Treatments that benefit vulnerable communities will be given priority.</li> <li>• Identification of partnerships with other agencies for strategic mitigation.</li> <li>• Communication with asset owners in this class will be priorities and focus on increasing understanding of the risk facing these assets (see Communications plan).</li> </ul>
<b>Very High</b>	Only acceptable with excellent controls. Treatment action is required.	<p>Routine controls are not enough to adequately manage the risk. Specific action is required in first 3 years of the BRM Plan.</p> <p>Treatments will be approached by:</p> <ul style="list-style-type: none"> <li>• Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure.</li> <li>• Treatments that benefit vulnerable communities will be given priority.</li> <li>• Identification of partnerships with other agencies for strategic mitigation.</li> <li>• Communication with asset owners will be as per the Communications Plan and focus on increasing understanding of the risk facing these assets.</li> </ul>
<b>High</b>	Only acceptable with adequate controls. Treatment action required.	<p>Routine controls are not enough to adequately manage the risk. Specific action is required in the life of the BRM Plan.</p> <p>Treatments will be approached by:</p> <ul style="list-style-type: none"> <li>• Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure.</li> <li>• Treatments that benefit vulnerable communities will be given priority.</li> <li>• Identification of partnerships with other agencies for strategic mitigation.</li> <li>• Communication with asset owners will be as per the Communications Plan and focus on increasing understanding of the risk facing these assets.</li> </ul>

<b>Medium</b>	Acceptable with adequate controls. Treatment action is not required but risk must be monitored regularly.	Specific actions are not required. Risk may be managed with routine controls and monitored periodically throughout the life of the BRM Plan.
<b>Low</b>	Acceptable with adequate controls. Treatment action is not required but risk must be monitored.	Specific actions are not required. Risk will be managed with routine controls and monitored as required.

### 5.3. Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS and recorded in the Treatment Schedule, based on the asset's risk rating. Table 9 shows how consequence and likelihood combine to give the risk rating and subsequent treatment priority for an asset.

**Table 11 – Treatment Priorities**

		Consequence			
		Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
	Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
	Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
	Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

## 6. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment. There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

### 6.1. Local Government Wide Controls

Local government wide controls are activities that are non-asset specific, rather they reduce the overall bushfire risk within the local government.

The Local Government Wide Controls Table has been developed and attached (Appendix B). The Table identifies the current controls in place (see section 3.2.6 for detailed information on these), including any work planned to improve current controls, or implement new controls to better manage bushfire risk across the Shire

## 6.2. Asset Specific Treatment Strategies

Asset specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are five asset specific treatment strategies:

- **Fuel management**

Treatment reduces or modifies the bushfire fuel through manual, chemical and planned burning methods;

- **Ignition management**

Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;

- **Preparedness**

Treatments aim to improve access and water supply arrangements to assist firefighting operations;

- **Planning**

Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and

- **Community Engagement**

Treatments seek to build relationships, raise awareness and change the behavior of people exposed to bushfire risk.

## 6.3. Development of the Treatment Schedule

The Treatment Schedule is a list of bushfire risk treatments recorded within BRMS that will be implemented to manage unacceptable bushfire risks. The Shire of Quairading will be focusing on developing a program of works that covers activities to be undertaken within the first year after the approval of the BRM Plan. The Treatment Schedule will evolve and develop throughout the life of the BRM Plan.

The Treatment Schedule will be developed in broad consultation with land owners and other stakeholders, including DFES and DBCA. The Communication Strategy (Appendix A) provides further information on the stakeholders involved and the activities planned for their engagement.

Land owners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land owner. However, the onus is still on the land owner to ensure treatments detailed in the Treatment Schedule are completed.

## 7. Monitoring and Review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the Communication Strategy and Treatment Schedule.

### 7.1. Review

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council approval. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to organizational responsibilities or legislation;
- Changes to the bushfire risk profile of the local government; or
- Following a major fire event.

### 7.2. Monitoring

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis as described in Table 10 – Criteria for Acceptance of Risk and Course of Action. New assets will be added to the Asset Risk Register when they are identified.

### 7.3. Reporting

The reporting requirements will be managed by a member of staff designated by the Chief Executive Officer.

On request, the Shire of Quairading may contribute relevant information to be included in the *Fuel Management Activity Report* produced annually by OBRM.



## 8. Glossary

<b>Asset</b>	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
<b>Asset Category</b>	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
<b>Asset Owner</b>	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
<b>Asset Register</b>	A component within the Bushfire Risk Management System (BRMS) used to record the details of assets identified in the Bushfire Risk Management Plan (BRM Plan).
<b>Asset Risk Register</b>	A report produced within the BRMS that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the BRM Plan.
<b>Bushfire</b>	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective.
<b>Bushfire Hazard</b>	The hazard posed by the classified vegetation, based on the vegetation category, slope and separation distance.
<b>Bushfire Risk Management Plan</b>	A development related document that sets out short, medium and long term bushfire risk management strategies for the life of a development.
<b>Bushfire Risk</b>	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
<b>Bushfire Risk Management</b>	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
<b>Bushfire Risk</b>	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
<b>Consequence</b>	The outcome or impact of a bushfire event.

<b>Draft Bushfire Risk Management Plan</b>	The finalised draft BRM Plan is submitted to the Office of Bushfire Risk Manager (OBRM) for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for approval.
<b>Geographic Information System (GIS)</b>	A data base technology, linking any aspect of land-related information to its precise geographic location.
<b>Land Owner</b>	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
<b>Likelihood</b>	The chance of something occurring. In this instance, it is the potential of a bushfire igniting, spreading and impacting on an asset.
<b>Locality</b>	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
<b>Map</b>	The mapping component of the BRMS. Assets, treatments and other associated information is spatially identified, displayed and recorded within the Map.
<b>Planning Area</b>	A geographic area determine by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
<b>Priority</b>	See Treatment Priority.
<b>Risk Acceptance</b>	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
<b>Risk Analysis</b>	The application of consequence and likelihood to an event in order to determine the level of risk.
<b>Risk Assessment</b>	The systematic process of identifying, analysing and evaluating risk.
<b>Risk Evaluation</b>	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
<b>Risk Identification</b>	The process of recognising, identifying and describing risks.
<b>Risk Register</b>	A component within the BRMS used to record, review and monitor risk assessments and treatments associated with assets recorded in the BRM Plan.
<b>Risk treatment</b>	A process to select and implement appropriate measures undertaken to modify risk.
<b>Rural</b>	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops.
<b>Rural Urban Interface</b>	The line or area where structures and other human development adjoin or overlap with undeveloped bushland.

<b>Slope</b>	The angle of the ground's surface measured from the horizontal.
<b>Tenure Blind</b>	An approach where multiple land parcels are consider as a whole, regardless of individual ownership or management arrangements.
<b>Treatment</b>	An activity undertaken to modify risk, for example a planned burn.
<b>Treatment Objective</b>	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
<b>Treatment Manager</b>	The organisation, or individual, responsible for all aspects of a treatment listed in the <i>Treatment Schedule</i> of the BRM Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
<b>Treatment Planning Stage</b>	The status or stage of a treatment as it progresses from proposal to implementation.
<b>Treatment Priority</b>	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
<b>Treatment Schedule</b>	A report produced within the BRMS that details the treatment priority of each asset identified in the BRM Plan and the treatments scheduled.
<b>Treatment Strategy</b>	The broad approach that will be used to modify risk, for example fuel management.
<b>Treatment Type</b>	The specific treatment activity that will be implemented to modify risk, for example a planned burn.
<b>Vulnerability</b>	The susceptibility of an asset to the impacts of bushfire.

## 9. Common Abbreviations

<b>AFAC</b>	Australasian Fire and Emergency Services Authorities Council
<b>BFAC</b>	Bush Fire Advisory Committee
<b>BRM</b>	Bushfire Risk Management
<b>BRM Branch</b>	Bushfire Risk Management Branch (DFES)
<b>BRM Plan</b>	Bushfire Risk Management Plan
<b>BRMS</b>	Bushfire Risk Management System
<b>DBCA</b>	Department of Biodiversity, Conservation and Attractions
<b>DFES</b>	Department of Fire and Emergency Services
<b>DPLH</b>	Department of Planning, Lands and Heritage
<b>EPBC Act</b>	Environmental Protection and Biodiversity Conservation Act
<b>FPC</b>	Forest Products Commission
<b>GIS</b>	Geographical Information System
<b>LEMC</b>	Local Emergency Management Committee
<b>OBRM</b>	Office of Bushfire Risk Management (DFES)
<b>PEC</b>	Priority Ecological Community
<b>SEMC</b>	State Emergency Management Committee
<b>TEC</b>	Threatened Ecological Community
<b>UCL</b>	Unallocated Crown Land
<b>UMR</b>	Unmanaged Reserve
<b>WA</b>	Western Australia
<b>WAPC</b>	Western Australian Planning Commission

## 10. Appendices

<b>Appendix A</b>	Communication Strategy
<b>Appendix B</b>	Local Government Wide Controls Table
<b>Appendix C</b>	Threatened Species



Shire of Quairading

Bushfire Risk Management Planning

# COMMUNICATION STRATEGY

## Document Control

<b>Document Name</b>	Bushfire Risk Management Plan Communications Strategy
<b>Document Owner</b>	Shire of Quairading, CEO
<b>Document Location</b>	<a href="#">Add as required</a>
<b>Current Version</b>	1.1
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<b>Next Review Date</b>	<a href="#">DD/MM/YYYY</a>

## Related Documents

Title	Version	Date
Shire of Quairading Bushfire Risk Management Plan		

[Add rows as required](#)

## Amendment List

Version	Date	Author	Section

[Add rows as required](#)

## 11. Introduction

A Bushfire Risk Management (BRM) Plan is a strategic document that outlines the approach to the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Quairading

This Communication Strategy accompanies the BRM Plan for the Shire of Quairading

It documents the:

- communication objectives;
- roles and responsibilities for communication;
- key stakeholders;
- stakeholders engaged in the development of the BRM Plan and Treatment Schedule; and
- Communication Plan for the implementation and review of the BRM Plan including: target audiences and key messages at each project stage; communication risks and strategies for their management; and communication monitoring and evaluation procedures.

## 12. Communications Overview

### 12.1. Communication Objectives

The communication objectives for the development, implementation and review of the BRM Plan for the Shire of Quairading are as follows:

1. Key stakeholders understand the purpose of the BRM Plan and their role in the BRM planning process.
2. Stakeholders who are essential to the BRM planning process, or can supply required information, are identified and engaged in a timely and effective manner.
3. Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.



4. Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government.
5. The community and other stakeholders engage with the BRM planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.

## **12.2. Communication Roles and Responsibilities**

Shire of Quairading is responsible for the development, implementation and review of the Communication Strategy. Key stakeholders support local government by participating in the development and implementation of the Communications Strategy as appropriate. An overview of communication roles and responsibilities follows:

- CEO, Shire of Quairading, is responsible for endorsement of the BRM Plan Communications Strategy.
- Shire of Quairading, responsible for external communication with the local government area.
- Bushfire Risk Management Planning Coordinator, Shire of Quairading, responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.

### 12.3. Key Stakeholders for Communication

The following table identifies key stakeholders in BRM planning process, its implementation and review. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or Interest	Level of impact of outcomes	Level of engagement
Shire of Quairading	Plan owner. Major role in the development, management and review of the plan. Responsible for treatments on land they own/manage	High	Inform, consult, involve, collaborate and empower
Department of Fire and Emergency Services (DFES)	Major role with support in the development and review of the plan. Support for treatment implementation	High	Inform, consult, involve and collaborate
Department of Biodiversity Conservation and Attractions (DBCA)	Major role as land and asset owner/ managers with planning. Support with treatment implementation. Interested party	High	Inform, consult, involve, collaborate and empower
Private land holders	Major role as land and asset owner/ managers. Support with treatment implementation. Interested party	High	Inform, consult, involve, collaborate and empower
Australian Rail Commission (ARC)	Major role as land and asset owner/ managers. Support with treatment implementation. Interested party	Medium	Inform, consult, involve, collaborate and empower
Local fire volunteers	Support planning and implementation of treatments	High	Inform, consult, involve, collaborate and empower
Main Roads	Role as land and asset owner/ managers. Support with treatment implementation. Interested party	Medium	Inform, consult, involve, collaborate and empower

Water Corp	Role as land and asset owner/ managers. Support with treatment implementation. Interested party	Medium	Inform, consult, involve, collaborate and empower
Department of Planning, Lands and Heritage	Major role as land and asset owner/ managers. Support with treatment implementation. Interested party	Medium	Consult, involve and collaborate
Electrical Supplier	Role as asset owner/ managers. Support with treatment implementation. Interested party	Medium	Inform, consult, involve, collaborate and empower
Telecommunications Provider	Role as asset owner/ managers. Support with treatment implementation. Interested party	Medium	Inform, consult, involve, collaborate and empower
Shire of Quairading Community	Interested party	Medium	Inform, consult and involve
Interested party	Interested Party	Medium	Inform, consult and involve

### 13. Communications Log – Development of the BRM Plan

This Communications Log captures the communications with key internal and external stakeholders that occurred during the development of the BRM Plan. Record any significant conversations, community engagement events, emails, meetings, presentations, workshops and other communication initiatives.

#### Development of the BRM Plan

Timing of communication	Stakeholders	Purpose	Summary	Communication Method	Lesson Identified	Follow up
15/2/2021,5/7/2021, 13/10/2021 and 25/11/2021	Shire of Quairading CEO, Senior Leadership Team	1 – 3 & 5	Inform and consult Input into plan Confirm project objectives Project updates	Email Face to face meetings Presentation	Resource constraints could limit their ability to participate	Project updates
March 2021	LEMC	1 – 3 & 5	Confirm project objectives Project updates	Face to face meetings Presentation	Stakeholders willingness to participate	Project updates
March and July 2021	DBCA	1 – 3 & 5	Inform and consult Confirm project objectives Project updates	Email Telephone	Resource constraints could limit their ability to participate	
February to October 2021	DFES BRMO	1 – 3 & 5	Compliance and governance Plan endorsement Sharing information	Email Face to face meetings Telephone	Time constraints	Project updates
December 2020 to October 2021	CESM		Inform and consult Confirm project objectives Input into plan and treatments Project updates Identify Risk and share information	Email Face to face meetings Telephone	Time constraints	Project updates

21/6/2021	Water Corp	1 – 3 & 5	Inform and consult	Telephone	Time constraints	
28/6/2021 and 13/7/2021	ARC Infrastructure	1 – 3 & 5	Inform and consult	Telephone and Email	Time constraints	
25/1/2021 and 10/2/2021	Main Roads	1 – 3 & 5	Inform and consult	Telephone and Email	Time constraints	
5/2/2021	Western Power	1 – 3 & 5	Inform and consult	Telephone and Email	Time constraints	

In addition to these activities informal conversation have been held with Landowners and community members as the opportunities arose

### Development of the Treatment Schedule

Timing of communication	Stakeholders	Communication Objective(s)	Summary	Communication Method	Identified Risks to Communication	Strategy to Manage Risks
Life of the Plan	Shire of Quairading CEO, Senior Leadership Team and Council	1 – 3 & 5	Reduction of fuel loads on Shire managed lands Risks to community Strategic fire breaks Planned works identified	Email Face to face meeting Telephone Presentations	Government funding Time constraints LG budgeting constraints	Stay up to date with process improvements
Life of Plan	Shire of Quairading Building and Works	1 – 3 & 5	Reduction of fuel loads on LG managed land Upgrades to strategic firebreaks	Email Face to face meeting Telephone	Limited time, Not preparing Poor communication from stakeholders and LG on completion of works	Treatments applied Positive feedback received on treatment supplied Risk ratings reduce
Life of the Plan	Chief Bushfire Control Officer (CBFCO), Bushfire Brigades, Brigade Captains	1 – 3 & 5	Confirm project and objectives Seek input into treatment plans and providing project updates Identify Risk and share information Availability of volunteers Planned works identified	Email Face to face meeting Telephone Presentations Community Engagement activities	Clarify misunderstandings and intentions of plan Confirm benefits-Preparation	Stay up to date with process improvements Availability of Volunteers

					Ensure current information on the BRM Plan Project is available	
Biannually or as required	Bushfire Advisory Committee (BFAC)	1 – 3 & 5	Confirm project and objectives Seek input into treatment plans and providing project updates Identify Risk and share information	Email Face to face meeting Telephone Presentations	Clarify misunderstandings and intentions of plan Confirm benefits-Preparation Ensure current information on the BRM Plan Project is available	Stay up to date with process improvements
As required	Stakeholders – Landowners / Land Managers	1 – 3 & 5	Confirm project and objectives Seek input into treatment plans and providing project updates Identify Risk and share information	Email Face to face meeting Telephone Presentations Community Engagement activities	Level of interests and engagement in process Time constraints	Feedback Highly engaged Treatments being completed Commitment to agreed controls
As required	Infrastructure Managers (ARC, Main Roads, Water Corp, DPLH, Electrical Suppliers and Telecommunication owners)	1 – 3 & 5	Confirm project and objectives Seek input into treatment plans and providing project updates Identify Risk and share information	Email Face to face meeting Telephone Presentations	Level of interests and engagement in process Time constraints	Feedback Highly engaged Treatments being completed Commitment to agreed controls
Annually or as required	Dept of Fire and Emergency Services (DFES) – District/Regional Office	1 – 3 & 5	UCL/UMR Management Status and progress of plan Treatment status, gaps and issues to be addressed Continuous improvement Information sharing Identification of other planned works Identification of funding opportunities	Email Face to face meeting Telephone	Time constraints Response obligations	Compliance requirements
As required	Traditional owners	1 – 3 & 5	Confirm project and objectives Seek input into treatment plans and providing project updates Identify Risk and share information	Email Face to face meeting Telephone	Level of interests and engagement in process Time constraints	Feedback Highly engaged Treatments being completed Commitment to agreed controls

As required	Office of Bushfire Risk Management	1 – 3 & 5	Notify OBRM that the 1 <sup>st</sup> year's treatment program is entered into BRMS	Email / Letter		Compliance Requirements
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## 14. Communications Plan – Implementation and Review of the BRM Plan

This Communications Plan outlines the key communication initiatives that will be undertaken during the implementation and review of the BRM Plan.

Timing of communication	Stakeholders	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
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### Implementation of the BRM Plan

Life of Plan	Shire of Quairading CEO, Senior Leadership Team and Council	All (1 – 5)	Email Face to face meetings	Inform and consult Confirm accountabilities and responsibilities. Progress update Issues identification and action planning	CEO or Delegate	Time constraints Availability Lack of understanding Budget (for LG mitigation)	Planning and time management Clear purpose Targeted communication Regular updates	Feedback, Questions raised Level of support received
Life of Plan	Shire of Quairading Building and Works	1 – 3 & 5	Email Face to face meetings	Reduction of fuel loads on LG managed land Upgrades to strategic firebreaks	CEO or Delegate	Poor organization, Limited time, Not preparing Poor communication from stakeholders and LG on completion of works	Clarify misunderstandings and intentions of plan Plan communications Regular updates	Treatments applied Positive feedback received on treatment supplied Risk ratings reduced
Biannually or as required	LEMC, BFAC, CBFCO, CAPTS	All (1 – 5)	Email Face to face meetings	Report on progress to plan Report issues/constraints	CEO or Delegate	Availability of volunteers Limited time Lack of understanding	Collate data and report on success to plan Compliance to plan Keep informed	Feedback received Level of engagement Issues identified and addressed
As Required	Dept of Biodiversity, Conservation and Attractions	1 – 3 & 5	Email Face to face meetings Telephone	Confirmation of environmental assets Development of treatment options	CEO or Delegate	Resource constraints could limit their ability to participate Willingness to release 'confidential' data re environmental assets	Clarify misunderstandings and intentions of plan Provide undertakings re the	Level of engagement Environmental assets in BRMS



							release of confidential data Restrict release of information and document in plan	
As Required	Stakeholders – Landowners / Land Managers and Traditional owners	1 – 3 & 5	Face to face Presentations Community Engagement	Inform and consult Confirm accountability and responsibility Status and progress of plan Treatment status Gaps and issues to be addressed	CEO or Delegate	Availability Time Loss of commitment Access to treatment resources Funding	Planned sharing of information Negotiations conducted Communicate funding opportunities when available	Feedback Commitment to implement agreed controls Highly engaged Treatments being completed
Annually or as required	DFES Regional Office	1-3	Face to face meetings Email Telephone	UCL/UMR Management Status and progress of plan Treatment status, gaps and issues to be addressed, Continuous improvement, Information sharing, Identification of other planned works, Identification of funding opportunities	CEO or Delegate	Time Conflicting priorities	Schedule communication opportunities	Planned works identified Improvements identified and implemented Issues addressed
Annually – ideally prior to fire season	Community	5	Newsletter Website Facebook	Continuous improvement	CEO or Delegate	Time Conflicting priorities	Plan communication	Feedback received

### Review of the BRM Plan

Annually	Shire of Quairading CEO, Senior Leadership Team and Council	4, 5	Face to face meetings Email Telephone	Governance and compliance Review, monitoring and reporting to Council Status update Continuous improvement	CEO or Delegate	Poor reporting and recording of information	CESM & BRMO to record data and information appropriately	Feedback received Planned works completed Reporting & Statistics
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								Risk ratings reduced
5 Yearly (Shire, DFES and OBRM)	OBRM & LG Council	4, 5	Face to face meetings Email Telephone Written Report	Governance and compliance Review, monitoring and reporting Future planning	CEO or Delegate	Poor reporting and recording of information Review not completed by OBRM	CESM & BRMO to record data and information appropriately Endorsed by OBRM	Feedback received Planned works completed Reporting & Statistics Risk ratings reduced
Quarterly or as required	Shire of Quairading Building and Works	4, 5	Face to face meetings Email Telephone	Report on actions and status of BRM Plan Continuous improvement	CEO or Delegate	Time LG capacity Conflicting priorities	Plan communications Discuss with Shire Leadership Team	Feedback on work completed Risk ratings reduced Improvements identified and implemented
Biannually or as required	DFES Regional Office	4, 5	Face to face meetings	Report on actions and status of BRM Plan Continuous improvement UCL/UMR funding	CEO or Delegate	Time LG capacity Conflicting priorities	Plan communications	Feedback on work completed Risk ratings reduced Improvements identified and implemented
Annually	BFAC, LEMC, CBFCO, Captains	4, 5	Face to face meetings Email Telephone Presentations	Report on actions and status of BRM Plan Continuous improvement	CEO or Delegate	Time LG capacity Conflicting priorities	Keep informed	Feedback on work completed Risk ratings reduced Improvements identified and implemented
Every 2 years or as required	Stakeholders – Land Owners / Land Managers	4, 5	Face to face meetings Telephone Presentation Community	Status of treatments Success of treatments Continuous improvement	CEO or Delegate	LG capacity Time Conflicting priorities Access to resources	Plan communication Target communication Planned and prepared	Feedback on work completed Risk ratings reduced Improvements

			Engagement Survey					identified and implemented
Every 2 years or as required	Stakeholders – Other	4, 5	Face to face meetings Telephone Presentation Community Engagement Survey	Status of treatments Success of treatments Continuous improvement	CEO or Delegate	LG capacity Time Conflicting priorities Access to resources	Plan communication Target communication Planned and prepared	Feedback on work completed Risk ratings reduced Improvements identified and implemented

## Appendix B

### Bushfire Risk Management Planning – Local Government Wide Controls

Control	Action or activity description	Lead agency	Other stakeholder(s)	Notes and comments	
1	Shire of Quairading Firebreak Order and Fire Preparedness notice	Review annual Notice Publish annual notice Inspections in accordance with the annual notice	Shire of Quairading	DFES Landholder	Published annually
2	Shire of Quairading Prohibited and Restricted Burning Periods	Restricted and Prohibited burning time are set and permits are needed to burn during this time	Shire of Quairading	CBFCO and FCO's	Published annually
3	Harvest and Vehicle Movement Ban	Bans are issued when the CBFCO and FCO identifies the use of engines, vehicles, plant or machinery as high bushfire risk activities, during particular times of the day.	Shire of Quairading	CBFCO and FCO's	A Harvest and Vehicle Movement Ban are imposed for any period of time determined by the Issuer of the ban
4	Total Fire Ban	Restriction of activities that may cause or contribute to the spread of a bushfire	Department of Fire and Emergency Services	Shire of Quairading	A Total Fire Ban (TFB) is declared because of extreme weather conditions or when operational commitments are impacting on the state resource capacity. A TFB is declared by DFES following consultation with the LG.
5	Local Emergency Management Arrangements	Emergency Management Plan	Shire of Quairading	SJA, WAPOL, DFES, Dept of Communities, Dept of Education, CBFCO,	Annual review of emergency plans and arrangements.
6	Corporate Business Plan 2017-2021	As per documented actions	Shire of Quairading		As per section 3.1.1 of the Bushfire Risk Management Plan.

	Strategic Community Plan 2017 - 2027				
7	DBCA Fuel Reduction Program and Burn Plan	Fuel Reduction Programs on DBCA managed lands	Department Biodiversity Parks and Attractions	Shire of Quairading	
8	DFES UCL/UMR Program - Planning and Maintenance	Mitigation program on Unallocated Crown Land (UCL) and Unmanaged Reserves (UMR) within town boundaries	Department of Fire and Emergency Services	Shire of Quairading	Ongoing maintenance on UCL/UMR
9	Australian Rail Commission (ARC) Mitigation Program	Mitigation works in rail corridors	Australian Rail Commission	Shire of Quairading	Ongoing maintenance
10	Main Roads Vegetation Management Program	Mitigation Planning and works in road corridors and adjacent to MRWA infrastructure	Main Roads	Shire of Quairading	Ongoing maintenance
11	Western Power Vegetation Management Program	Mitigation Planning and works for power infrastructure and sites	Western Power	Shire of Quairading	Ongoing maintenance

## Appendix C

### Details

#### Matters of National Environmental Significance

##### Threatened Ecological Communities [ Resource Information ]

For threatened ecological communities where the distribution is well known, maps are derived from recovery plans, State vegetation maps, remote sensing imagery and other sources. Where threatened ecological community distributions are less well known, existing vegetation maps and point location data are used to produce indicative distribution maps.

Name	Status	Type of Presence
<a href="#">Eucalypt Woodlands of the Western Australian Wheatbelt</a>	Critically Endangered	Community likely to occur within area

##### Threatened Species [ Resource Information ]

Name	Status	Type of Presence
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##### BIRDS

<a href="#">Calidris ferruginea</a> Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
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<a href="#">Calyptorhynchus latirostris</a> Carnaby's Cockatoo, Short-billed Black-Cockatoo [59523]	Endangered	Breeding likely to occur within area
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<a href="#">Falco hypoleucos</a> Grey Falcon [929]	Vulnerable	Species or species habitat may occur within area
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<a href="#">Leipoa ocellata</a> Malleefowl [934]	Vulnerable	Species or species habitat likely to occur within area
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<a href="#">Pezoporus occidentalis</a> Night Parrot [59350]	Endangered	Species or species habitat may occur within area
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<a href="#">Rostratula australis</a> Australian Painted Snipe [77037]	Endangered	Species or species habitat may occur within area
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##### MAMMALS

<a href="#">Bettongia penicillata ogilbyi</a> Woylie [66844]	Endangered	Species or species habitat likely to occur within area
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<a href="#">Dasyurus geoffroi</a> Chuditch, Western Quoll [330]	Vulnerable	Species or species habitat known to occur within area
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<a href="#">Petrogale lateralis lateralis</a> Black-flanked Rock-wallaby, Moororong, Black-footed Rock Wallaby [66647]	Endangered	Species or species habitat known to occur within area
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<a href="#">Phascogale calura</a> Red-tailed Phascogale, Red-tailed Wambenger, Kenngoor [316]	Vulnerable	Species or species habitat known to occur within area
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##### OTHER

<a href="#">Idiosoma nigrum</a> Shield-backed Trapdoor Spider, Black Rugose Trapdoor Spider [66798]	Vulnerable	Species or species habitat known to occur within area
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##### PLANTS

Name	Status	Type of Presence
<a href="#">Acacia ataxiphylla subsp. magna</a> Large-fruited Tammin Wattle [64823]	Endangered	Species or species habitat known to occur within area
<a href="#">Acacia cochlocarpa subsp. velutinosa</a> Velvety Spiral Pod Wattle [65112]	Critically Endangered	Species or species habitat may occur within area
<a href="#">Acacia lobulata</a> Chiddarcooping Wattle [55567]	Endangered	Species or species habitat may occur within area
<a href="#">Acacia subflexuosa subsp. capillata</a> Hairy-stemmed Zig-Zag Wattle [64828]	Endangered	Species or species habitat known to occur within area
<a href="#">Acacia volubilis</a> Tangled Wattle, Tangle Wattle [6476]	Endangered	Species or species habitat known to occur within area
<a href="#">Allocasuarina fibrosa</a> Woolly Sheoak [17455]	Vulnerable	Species or species habitat known to occur within area
<a href="#">Banksia cuneata</a> Matchstick Banksia, Quairading Banksia [9827]	Endangered	Species or species habitat known to occur within area
<a href="#">Banksia oligantha</a> Wagin Banksia [20697]	Endangered	Species or species habitat may occur within area
<a href="#">Boronia capitata subsp. capitata</a> a shrub [29156]	Endangered	Species or species habitat likely to occur within area
<a href="#">Calectasia pignattiana</a> Stilted Tinsel Lily [82018]	Vulnerable	Species or species habitat known to occur within area
<a href="#">Conospermum galeatum</a> [68179]	Critically Endangered	Species or species habitat known to occur within area
<a href="#">Dasymalla axillaris</a> Native Foxglove [38829]	Critically Endangered	Species or species habitat may occur within area
<a href="#">Daviesia euphorbioides</a> Wongan Cactus [3477]	Endangered	Species or species habitat may occur within area
<a href="#">Eremophila glabra subsp. chlorella</a> [84927]	Endangered	Species or species habitat known to occur within area
<a href="#">Eremophila viscida</a> Varnish Bush [2394]	Endangered	Species or species habitat may occur within area
<a href="#">Gastrolobium diabolophyllum</a> Bodallin Poison [78384]	Critically Endangered	Species or species habitat may occur within area
<a href="#">Gastrolobium hamulosum</a> Hook-point Poison [9212]	Endangered	Species or species habitat may occur within area
<a href="#">Grevillea dryandroides subsp. hirsuta</a> Hairy Phalanx Grevillea [64577]	Endangered	Species or species habitat likely to occur within area
<a href="#">Grevillea scapigera</a> Corrigin Grevillea [12195]	Endangered	Species or species

Name	Status	Type of Presence
<a href="#">Guichenotia seorsiflora</a> [82693]	Critically Endangered	habitat known to occur within area Species or species habitat may occur within area
<a href="#">Hakea aculeata</a> Column Hakea [11191]	Vulnerable	Species or species habitat known to occur within area
<a href="#">Jacksonia quairading</a> Quairading Jacksonia, Quairading Stinkwood [67417]	Endangered	Species or species habitat known to occur within area
<a href="#">Melaleuca sciotostyla</a> Wongan Melaleuca [24324]	Endangered	Species or species habitat known to occur within area
<a href="#">Roycea pycnophylloides</a> Saltmat [21161]	Endangered	Species or species habitat known to occur within area
<a href="#">Stylidium coroniforme subsp. amblyphyllum</a> [85017]	Endangered	Species or species habitat known to occur within area
<a href="#">Symonanthus bancroftii</a> Bancrofts Symonanthus [12837]	Endangered	Species or species habitat known to occur within area
<a href="#">Thomasia glabripetala</a> Sandplain Thomasia [56547]	Vulnerable	Species or species habitat likely to occur within area
<a href="#">Verticordia fimbrialepis subsp. fimbrialepis</a> Shy Featherflower [24631]	Endangered	Species or species habitat likely to occur within area
<a href="#">Verticordia staminosa subsp. staminosa</a> Wongan Featherflower [55825]	Endangered	Species or species habitat may occur within area
<b>Migratory Species</b>		<b>[ Resource Information ]</b>
* Species is listed under a different scientific name on the EPBC Act - Threatened Species list.		
Name	Threatened	Type of Presence
<b>Migratory Marine Birds</b>		
<a href="#">Apus pacificus</a> Fork-tailed Swift [678]		Species or species habitat likely to occur within area
<b>Migratory Terrestrial Species</b>		
<a href="#">Motacilla cinerea</a> Grey Wagtail [642]		Species or species habitat may occur within area
<b>Migratory Wetlands Species</b>		
<a href="#">Actitis hypoleucos</a> Common Sandpiper [59309]		Species or species habitat likely to occur within area
<a href="#">Calidris acuminata</a> Sharp-tailed Sandpiper [874]		Species or species habitat may occur within area
<a href="#">Calidris ferruginea</a> Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
<a href="#">Calidris melanotos</a> Pectoral Sandpiper [858]		Species or species habitat may occur within area



Name	Threatened	Type of Presence
<a href="#">Tringa nebularia</a> Common Greenshank, Greenshank [832]		Species or species habitat likely to occur within area

### Other Matters Protected by the EPBC Act

#### Commonwealth Lands [\[ Resource Information \]](#)

The Commonwealth area listed below may indicate the presence of Commonwealth land in this vicinity. Due to the unreliability of the data source, all proposals should be checked as to whether it impacts on a Commonwealth area, before making a definitive decision. Contact the State or Territory government land department for further information.

Name
Commonwealth Land -

#### Listed Marine Species [\[ Resource Information \]](#)

\* Species is listed under a different scientific name on the EPBC Act - Threatened Species list.

Name	Threatened	Type of Presence
<b>Birds</b>		
<a href="#">Actitis hypoleucos</a> Common Sandpiper [59309]		Species or species habitat likely to occur within area
<a href="#">Apus pacificus</a> Fork-tailed Swift [678]		Species or species habitat likely to occur within area
<a href="#">Ardea alba</a> Great Egret, White Egret [59541]		Species or species habitat likely to occur within area
<a href="#">Ardea ibis</a> Cattle Egret [59542]		Species or species habitat may occur within area
<a href="#">Calidris acuminata</a> Sharp-tailed Sandpiper [874]		Species or species habitat may occur within area
<a href="#">Calidris ferruginea</a> Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
<a href="#">Calidris melanotos</a> Pectoral Sandpiper [858]		Species or species habitat may occur within area
<a href="#">Chrysococcyx osculans</a> Black-eared Cuckoo [705]		Species or species habitat known to occur within area
<a href="#">Merops ornatus</a> Rainbow Bee-eater [670]		Species or species habitat may occur within area
<a href="#">Motacilla cinerea</a> Grey Wagtail [642]		Species or species

Name	Threatened	Type of Presence
<a href="#">Rostratula benghalensis (sensu lato)</a> Painted Snipe [889]	Endangered*	habitat may occur within area Species or species habitat may occur within area
<a href="#">Thinornis rubicollis</a> Hooded Plover [59510]		Species or species habitat likely to occur within area
<a href="#">Tringa nebularia</a> Common Greenshank, Greenshank [832]		Species or species habitat likely to occur within area

### Extra Information

State and Territory Reserves	[ Resource Information ]
Name	State
Badjaling	WA
Badjaling North	WA
Badjaling West	WA
Bugin	WA
Dangin	WA
Dulbelling	WA
Gundaring	WA
Mooraning	WA
Mount Stirling	WA
NTWA Bushland covenant (0001A)	WA
NTWA Bushland covenant (0001B)	WA
NTWA Bushland covenant (0024)	WA
NTWA Bushland covenant (0025)	WA
NTWA Bushland covenant (0026)	WA
NTWA Bushland covenant (0051)	WA
NTWA Bushland covenant (0105)	WA
Pantapin	WA
Pikaring West	WA
Quairading Spring	WA
Unnamed WA11153	WA
Unnamed WA12333	WA
Unnamed WA13217	WA
Unnamed WA18155	WA
Unnamed WA18798	WA
Unnamed WA28319	WA
Unnamed WA30299	WA
Unnamed WA30427	WA
Unnamed WA46074	WA
Wamenusking	WA
Yenyening Lakes	WA



Our Ref: 21/220960  
Your Ref: Emergency Services 09.04#01

Graeme A Fardon  
Chief Executive Officer  
Shire of Quairading  
PO Box 38  
Quairading WA 6383

Dear Mr Fardon

**RE: SUBMISSION OF DRAFT BUSHFIRE RISK MANAGEMENT PLAN TO THE OFFICE OF BUSHFIRE RISK MANAGEMENT (OBRM)**

Thank you for the revised draft Bushfire Risk Management Plan (BRM Plan) for Shire of Quairading received on 20 October 2021.

I am pleased to inform you that the draft BRM Plan has been reviewed by OBRM and meets the required standard as per the *Bushfire Risk Management Planning – Guidelines for Preparing a Bushfire Risk Management Plan* (the Guidelines). The BRM Plan should now be presented to Council for approval and formal adoption. It would be appreciated if you would advise OBRM in writing of Council's approval of the BRM Plan.

Under the Guidelines released in 2020, local governments are required to provide the first year's schedule of treatments before receiving OBRM endorsement. I understand that your plan was developed during the transition to these Guidelines and, as such, an interim arrangement is in place. Under this arrangement, we ask that the Shire of Quairading enter the first year's schedule of treatments into the Bushfire Risk Management System within six months of receiving this letter. It is not necessary to provide further updates to OBRM if any individual treatments are subsequently added, edited, rescheduled or deleted from the schedule.

OBRM will correspond with you towards the end of each year regarding your local government's fuel management activities to assist in developing our annual *Fuel Management Activity Report* to Government.

Yours sincerely

**Chris Dunne**  
**A/DIRECTOR OBRM**  
12 November 2021

## 12.2 Determination of Council Meeting Dates for Year 2022

<b>Meeting Date</b>	25 <sup>th</sup> November 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

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

- That Council adopt the following schedule of Council Meeting Dates for the 2022 Calendar year with Ordinary Council Meetings to commence at 2.00pm in the Council Chambers in Quairading unless otherwise stated.

<b>January</b>	Council in Recess
<b>February</b>	Thursday, 24 <sup>th</sup>
<b>March</b>	Thursday, 31 <sup>st</sup> (5 <sup>th</sup> Thursday)
<b>April</b>	Thursday, 28 <sup>th</sup>
<b>May</b>	Thursday, 26 <sup>th</sup>
<b>June</b>	Thursday, 30 <sup>th</sup> (5 <sup>th</sup> Thursday)
<b>July</b>	Thursday, 28 <sup>th</sup>
<b>August</b>	Thursday, 25 <sup>th</sup>
<b>September</b>	Thursday, 29 <sup>th</sup> (5 <sup>th</sup> Thursday)
<b>October</b>	Thursday, 27 <sup>th</sup>
<b>November</b>	Thursday, 24 <sup>th</sup>
<b>December</b>	Thursday, 15 <sup>th</sup>

- That the Ordinary Council Meeting Dates be published in accordance with the requirements of the Local Government Act 1995.
- That Council adopt the following Committee Meeting Dates for 2022 Calendar year to commence at 5 pm in the Council Chambers unless otherwise stated: -

<b>February</b>	Tuesday 8 <sup>th</sup>	Strategic Planning Committee
<b>March</b>	Tuesday 15 <sup>th</sup>	Audit & Risk Committee
<b>April</b>	Tuesday 12 <sup>th</sup>	Strategic Planning Committee
<b>June</b>	Tuesday 14 <sup>th</sup>	Audit & Risk Committee
<b>August</b>	Tuesday 9 <sup>th</sup>	Strategic Planning Committee
<b>September</b>	Tuesday 13 <sup>th</sup>	Audit & Risk Committee
<b>October</b>	Tuesday 11 <sup>th</sup>	Strategic Planning Committee
<b>December</b>	Tuesday 6 <sup>th</sup>	Audit & Risk Committee

**CARRIED** \_\_\_/\_\_\_

**VOTING REQUIREMENTS** – Simple Majority

## IN BRIEF

- The above Meeting Dates are offered for Council's consideration for Council Meetings to commence at 2.00pm in the Council Chambers and Committee Meetings commencing at 5.00pm, unless otherwise stated.
- Council is required to provide Statutory Public Notice of the Dates for the Ordinary Council Meetings for 2022.

## MATTER FOR CONSIDERATION

Draft schedule of Meeting Dates for Ordinary Council Meetings for the 2022 Calendar Year.

Draft Schedule of Meeting Dates for the Audit and Risk Committee and the Strategic Planning Committee.

## BACKGROUND

Council is required to set its Ordinary Meeting dates for the next Calendar year.

Council resolved in 2007 that it would not hold an Ordinary Meeting in January each year to enable a Holiday Recess. Should it be required, a Special Council Meeting can be convened with Notice of Meeting in accordance with the Local Government Act.

Advance approval of Council Meeting dates allows for forward planning and reduces potential conflict with other civic and community responsibilities, functions and events of Council.

The 2022 Public Holidays (as approved by the *Western Australian Department of Mines, Industry Regulation and Safety*) are as follows:

Public Holiday	Day/Date 2022
New Year's Day	Saturday 1 January and Monday, 3 January
Australia Day	Wednesday, 26 January
Labour Day	Monday, 7 March
Good Friday	Friday, 15 April
Easter Monday	Monday, 18 April
ANZAC Day	Monday, 25 April
Western Australia Day	Monday, 6 June
Queen's Birthday	Monday, 26 September
Christmas Day	Sunday 25 December and Monday, 26 December*
Boxing Day	Monday 26 December* and Tuesday, 27 December

\* Monday, 26 December 2022 is a Boxing Day public holiday and also an additional Christmas Day public holiday at the same time.

The above public holiday dates do not affect the proposed meeting dates. Minor adjustments will be made to administrative processes to account for the public holidays.

## STATUTORY ENVIRONMENT

### *Local Government Act, 1995*

#### Division 2 – Council meetings, committees and their meetings and electors' meetings

##### Subdivision 1 – Council meetings

##### 5.3. Ordinary and special council meetings

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

##### 5.4. Calling council meetings

An ordinary or a special meeting of a council is to be held –

- (a) if called for by either –
  - (i) the mayor or president; or
  - (ii) at least  $\frac{1}{3}$  of the councillors,
 in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- (b) if so decided by the council.

##### 5.5. Convening council meetings

- (1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

### *Local Government (Administration) Regulations 1996*

#### 12. Publication of meeting details (Act s. 5.25(1)(g))

- (1) In this regulation –
 

**meeting details**, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held –
  - (a) ordinary council meetings;
  - (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.
- (3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.
- (4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the

meeting on the local government's official website as soon as practicable after the decision is made.

A local government is required at least once each year to give local public notice of all Ordinary Council meetings and Committee meeting dates, times and places that are open to the public and are to be held in the next twelve months.

It is highlighted that only the dates of the Ordinary Council meetings need to be advertised.

Committee Meeting dates need only be advertised if the Committee has Delegated Authority from Council to make a decision on any matter. Neither Standing Committee have any Delegated Authorities from Council.

### **POLICY IMPLICATIONS**

No Policy on Council Meeting Dates – Dates must be determined by Council each Year.

### **FINANCIAL IMPLICATIONS**

Nil

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

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

### **CONSULTATION**

Internal consultation was undertaken to ensure the proposed dates align with required timeframes relating to administrative processes.

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

Financial - Risk Matrix Rating considered as Low.

Health – Risk Matrix Rating considered as Low.

Reputation – Risk Matrix Rating considered as Low. Setting and Advertising of Council's Ordinary Meetings is a Statutory Requirement. Extensive Advertising/Publicity will be undertaken informing the Community of the Council Meeting Dates.

Operation – Risk Matrix Rating considered as Low. Council's Operations are unaffected by the Setting of the Council Meeting dates. Council Executive Staff and Administration adjust Task and Reporting Scheduling to fit with the adopted Meeting Calendar.

Natural Environment – Risk Matrix Rating considered as Low.

### 12.3 Sport & Recreation Master Plan 2021 - 2031

<b>Meeting Date</b>	25 <sup>th</sup> November 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCP&S Richard Bleakley
<b>Attachments</b>	(i) Shire of Quairading Sport and Recreation Master Plan – 2021-31 – Final (ii) Appendix 1 - 2011 Sport & Recreation Master Plan Recommendations Summary (iii) Appendix 2 - Proposed Redevelopment of Quairading Recreation Pavilion 10Aug2021 (iv) Appendix 3 – Sport & Recreation Facilities Site Audit (v) Appendix 4 – WAFC Venue Inspection Audit Quairading Oval 2020 (vi) Appendix 5 – Community Survey Summary Report
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

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

That Council: -

1. Accepts the Officer's Report on the Final Sports and Recreation Masterplan 2021-31 submitted by the Executive Manager of Community, Projects and Strategy
2. Following the Public Consultation Period and minor Revisions, adopt the updated version of the Final Sports and Recreation Masterplan 2021-31.

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

**VOTING REQUIREMENTS** – Simple Majority

#### IN BRIEF

- Sporting and Recreational Clubs, Community Groups and Community members survey completed.
- A workshop was conducted by ABV Consultancy with the members of the Sporting and Recreation Committee to assess the findings of the Survey and to categorise and prioritise the finding of the Survey.
- Draft of the Sports and Recreation Masterplan and supporting documentation completed and presented to the Strategic Committee prior to further Community Consultation.
- Draft Masterplan was circulated for comment to Clubs and Organisations and to the general public on social media.
- Feedback has been incorporated in Final Master Plan document for presentation to Council.

#### MATTER FOR CONSIDERATION

Adoption of the Sports and Recreation Masterplan 2021-31.



## BACKGROUND

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

Both Darren Monument and Michelle Greenhalgh (MCG) participated in the Sports and Recreation Committee Meeting held on the 27<sup>th</sup> July 2021.

In August, a Survey was circulated to all sporting, recreational and community clubs and groups.

There was a follow-up workshop with the Sports and Recreation Committee on 1<sup>st</sup> September 2021 to provide a framework to proceed to the drafting of the Masterplan.

The Draft of Sports and Recreation Masterplan was presented to the Strategic Planning Committee on 12<sup>th</sup> October 2021 and the Draft adopted by Council at the October OCM.

The Draft Plan was then put out to the Community, Sporting and Recreational Groups and Clubs for a two-week period of consultation with comment and feedback provided by small number community members.

### Community Feedback:

#### Wamenusking

- Update provided on shade in the play area

#### Skate park vs. Pump track

- Pump track would be a cheaper short term option with lower O&M costs
- Probably more appealing to Youth

#### Multi-purpose Precinct Concept

- Recognition of the role of the Working Group
- Phasing and scheduling of the Project

#### Outlying Sporting Clubs

- Shire's current commitment to these clubs.
- Inclusion of the Clubs in this iteration of the Sports and Recreation Masterplan

The Draft Sports and Recreation Masterplan was also forwarded to Department of Local Government, Sport and Cultural Industries (Northam) for comment and feedback.

This feedback from both the Community and the Department was taken on-board in finalising the Masterplan.

### Schedule for Master Plan 2021-31 Review

Activity	Start	Finish	Status
<b>DEVELOPMENT OF S&amp;R MASTERPLAN 2021-31</b>	<b>7-Jun-21</b>	<b>25-Nov-21</b>	
<b>STEP 1: SURVEY OF SPORTS AND RECREATION GROUPS</b>			
Design	7-Jun-21	16-Jul-21	Complete
Circulation to groups and clubs	28-Jul-21	30-Jul-21	Complete
Survey period	3-Aug-21	16-Aug-21	Complete

<b>Activity</b>	<b>Start</b>	<b>Finish</b>	<b>Status</b>
Phone consultation	6-Aug-21	20-Aug-21	Complete
Closure	20-Aug-21	20-Aug-21	Complete
<b>STEP 2: REPORT ON SURVEY</b>			
Completion of survey report	23-Aug-21	31-Aug-21	Complete
<b>STEP 3: WORKSHOP</b>			
Sport and Recreation Committee	1-Sep-21	1-Sep-21	Complete
<b>STEP 4: DRAFT PLAN</b>	2-Sep-21	20-Sep-21	
Draft report completed	2-Sep-21	15-Sep-21	Complete
Shire consultation	13-Sep-21	20-Sep-21	Complete
<b>STEP 5: DRAFT PLAN – SPORTS AND RECREATIONAL MASTERPLAN 2021-31</b>			
Finalise Draft of Masterplan 2021/31	21-Sep-21	6-Oct-21	Complete
Presentation to Strategic Planning Committee	12-Oct-21	12-Oct-21	Complete
<b>STEP 6: FINAL PLAN – SPORTS AND RECREATIONAL MASTERPLAN 2021-31</b>			
Community consultation (2 weeks)	29-Oct-21	12-Nov-21	Complete
Finalise Masterplan 2021/31	13-Nov-21	16-Nov-21	Complete
Presentation to Shire Council	25-Nov-21	25-Nov-21	Pending

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

The finalizing of the Sports and Recreation Masterplan will provide a framework for the Council to proceed with the scheduled programming of projects - planning, budgeting and sourcing of external funding and delivery.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

1. COMMUNITY	
1.2	Provide social and cultural activities for all members of the community
1.4	Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience

3. BUILT ENVIRONMENT	
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

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

### COMMUNITY CONSULTATION

Sports and Recreation Clubs and the broader community were engaged in the process through the delivery of a Sports and Recreation Survey (June 2021 to August 2021).

Following presentation to the Strategic Committee the draft document has been circulated within the Community for comment and feedback prior to further refinements to the Masterplan and submission to Council for adoption at the November 2021 OCM.

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

Financial - Risk Matrix Rating is assessed as Low. The development of the Masterplan will provide the framework to determine both the capital investment and operation and maintenance costs for sporting and recreational services provided to the community.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. The Masterplan will provide a clear and transparent process to the Community for the delivery of the Council's Sports and Recreation program.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

- This is the first iteration of the Shire's Sports and Recreation Masterplan.
- The Sports and Recreation Masterplan 2011-2020 provided direction to the Council on matters relating to Sports and Recreation. Of the 23 Recommendations in the Masterplan 2011-20:
  - Thirteen (13) have been achieved;
  - Six (6) are ongoing;
  - Four (4) were deferred (Multipurpose Precinct Project); and
  - Two (2) were withdrawn
- The Development and Adoption of a Sports and Recreation Masterplan is a pre-requisite / conduit for sourcing external funding.
- The Sports and Recreation Masterplan 2021-31 has a broader scope than the previous plan capturing outlying community clubs and facilities, and passive recreation.
- I would like to thank all Clubs, Organisations and members of the community for their participation in the process.



A BALANCED VIEW  
LEISURE CONSULTANCY SERVICES

A large, stylized wireframe map of Australia is centered on the page. The map is composed of a network of thin, grey lines connecting various points, creating a mesh-like structure. A bright, glowing light source is positioned behind the map, casting a warm, golden glow across the right side of the image.

# Sport and Recreation Master Plan 2021 – 2031 DRAFT PLAN

Shire of Quairading

## ACKNOWLEDGEMENTS

A Balanced View (ABV) Leisure Consultants have developed the Sport and Recreation Plan Report for the Shire of Quairading.

ABV would like to acknowledge Shire of Quairading staff, and the sport and recreation community in the Shire who provided valuable input into this project.

## DISCLAIMER

ABV Leisure Consultants, its employees, directors and associated entities shall not be liable for any loss, damage, claim, costs, demands and expenses whatsoever and howsoever arriving in connection with the use of this master plan.

While all due care and consideration has been undertaken in the preparation of this report, ABV advise that all recommendations, actions and information provided in this document is based on our experience as professional leisure consultants and upon research as referenced in this document.

Information contained in this document is based on available information at the time of writing. All figures and diagrams are indicative only and should be referred to as such. This is a strategic document, which deals with technical matters in a summary way only.

Revision	Date	Prepared By	Prepared For	Description
A	30/9/21	ABV	Richard Bleakley	Draft Report
B	18/11/21	ABV	Richard Bleakley	Draft Report V2



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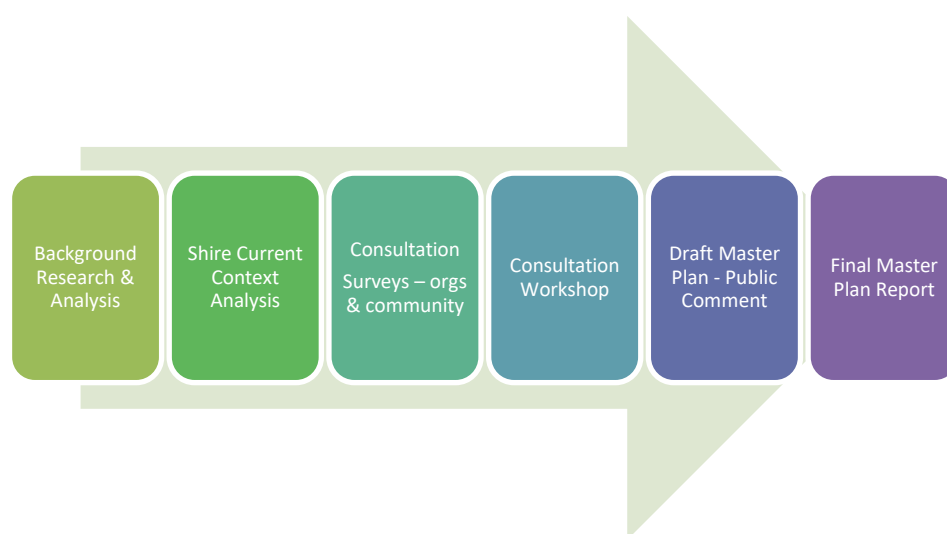


# 1 EXECUTIVE SUMMARY

A Balanced View Leisure Consultancy Services (ABV) was commissioned by the Shire of Quairading to prepare a Sport and Recreation Master Plan for the Period 2021 – 2031.

The aim of this study is to provide a long-term plan for the sustainable development and use of the sport and recreation facilities and services in the Shire of Quairading to maximise opportunities for active and passive recreation for the community. This current study includes a review of the existing situation, analysis of potential future demand, consultation with the community and key stakeholders and review of current trends resulting in the development of a master plan for the Shire of Quairading sports and recreation facilities for the next 10 year period.

The project methodology is summarised within the diagram below;



Consultation and engagement with the community was crucial to the development of this sport and recreation master plan. The following opportunities were provided to the community and stakeholders to participate in the process:

Initial Information Gathering	Follow Up	Meetings / workshop
<ul style="list-style-type: none"> <li>Survey of sporting and recreation organisations within the Shire (emailed survey with 13 sporting clubs and 6 recreation organisations including the Quairading DHS returned)</li> <li>Community Survey (On line - Survey Monkey and hardcopy)</li> <li>Key Shire staff phone and in person meetings</li> <li>Neighbouring LGAs</li> </ul>	<ul style="list-style-type: none"> <li>Phone meetings with identified key users for clarification purposes and where a survey was not returned (Purpose; ascertain requirements, concerns, ideas).</li> <li>DLGSC – discuss needs / regional issues</li> <li>Requests to some State Sporting organisations for documentation and feedback for Quairading</li> <li>Draft report is scheduled for public consultation once completed</li> </ul>	<ul style="list-style-type: none"> <li>Sport &amp; Recreation Committee meeting 27 July 2021</li> <li>Workshop – 31 August 2021 – community &amp; Sport &amp; recreation committee</li> </ul>

Facility needs findings were made from a variety of sources; community survey, sports and recreation organisation surveys, Shire of Quairading Sport and Recreation Committee meetings and reporting, community workshop and Shire of Quairading strategic documentation.

Analysis of the information and findings resulted in a list of sport and recreation facility needs being identified. These were then ranked on a series of criteria as per the table below.

### SHIRE OF QUAIRADING SPORT & RECREATION MASTER PLAN PRIORITY RANKING

Identified facility needs	Heirarchy Reg / Dist / Local	Accessible equitable H/M/L	Expense H/M/L	Time frame Short / Mid / Long	Priority Rank 1 High - 5 Low	
1	Camping Overflow area – grass for dust mitigation	R	H	L	S	4
2	Upgrade ablutions across showgrounds	D	H	M	S	1
3	Undercover area for market stalls (Ag show)	D	H	M	L	3.5
4	Gym - purpose design dedicated facility	L	H	M	L	2
5	Hockey facilities - toilets / change / shade	D	H	H	L	2
6	Hockey lighting improvement	L	L	H	S	3.5
7	Hockey - good quality playing surface	D	M	H	M	3
8	Football changerooms upgrade	D	M	H	L	1.5
9	Football suitable training level lighting	L	M	H	L	3.5
10	Football improved function bar area	D	H	H	L	4
11	Cricket new practice nets / relocated	L				2
12	Cricket pitch improved curation (maintenance)			S		3
13	Cricket adequate spectator facilities					3
14	Tennis Q new courts			M		2
15	Tennis Q Improved clubhouse facility		H	H	L	2
16	Tennis Q family friendly facilities			L		3
17	Sth Caroling repairs to Hall	L	M	M		3.5
18	Tennis Sth Caroling repair/resurface tennis courts	L	M	M	S	2.5
20	Wamenusking shading for childrens facilities	L	M	L	S	2.5
21	Netball court drainage / resurfacing	D				2.5
22	Netball changerooms provision (female 2 teams)	D				2
23	Swimming pool heating	D	H	M	S	1.5
24	Playground all ages (oval or town centre)	D	H	M	S	1
25	Walking trails upgrade / new	D	H	L	S	1.5
26	Indoor sports court	D	H	H	L	2.5
27	Skate park / wheeled sports (scooters & bikes)	D/L	H	H	M	2
28	Pump track	D	M	L	M	3.5
30	Mini golf (tourism recreation)	L	L	M	L	4.5
31	Oval scoreboard	D	H	M	S	2.5
32	Nature reserve development / upgrade	D	M	L	S	2.5
33	Doondenanning tennis courts resurface & fencing					2.5

## SUMMARY OF SPORT AND RECREATION PLAN RECOMMENDATIONS

Following the analysis, the recommendations have been grouped into the following tables based on their proposed time frames and then in order of their priority ranking.

### SHORT TERM RECOMMENDATIONS: 0 - 3 YEARS

Short Term (0 - 3 Years)	Priority ranking
Subject to funding being accessed, commence Kwirradung Koort Community Park nature playground construction	1
Conduct a cost benefit comparison for upgrading ablutions across the showgrounds area versus use of hire facilities to inform decision making	1
Formalise a Shared use agreement with the Quairading District High School, allowing public access to the school facilities including playground	1
Continue to invest in footpaths within the Shire, enabling walking / riding as active forms of transport wherever possible	1.5
Investigate optimum location and renew synthetic cricket wicket practice nets	2
Progress Recreation Precinct development to detailed design, costing (Capital and life costings) and phasing stages for program to be "shovel ready".	2
Develop a volunteer strategy for the Shire's community organisations.	2*
Conduct a disability access and inclusion facilities audit for all sport and recreation facilities within the Shire	2*
Provision of electronic scoreboard at recreation precinct	2.5
Maintain the existing Hockey playing fields at as high a standard as possible	3
Investigate opportunities to enhance and promote trails within the Quairading Nature Reserve and Toapin Weir	2.5
Investigate suitable sun shade options for Wamenusking Sports Club and funding grants for children's play areas	2.5
Facilitate strategic workshops with South Caroling, Wamenusking and Doodenanning Clubs to determine sporting and recreational needs of these communities including the number of tennis court facilities. Once court need is determined seek quotations on required works to courts, fencing and lighting	2.5
Identify the appropriate person to receive training in turf wicket maintenance	3
Monitor the recent upgrade to playing field lighting for suitability over the next few seasons	3.5
Investigate suitable surface, lighting and sporting equipment options for the Agricultural Society undercover area to enable sports and recreation activity utilisation	3.5

\* Priority rating by ABV

**MEDIUM TERM RECOMMENDATIONS: 4 – 7 YEARS**

Medium Term (4-7 Years)	Priority ranking
Investigate options for a skate park and wheeled sports facility	2
Relocation and upgrade of multisport courts within the recreation precinct	2*
Relocation and upgrade of tennis courts within the recreation precinct	2*
Investigate options for a pump track facility	3.5
Investigate repair requirements / quotation for South Caroling Hall and seek possible funding grants	3.5
Investigate the opportunity for a sealed pathway fitness trail around the Quairading recreation precinct area as part of the precinct concept planning	5*
Consider the provision of security level lighting for infrastructure and pathway/trails at the recreation precinct	5*

\* Priority rating by ABV

**LONG TERM RECOMMENDATIONS: 8 – 10+ YEARS**

Long Term (10+ Years)	Priority ranking
Provision of new shared universal changeroom at the recreation precinct	2
Provision of new or upgraded social facilities at the recreation precinct	2
Provision of dedicated gym facility as part of the shared community building at recreation precinct	2
Provision of adequate storage facilities for the clubs at the recreational precinct	2
Investigate future options for an indoor sports court with a potential staged approach	2.5
Investigate mini golf facility provision	5

\* Priority rating by ABV

## 2 INTRODUCTION

A Balanced View Leisure Consultancy Services (ABV) was commissioned by the Shire of Quairading to prepare a Sport and Recreation Master Plan for the Period 2021 – 2031.

The aim of this study is to provide a long-term plan for the sustainable development and use of the sport and recreation facilities and services in the Shire of Quairading to maximise opportunities for active and passive recreation for the community. Analysis of previous and related Shire of Quairading reports from the Recreation Precinct Working Group and the Sport and Recreation Committee and the previous Sport and Recreation Master Plan of 2011 has been undertaken. This current study includes a review of the existing situation, analysis of potential future demand, consultation with the community and key stakeholders, review of current trends resulting in the development of a master plan for the Shire of Quairading sports and recreation facilities for the next 10-year period.

## 3 BACKGROUND

The Shire of Quairading is located 167kms east of Perth. Its main localities are; Quairading, Pantapin, Yoting, Badjaling, Dangin, South Caroing, Balkuling, Doodennaing and Wamenusking. It is bound by 8 other LGAs; Beverley, Brookton, Bruce Rock, Corrigin, Cunderdin, Kellerberring, Tammin and York.

## 4 PROJECT METHODOLOGY

This study is comprised of the following key components:

- Review of background information including relevant Shire plans, reports and studies, facility usage data and demographics.
- A sport and recreation facilities visual audit and review of building condition reports.
- Identification of trends and factors that may influence facility development recommendations.
- Consultation with Shire officers, sports and recreation groups and key stakeholders, the general community, other relevant agencies and organisations.
- Analysis of needs through synthesis of all information gathered through the study and provided by the Shire of Quairading.
- Preparation of a report that equips the Shire of Quairading with the tools for informed strategic decision making with regards to sport and recreation facilities.



## 5 STRATEGIC AND PLANNING DOCUMENT REVIEW

### 5.1 SHIRE OF QUAIRADING DOCUMENTS

The following documents were reviewed;

#### **Shire of Quairading – Strategic Community Plan 2021 - 2031**

The Shire of Quairading has developed and published the Strategic Community Plan 2021 – 2031. Following widespread community and stakeholder consultation, the plan sets the vision, aspirations and objectives of the community for the 10-year period. The Plan sets out the vision for the Shire’s future and captures the community’s aspirations and values. Six areas of key focus were identified:

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

Of relevance to the development of a Sport and Recreation Master Plan for the Shire of Quairading, the following strategic priorities were identified within this document;

- Access to services and facilities for Noongars
- Access to services and facilities for people with disabilities
- Development of the town centre
- Facilities services and care available for seniors
- Events, arts and cultural activities
- Sport and recreation activities
- Services and facilities for youth

#### **Shire of Quairading Recreation Facilities Master Plan – Stirling Sport & Recreation Solutions and KTA Partnerships (2011)**

This document provided direction for sport and recreation facilities over a 10-year period with 24 recommendations. Twenty-one of the recommendations have been achieved by 2021 with 3 not applicable. Please see Appendix 1 for the 2011 Shire of Quairading Sport and Recreation Master Plan Recommendations Summary.

#### **Sports & Recreation Facilities Study (Quairading Sport & Recreation Committee)**

The Sport and Recreation Committee is a conduit between the Sporting and Recreation Clubs & Groups and the Council. This committee directed the previous 2011 Sport and Recreation Master Plan and is a forum for all matters sporting and recreational.

In 2019 the Shire of Quairading Sport and Recreation Committee produced a report titled *2018/2019 Sports & Recreation Facilities Study* as a result of the Sport and Recreation Precinct Working Group requesting a sport and recreation facilities condition report in 2017 and structural requirements and cost estimates in 2018 to extend lifespans for a further 25-30 year period.

Findings included works required with budgeted amounts for totalling \$1.14m including;

## FACILITY REPORTS

### SUMMARY OF COST ESTIMATES.

The following table is a summary of estimated costings of renewal to extend the asset life a further 25 to 30 years

Facility	Amount
Agriculture Hall	\$90,000
Community Club	\$306,000
Footy Changerooms	\$260,000
Bowling Club	\$170,500
Tennis Club	\$120,000
Golf Club	\$119,500
Youth Centre	\$75,000
<b>Total</b>	<b>\$1,141,000</b>

NB Community Club title is Community Building

The committee explored colocation and facility sharing options for these facilities which has led to the recent **Recreation Precinct Concept Plan** resulting in concepts produced by MCG Architects in 2021 which can be seen as Appendix 2 Proposed Redevelopment of Quairading Recreation Pavilion to this report.

In addition, a number of documents provided by the Shire of Quairading were reviewed in order to undertake the analysis of future requirements, such as;

- Shire of Quairading Corporate Business Plan 2017 – 2021
- Shire of Quairading Capital Works Projects 2020/21
- Shire of Quairading Disability Access and Inclusion Plan 2015-2020

## 5.2 OTHER RELEVANT DOCUMENTS

### Sport and Recreation Industry Priorities (2021)

This publication by the Department of Local Government, Sport and Cultural Industries aim is to;

- document evidence-based priorities
- provide a snapshot of what is important to the industry
- guide resource allocation
- inform the review and/or development of initiatives that are delivered by the Department to support the industry
- inform industry and sector strategic planning process

The report identifies 5 focus areas;

1. **Value** – the ability to understand, quantify and articulate the social economic, health and environmental benefits derived from sport and recreation
2. **People** – involved with the delivery of sport and recreation have well developed capabilities, aligned to the needs of the community
3. **Structure and systems** – that support the sport and recreation industry are fit for purpose and operate efficiently and effectively
4. **Environment** – the places and spaces in which sport and recreation occurs are accessible, safe and available into the future
5. **Opportunity** – participants are attracted, retained and able to transition from entry level to elite

Each of the focus areas have identified priorities (17 in total) that provide direction for the industry.

Shire of Quairading relevance:

Whilst the entire document has relevance to the Shire of Quairading from an industry trends and focus perspective, the following identified priorities have specific relevance and should be considered in the Shire's ongoing sport and recreation planning;

To promote healthy active lifestyles;

- quantify, communicate and advocate for the benefits that sport and recreation provides to both individuals and the wider community

To support clubs and organisations recruit and retain volunteers;

- attract, support and maintain the volunteer base undertaking the delivery of sport and recreation

To support and coordinate clubs and organisations within the Shire;

- effectively collaborate/partner/engage with stakeholders to achieve common goals and objectives
- ensure the settings in which activity takes place are accessible, protected and available into the future
- reduce/minimise barriers to participation.

### **Strategic Directions 6 (SD6)**

This publication by the Department of Local Government, Sport and Cultural Industries (Previously the Department of Sport and Recreation) Strategic Directions 6 (SD6) planning document (2016) to guide the sport and recreation industry. It identified the following key societal trends driving change in the industry:

The document outcomes are to:

- Increase participation
- Improved Performance
- Enhanced Social Capital and Organisational Capability
- Enhanced Wellbeing

The following summarises the identified industry challenges:

#### **1. Governance**

Western Australia's sport and recreation organisations must proactively engage national and state/territory counterparts in developing governance models that are collaborative and strategically aligned partnerships. These models must balance local context and interest as well as national priorities.

#### **2. Integrity and Values**

Sport and recreation interests must proactively develop responses to safeguard the integrity and wholesome values which make sport and recreation a fundamental part of Australian culture. The integrity that has encouraged participants, partners, sponsors and governments to invest time, effort and resources needs active protection.

#### **3. Public Open Space and Urban Form**

Urban parklands and green spaces for sport and active recreation are integral components of urban infrastructure and make a significant contribution to community health and wellbeing. In order to deliver public open space which meets the needs of communities into the future we must be efficient with resources, focus on the function of sites, provide equitable access to facilities and secure strategically important regional scale spaces.



#### **4. Adventure and Outdoor Recreation**

Western Australia is a destination point for numerous adventure and outdoor recreation pursuits. Stakeholders from the public, private and community sectors must engage collaboratively to deliver high-quality activities, services and facilities to satisfy and sustain the growing demand, while protecting the environments where these activities take place.

#### **5. Commercialisation**

A small number of high profile sports with significant participation bases and integrated competition structures now have robust commercially-oriented business models, while community-based sport and recreation organisations are increasingly reliant on public investment for their survival. Public investment in sport and recreation organisations should factor in the capacity of these organisations to source commercial revenue.

#### **6. Diversity of Leadership and Management**

Initiatives are needed to expedite diversity in Western Australia's sport and recreation landscape at all levels of leadership and management. Sport and recreation organisations must be proactive to increase the contribution that currently underrepresented groups within the community, particularly women, are able to make to the industry.

#### **7. Financial (Un)Certainty**

The sport and recreation industry must optimise the value derived from public and private funding in tight fiscal circumstances. Sport and recreation stakeholders must be strong advocates for the many benefits that are enabled by continued investment.

#### **8. Leveraging Facilities Investment**

Stakeholders must leverage the investment made in sport and recreation facilities and infrastructure over the past decade. Securing high profile events and increasing visitor and local participation will add vibrancy to our communities and convert these places and spaces into business drivers, delivering extensive economic benefits to Western Australia.

#### **9. Life Course and Life Stage Participation**

The achievement of improved participation rates in sport and recreation, and more broadly active lifestyles, will require innovative responses to the life course and life stage circumstances of Western Australians. A combination of expanding pioneering initiatives and adapting successful concepts from other jurisdictions can stimulate healthier and socially beneficial outcomes for our community.

#### **10. Monitoring, evidence and Research**

Research and evidence-based decision-making are increasingly important for sport and recreation. Availability and utilisation of reputable information will be vital for future policy development and strategic planning.

#### **11. Participation, Culture and Affordability**

Sport and recreation provides opportunities to embrace those otherwise often excluded in the community. Opportunities should be affordable and provide equitable access to encourage participation of people from diverse social, cultural and economic backgrounds.

#### **12. Technology**

Western Australia's sport and recreation landscape must embrace opportunities to progress the industry through new and emerging technologies. Astute sourcing of technological innovations that enhance core values, support participation and performance outcomes and promote organisational sustainability will be crucial.

### 13. Vital Volunteers

The engagement of volunteers in sport and recreation is vital for the industry to thrive and deliver personal and social benefits. Sport and recreation organisations must devise responsive and accommodating approaches to recruit, support and retain the vital volunteer base, which facilitates the delivery of sport and recreation activities.

#### **Strategic Direction Trails WA 2019-2022**

Trails WA is an organisation that markets and advocated for high quality trail network across Western Australia. [Trailswa.com.au](http://Trailswa.com.au) provides consumers with various information on a number of trails including: MTB, Walking, 4wd, Cycling, paddling, snorkelling and more.

The purpose of Trails WA is to inspire locals and visitors alike to get outside and explore and discover the natural beauty of the state, both within the metropolitan urban and suburban environments and further into the regional and rural aspects of the state.

1. Advocate - for a well-planned, designed, constructed, maintained and marketed WA trail network
2. Market – to stimulate and inspire the use of WA’s comprehensive network of trails

Trails WA is still in development stages and whilst the website is live the organisation is still working on developing its content and building on the foundation stages in order to achieve its longer term goals around maintaining and advocating for trails. Trails WA is depending on the involvement of a number of stakeholders including local government to upload and maintain up to date information on trails in their communities. Other stakeholders include aligned organisations, state government, tourism marketing agencies, corporate sector, trail manager and community users.

[Trailswa.com.au](http://Trailswa.com.au) allows users to search for various types of recreational trails throughout the state, specifically there is currently only one listed for Quairading, and it is classified as a bushwalk and includes wildflower observing as its featured experience.

The Shire of Quairading should continue to load its trails to the Trails WA website as a resource for local population and tourists.

#### **West Cycle Strategic Plan 2022 - 2024**

WestCycle is the Peak body for bike riding in Western Australia, they have a three-year strategic plan with the aim of increasing the popularity of cycling and suitable bike riding infrastructure. WestCycle's strategies focus on representation of the community through leadership and collaboration with various governing and stakeholders, growth of cycling through participation and engagement of the community and sustainability through strengthening the bike riding community. This strategic plan covers the whole community of bike riding from commuting the metropolitan region to mountain biking the regional towns.

Specific initiatives outlined in the strategy relevant to regional areas include:

- Promotion of cycling tourism
- Encourage and support LGA’s to adopt safe riding infrastructure and policies for roads, paths and trails.
- Support the development of MTB & gravel facilities, infrastructure and events.
- Collaborate to create facility master plans to guide the direction and funding of facility and infrastructure development for stakeholders
- Establishment of governance, delivery and funding models for maintenance of MTB trails.
- Grow participation annually by 5%

- Implement programs and develop partnerships to support volunteers and enhance the sustainability of rider groups including clubs, affiliates and social riders
- Secure partnership funding from government and commercial sector for WestCycle and other riding groups in order to sustain and develop bike riding in WA.

### **Public Parkland Planning and Design Guide (WA)**

This document was developed by the Department of Sport and Recreation (Now DLGSC) and the Department of Water and outlines design principles for the development of parklands and open space. The focus of the document is the requirement for consideration of well-planned parklands that during the planning and design stages, consider all elements to achieve sustainability in the long term. Planning needs to be integrated to ensure quality outcomes are achieved;

- Consideration of end user requirements
- Allocation of parkland is suitable for desired outcomes
- Development of multi-use parklands
- Playing fields are well planned to consider peak usage and watering requirements, ongoing maintenance, use of appropriate equipment (Irrigation systems) and ongoing water supply considerations.
- Enhancement of existing site features
- Use of local resources and materials
- Department of Water should be consulted during the planning phase of parklands

### **Classification framework for Public Open Space (WA), Department of Sport and Recreation**

Developed in 2012, the primary purpose of this framework is to define terminology that can be universally used to describe POS and is designed to achieve that consistency and reduce confusion. The framework contains two (2) central categories – function and catchment hierarchy. The POS function category classifications are used within this Shire of Quairading Sport and Recreation Master Plan.

<i>Function - (primary use and expected activities) identifies three primary types of open spaces</i>	
<b>Recreation spaces</b>	<p>Recreation spaces enhance physical and mental health through activity that provides relaxation, amusement or stimulation.</p> <p>Recreation spaces can be accessed by all to play, socialise, exercise, celebrate or participate in other activities that provide personal satisfaction or intrinsic reward.</p> <p>Recreation spaces include gardens and open parklands, community gardens, corridor links, amenity spaces, community use facilities, civic commons or squares.</p>
<b>Sport spaces</b>	<p>Sport spaces provide a venue for formal structured sporting activities such as team competitions, physical skill development and training.</p> <p>Sport spaces are designed to accommodate playing surface, buffer zones and infrastructure requirements of specific or general sporting activity.</p> <p>Players and spectators attend with the express purpose of engaging in organised sporting activity, training or competition or watching the game.</p> <p>Most sport spaces can also be accessed by community members for informal sport and recreation.</p>
<b>Nature spaces</b>	<p>Nature spaces provide opportunity for low-impact recreational activities, such as walking, cycling, picnicking, playing, watching or exploring natural features.</p> <p>Nature spaces may include bushland, coastal areas, wetlands and riparian habitats, and geological and natural features. Sites are managed to enable recreational access while protecting local ecological and biodiversity values.</p>

## 6 DEMOGRAPHIC REVIEW

In planning for sporting and recreation infrastructure, it is important to understand the demographics of the area to provide insights into better understanding the likely key areas of demand and potential future need.

In 2016, the Shire of Quairading had an Estimated Resident Population of 1,019.<sup>1</sup>

Table 1 below provides a snapshot of the Shire's population key characteristics.

Category	Shire of Quairading	WA
Population (2016 Census)	1019	2,474,210
Aboriginal and/or Torres Strait Islander Population	8%	3.1%
Born in Australia	87%	60.3%
Overseas Born	13%	39.7%
Median Age	52	36
Index of Relative Socio-Economic Advantage and Disadvantage*	930	1015

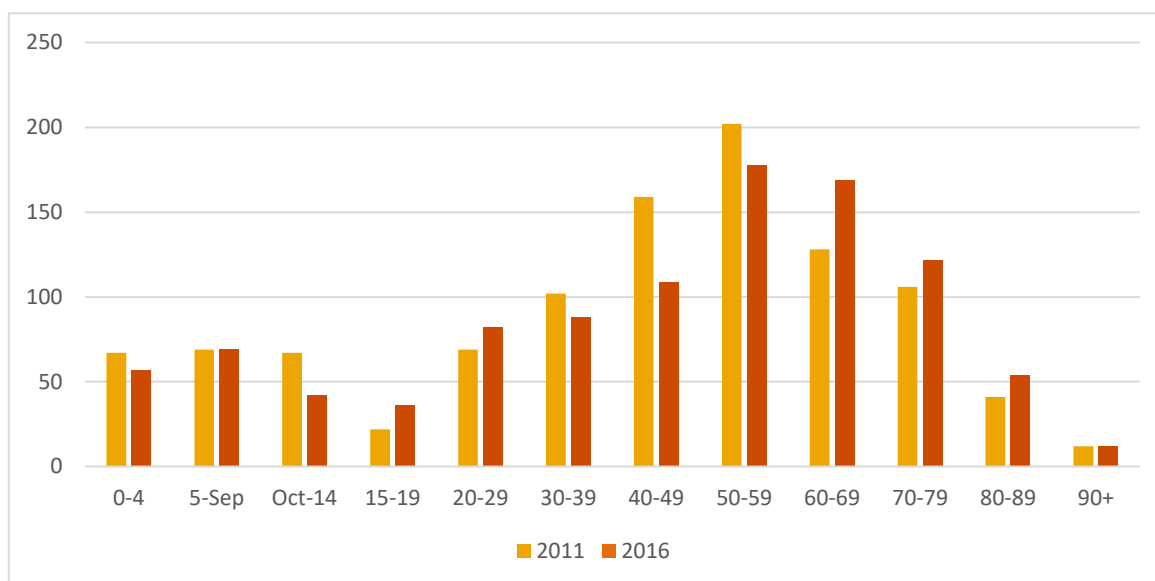
Source: 1. Australian Bureau of Statistics, Census of Population and Housing, 2016.

2006	2011	2016
1020	1044	1019

Population 2006 - 2016

### 6.1 AGE DISTRIBUTION

Age Group	2011		2016	
	No.	%	No.	%
0-4	67	6.4%	57	5.6%
5-9	69	6.6%	69	6.8%
10-14	67	6.4%	42	4.1%
15-19	22	2.1%	36	3.5%
20-29	69	6.6%	82	8.0%
30-39	102	9.8%	88	8.6%
40-49	159	15.2%	109	10.7%
50-59	202	19.3%	178	17.5%
60-69	128	12.3%	169	16.6%
70-79	106	10.2%	122	12.0%
80-89	41	3.9%	54	5.3%
90+	12	1.1%	12	1.2%
Total	1,044	100%	1,019	100%



## 6.2 POPULATION FORECASTS

The WA Planning Commission's August 2015<sup>2</sup> Medium Term Population Forecasts WA Tomorrow series outlines the following population projections for the Shire of Quairading and its neighbouring LGAs (Band C forecasts).

### Population Forecasts for Quairading and its Neighboring Local Government Areas

	2016	2021	2026
Quairading	1060	990	920
York	3,350	3,470	3,560
Beverley	1,640	1,700	1,750
Cunderdin	1,280	1,210	1,130
Kellerberrin	1,170	1,120	1,040
Corrigin	1,150	1,130	1,100
Bruce Rock	940	850	760
Brookton	990	970	950
Tammin	400	370	330

Source: Australian Bureau of Statistics, Census of Population and Housing 2011, 2016.

<sup>2</sup> Source: WA Planning Commission WA Tomorrow <https://www.planning.wa.gov.au/publications/6194.aspx> Retrieved 18 July 2017

### 6.3 KEY CHARACTERISTICS AND IMPLICATIONS

- Minimal change in population numbers since 2006 Census – demand from population growth is not likely with a stable population base
- Aging population - the median age is considerably higher than WA average and has aged 4 years since the 2011 census. The needs of an aging population should be considered in planning for sport and recreation
- Higher than average indigenous population – planning needs to consider the needs of this population group
- The Shire is ranked lower than WA average with regards to disadvantage which should be considered for access to sport and recreation facilities and programs
- Population projections indicate a likely fall in population of around 10% (similar to many of the surrounding Shires in the region).

## 7 RELEVANT INDUSTRY TRENDS

There are a number of important national, state and local sport and recreation trends that should be considered when planning for the future development of sport and recreation infrastructure in the Shire of Quairading. A summary of relevant trends are outlined below:

### 7.1 BENEFITS OF PUBLIC OPEN SPACE

Public open space (POS) is generally described as land set aside for the purpose of public enjoyment and protection of unique, environmental, social and cultural values for existing and future generations<sup>3</sup>.

POS can increase aesthetic appeal, amenity and value of a neighbourhood, suburb or regional area. Aside from providing places to play, be active or relax, public open spaces afford many benefits. Environmental benefits can be gained through protecting local biodiversity and visual landscapes, retaining ecological systems and linkages, and management of urban water. Social benefits can be gained through community interaction and activation of places for formal and informal sport and recreation. Cultural benefits can be gained through recognition and interpretation of Indigenous and historic values. Economic benefits can be gained through provision of services supporting visitation for sport, recreation and tourism.<sup>3</sup>

### 7.2 BENEFIT OF SPORT IN REGIONAL COMMUNITIES

The Department of Local Government, Sports and Cultural Industries (DLGSCI, formally DSR) commissioned a study into the benefits of sport for regional communities titled *Sport and Community Cohesion in the 21st Century*<sup>4</sup>. This report reveals direct links between participation in sport and the development of cohesive social environments within communities. The report provides evidence of sport being linked to social benefits in the individual and community such as community integration, social bonding, cohesion, cooperation, and community identity and pride.

Local sporting clubs such as the local football, netball or golf club have played a key role in regional communities across Australia providing better physical and mental health outcomes for people of all ages. They also help teach values, volunteerism, cooperation, leadership, teamwork, and help in overcoming adversity. For school age children, learning these crucial socialisation skills has a significant impact on their academic performance.

<sup>3</sup> Classification framework for public Open Space, Department of Sport and Recreation, 2012

<sup>4</sup> Kim M Atherly, University of Western Australia, 2006

These findings have recently gained further support from a recent study by the Centre for Sport and Social Impact (CSSI) at La Trobe University commissioned by the AFL which looked into the social value of community football clubs and its influence on health and the wider community. It surveyed 1,677 clubs across Victoria and conducted 110 interviews with club and community members, focusing on individual health, well-being, trust and social connectedness. It found for every \$1 spent to run an average club, there was at least \$4.40 returned in terms of social connectedness, wellbeing and mental health status.

Further to this study the Western Australian Football Commission (WAFC) commissioned research to identify the social and economic return that club based football provides in Western Australia.

It was estimated that the WA football industry directly contributed \$110.4M in economic output to Western Australia in the 2016-2017 year. This level of direct value added flow-on (or indirect) value added of \$109.9 million, resulting in a total estimate of \$220.3M to the WA economy.

The implied economic value added multiplier is \$2.00 (the actual multiplier is 1.966), which means that for every dollar spent by the WA football industry in Western Australia, additional spending of \$1.00 is generated across Western Australia's economy.

It also led to improved employment outcomes, personal development, physical health, civic pride and the support of other community groups. Source: <http://www.abc.net.au/news/2015-02-27/footballclubs-create-better-mental-health-social-outcomes/6268268>.

All levels of government recognise the importance of local sport and recreation clubs for the wellbeing of regional communities and the need to provide support to these groups to enable them to meet the significant challenges they face. DLGSC acknowledges that investing in young people is a cost-effective investment in the future as it helps connect them to the community and teaches them valuable life skills (<http://biggerpicture.dsr.wa.gov.au/>).

Overall, there is a clear argument that investment in the capacity of local sports clubs is an important tool for improving the health and wellbeing of the community.

### 7.3 INTEGRATED PLANNING

In recent times, planning of Community Infrastructure, including public open space is undertaken on a more holistic scale across a district or sub-region, rather than isolated facility development.

- Identifying and prioritising service needs.
- Reviewing existing services in relation to these needs.
- Identifying which services should be retained or discontinued.
- Identifying and developing new services aligned with the current and future priorities of Council and the community.

A broad range of community needs, population, demographic profiles and existing provision is assessed in the planning of infrastructure. Services provided and likely to be required are taken into consideration.

Generally, local governments are adopting this approach and introducing an integrated planning model along discrete service lines (i.e. youth provision, aged and seniors care, sports facility provision, child and community health).

The purpose of the model is to ensure the need for community services is fully analysed in order that they can identify how to best meet the community requirements. This enables local governments / not for profit services to take a more strategic and pragmatic approach to the delivery of services and facilities. Inherent in a more strategic and pragmatic approach is an organisation that is more responsive and adaptive to community needs, takes a more holistic approach but able to distil this to a local level, is able to balance service needs with financial pressures and is able to forecast future needs.

This integrated approach provides in general for a better network of facilities that meet the community aspirations, and allows for a different range of service options within facilities. This strategic approach

reduces duplication of facilities and services, ultimately providing a more sustainable outcome for the community.

## 7.4 ACTIVE AND PASSIVE SPORT AND RECREATION PARTICIPATION TRENDS

### General Participation

- There is an increasing trend of participation in non-traditional recreation by youth e.g. active recreation, 'electronic' recreation etc.
- Growing awareness of the need to engage people who do not traditionally participate in sport and recreation e.g. people with disabilities, teenage girls, culturally diverse groups. Greater need to offer opportunities to capture imagination and interest.
- Growing trend towards more casual, informal options requiring small groups of people and minimal coordination e.g. walking, cycling, trails and mountain biking etc.
- Transportation can be a significant impediment to participation, emphasising importance of footpaths and cycle paths leading to facilities.
- Growing recognition that participation in physical activity can have positive impact on educational outcomes, school attendance, juvenile crime, antisocial behaviour, physical and mental health.

The latest Australian sports and physical recreation participation trends are being captured in the Ausplay survey that is conducted by the Australian Sports Commission (ASC). This replaces data that was previously captured by the Australian Bureau of Statistics and the Exercise, Recreation and Sports Survey conducted by the ASC.

The first Ausplay survey was conducted from October 2015 to September 2016 and included interview with over 20,000 adults, including more than 3,800 parents/guardians of children aged up to 14 years. Key findings from the Ausplay reports follows:

### 7.4.1 MOST POPULAR ACTIVITIES

Adult Participation	2016/17	2017/18	2018/19	2019/20	2020/21
	Participation rate (%)				
Walking (Recreational)	43.4%	43.8%	43.5%	45.7%	47.0%
Fitness/Gym	33.2%	34.3%	35.7%	37.3%	37.4%
Athletics, track and field (+ jogging and running)	15.2%	15.2%	16.0%	17.1%	19.8%
Swimming	15.1%	14.6%	15.2%	16.7%	17.1%
Cycling	11.4%	11.4%	11.5%	12.5%	14.3%
Bush walking	6.3%	5.3%	5.7%	7.4%	8.6%
Yoga	4.5%	4.8%	5.3%	6.5%	6.9%
Football/soccer	5.7%	5.1%	5.3%	5.3%	5.4%
Tennis	4.6%	4.2%	4.5%	4.3%	4.4%
Golf	5.0%	4.7%	4.4%	4.8%	5.0%
Basketball	3.6%	3.4%	3.7%	4.0%	4.4%
Pilates	2.8%	3.1%	3.3%	3.8%	3.9%
Netball	3.1%	2.7%	3.0%	3.0%	2.8%
Australian football	2.5%	2.5%	2.9%	2.6%	2.7%
Cricket	2.7%	2.6%	2.4%	2.3%	
Surfing	2.6%	2.4%	2.3%	2.5%	2.9%



Child Participation - Organised	2016/17	2017/18	2018/19	2019/20	2020/21
	Participation rate (%)				
Swimming	33.3%	30.8%	37.3%	34.5%	33.9%
Football/soccer	15.1%	13.7%	15.9%	14.1%	14.2%
Gymnastics	7.8%	8.8%	10.9%	11.1%	10.6%
Dancing (recreational)	8.3%	9.0%	9.6%	10.7%	9.3%
Australian football	8.5%	8.8%	9.0%	7.4%	6.6%
Basketball	6.9%	6.9%	7.7%	7.8%	7.4%
Tennis	6.2%	5.7%	7.2%	4.8%	5.8%
Netball	6.9%	6.5%	7.1%	6.4%	7.1%
Athletics, track and field (+ jogging and running)	5.5%	5.3%	5.7%	5.4%	4.9%
Cricket	6.0%	5.0%	5.4%	4.1%	3.9%

The tables above from the Ausplay survey show the top 16 activities for adult participation, and the top 10 organised activities for children outside of school hours across Australia. *Source: Ausplay 2016/17/18/19/20/21 Australian Sports Commission.*

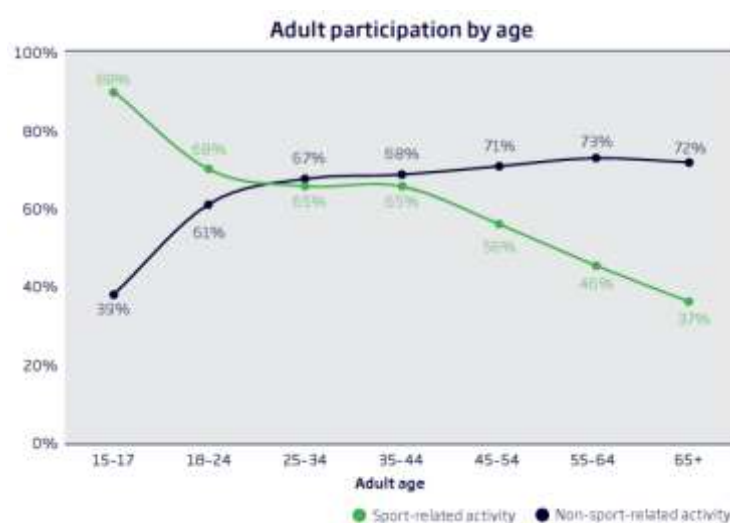
These statistics find that recreational walking is significantly the primary form of physical activity and increasing, undertaken by Adults (47%), with Fitness / gym (37.4%) running and jogging (included within Athletics Track and Field 19.8%), Swimming (17.1%) and Cycling (14.3%) also included in the top 5 activities. It underscores the level of importance that pathways and trails have in sport and recreation facility provision that is inclusive of the whole community as well as the importance of informal activities that can be participated in individually.

Organised sports around Australia are reporting general community level participation in organised sport is down since Covid19 has impacted including the cancellation of a number of seasons.

#### 7.4.2 ORGANISED SPORTS PARTICIPATION

The Ausplay survey reveals, as have previous national surveys, that organised sports participation is highly popular amongst children and peaks amongst children in the upper primary school years, and then gradually declining amongst high school aged children.

Organised sports participation amongst Adults (15+ years) is at its peak amongst persons aged 15-17 and then progressively declines as age increases.





Source; Australian Sports Commission

### 7.4.3 BARRIERS TO PARTICIPATION

For adults, lack of time is the primary reason for not participating in physical recreation up to age of 50, after which poor health/injury becomes the major reason for not participating.

For children, lack of time is cited as the major reason for not participating in physical recreation followed by lack of money and lack of enjoyment (excluding too young/too old to participate).

## 7.5 LOCAL SPORTS PARTICIPATION GROWTH

The Shire of Quairading is anticipating minimal change in the population. Analysis of the Shire's population growth in the key sports playing demographics indicates that there is likely to be stable or slight decline due to aging of the population.

### 7.5.1 FEMALE SPORTS PARTICIPATION

An emerging trend in two major field sporting codes in Australia is the rapid growth in female participation cricket and football, which traditionally have been male dominated. Female Cricket and Australian Rules football have recorded remarkable growth in recent years including:

- The Australian Cricket Association reported a 20% increase in female participation from 2014 to 2015, with females now making up 1 in 4 cricket participants.
- The Australian Football League reported a 19% increase in female participation from 2014-2015, and that they now make up over 22% of all football players nationally.

Female soccer participation has not experienced the same levels of growth rates in participation in recent years, however it is a goal of the Football Federation of Australia as stated in the Women's Football Strategic Plan to increase female participation within the sport. Recent figures show 20% of soccer players in Australia are female.

This increased female participation in traditionally male dominated mainstream sports including football, cricket and soccer, will have a significant impact on growth in demand for active reserve space and the need for more female friendly facilities such as female changerooms at multi-field sports complexes.

## 7.5.2 GAME FORMAT CHANGES

Many sports are introducing new forms of the game to attract younger and new participants. Amongst others, cricket, rugby and soccer are now providing modified, fast versions of the game. The impact is that sports such as rugby, Australian Rules football and soccer have introduced their modified game during summer seasons, effectively increasing their season and requirements for infrastructure.

## 7.6 FACILITY SHARING

Strong emphasis is now placed on the best practice principles of joint use facilities and co-location at all levels of government. The push towards greater implementation of joint use and co-location is encouraged through the prioritisation of funding towards projects that espouse these best practice principles. The Department of Local Government, Sport and Cultural Industries (DLGSC) administer the primary source of State Government funding for community sport and recreation facilities, the Community Sport and Recreation Facilities Fund (CSRFF), and the information on its website clearly states that:

***“Priority will be given to projects that lead to facility sharing and rationalisation. Multi-purpose facilities reduce infrastructure required to meet similar needs and increase sustainability.”***

Source: <http://www.dsr.wa.gov.au/facilitiesfunding>

This provides significant financial incentive for community groups to pursue shared facility opportunities in order to gain significant levels of funding.

DLGSC also advocates joint use facility provision in the *Facility Planning Guide, Sport and Recreation Facilities, March 2007*. This document provides the following rationale for joint use facilities:

- Less duplication and maximum use of community facilities and services
- Creation of a community hub—a focal point for community activity
- Shared capital costs, services, resources and expertise
- Improved relationships between organisations
- Reduced operating costs
- Increased community ownership of facilities
- Access to a broader range of services and expertise
- Reduced vandalism

This document notes that all parties need to carefully consider their specific needs for access and usage and be assured that compatibility exists before planning progresses to the design phase. Comprehensive management agreements need to be developed to ensure all parties are aware of their responsibilities, however, if a sharing arrangement is to be successful there must be flexibility, trust, open communication and co-operation.

Sharing of facilities allows optimisation of usage of sports fields, clubrooms and amenities. A common example of facility sharing is usage of a set of clubrooms and sporting fields by a winter user and a summer user. At the end of a season, one club vacates the facility to enable the other seasonal user group access for their season. This ensures the facility is used year-round.

There are also opportunities for junior clubs to share with seniors. Juniors and seniors of the same sport generally play on different days or morning and afternoons/evenings. Junior clubs generally have a lesser requirement for social facilities, and therefore can be well suited to being a secondary tenant of a clubroom facility.

It should be noted however, that one size does not fit all in regards to facility sharing. In some instances, there may be opportunities for increased facility sharing and in some instances, there may be less. One of the major factors that affect the ability for sharing of facilities is the size of the clubs concerned. For example, a junior sporting club may have very large membership and require scheduling of games on both days of the

weekend plus training times on most weeknights thus limiting availability of the facilities for other same season users.

Additionally, some sports are moving beyond a traditional six-month season with both strong winter and summer competitions, with soccer being one example; therefore sharing of facilities with another major user group can be difficult if the facilities do not have the capacity/flexibility to accommodate multiple user groups simultaneously.

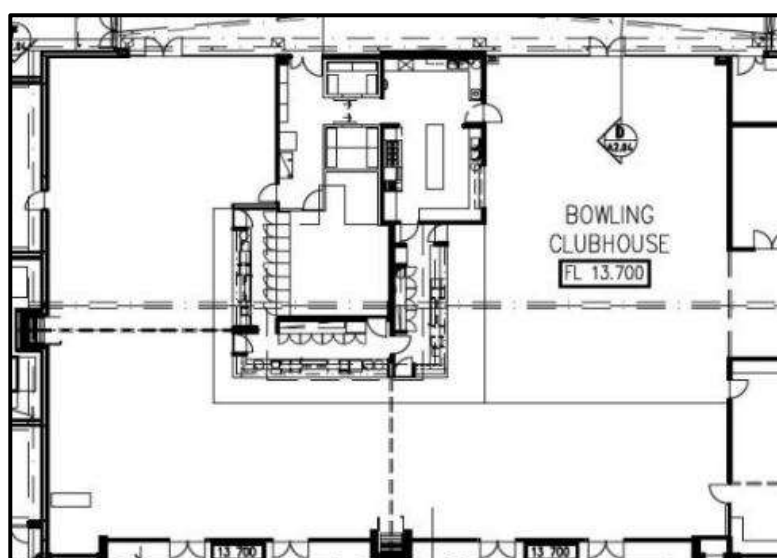
Opportunities for facility sharing need to be individually assessed and include consultation with the key stakeholders. In each case there will be a range of issues that need to be carefully considered before making a decision on opportunities for facility sharing and the timing for proceeding with the infrastructure developments.

### 7.6.1 MULTI-USER PAVILIONS

ABV has collated the plans of many shared use pavilions during the course of numerous sport and recreation facility needs assessments and feasibility studies. There are a number of traits from contemporary facility designs that are considered appropriate and should be considered in the design of an upgraded or new shared use pavilion at the Quairading recreation precinct. They are listed below:

#### ***Large Flexible (possibly)Dividable Social/Function Room, Kitchen and Bar***

A large function area that can be divided; the plans below indicate three separate spaces with retractable walls is a key component of this successful shared use facility. It allows multiple groups to use the facility simultaneously, and provides the flexibility for different sized room spaces to be configured depending on the needs of the function. A horse shoe shape central kitchen/bar area is a feature of a number of contemporary designs including the recently constructed Mandurah Bowling and Recreation Club as shown below:



**Large dividable social/function space with central kitchen/bar**

It is important that each of the divisible areas can be accessed by patrons independently without disturbing users of the other function rooms, including external access and access to the kitchen, bar and toilets.

#### ***Multiple sets of Changerooms***

Multiple sporting fields/courts require multiple sets of changerooms to adequately provide for the needs of the sports participants. It is advantageous to provide at least one set of changerooms specified to senior community Australian Rules football standards as these dimensions are equivalent or greater than the community standards of all other sports as they have the highest number of players in a team. The number

of changerooms for each multi-field sporting reserve needs to be individually assessed on a case by case basis – depending on the users make up of senior to junior teams, what sports / clubs are playing on the same day and the type of fixturing the sports utilise. Consideration for Umpires/referee change facilities and ensuring all change facilities are female friendly should be incorporated into new facility design and planning. It should also be part of planning and design for retro fitting older facilities.

### ***Shared Administration Facilities***

Meeting rooms can readily be shared by multiple user groups, less common are the use of shared office spaces, although these are appearing in recent plans (see below for an example). A shared office space can have multiple work stations as well as lockable cabinet space so that club administrators have access to an office as required, without needing unnecessary duplication of building space. (see example of a shared administration space below)



**Example of Shared Office Space**

### ***Ample Storage***

A large amount of storage is needed for a shared pavilion, with the total requirement depending on each club's needs. 20-30m<sup>2</sup> of storage space is generally considered suitable for the equipment storage requirements of most clubs. Small storage spaces should also be included for community groups that may be regular hirers of the facility.

### ***Spectator Shelter and Viewing***

Shared pavilions at multi-field reserves can have large patronage numbers on competition days. Ideally the pavilion would be elevated and have large verandas for spectator shelter facing towards the key sporting fields. If the pavilion is elevated, it provides the opportunity for tiered seating under the shelter.

### ***Playgrounds***

Facilities for young children are a beneficial addition to pavilions for participants/spectators who have young children and also for community hirers of the facility such as playgroups, providing day time activation of facilities. It helps the facility to be more family friendly and maintain involvement of participants as they become young parents.

## 7.6.2 MULTI-USE SPORTS PRECINCT KEY SUCCESS FACTORS

The layout design of a multi-use sporting precinct is critical for successful shared usage by multiple user groups. The following key design elements have been developed from a best practice perspective accumulated from projects undertaken by A Balanced View (ABV) Leisure Consultancy Services and feedback from LGA's and sporting clubs:

### ***Proximity of Pavilions to Sporting Fields***

Users of a shared pavilion facility must have good viewing and access to their sporting field from the pavilions. Access to the fields should not be obstructed by parking or driveways to ensure safety of children.

### ***Large Open Grassed Playing Areas***

Grassed sporting fields should be positioned together without dividing barriers such as trees or fencing where possible. This allows for maximum flexibility of use and is beneficial for holding school carnivals, festivals and other large events.

### ***Driveway Location***

Where possible, access driveways should not dissect a sporting complex, particularly where children are likely to cross – i.e. between the pavilion and a sporting field. If a pavilion is situated a considerable distance from entry access points of a reserve, the driveway should be routed along the boundary.

### ***Compatibility of Users***

Compatible users should be grouped together in shared facilities. For example, cricket and football clubs are compatible groups due to their opposing seasonal usage.

### ***Passive & Informal Recreation Features***

A range of passive and informal recreation features should be provided in conjunction with the active facilities to ensure there is something for everyone in the one location. This will also encourage the general community to make use of the sporting fields when not in use by clubs as the large grassed areas are excellent passive recreation facilities in themselves. Informal recreational elements may include trails, outdoor exercise equipment, playground equipment, 3 on 3 basketball feature, tennis hitting walls, with informal types of facilities including; amphitheatre style meeting places, picnic facilities, water features and fountains for people and their pets, shaded rest stops and seating etc.

### ***Parking and Access***

Ample parking and road access is important as well as via public transport and being linked to a dual use path network. Whilst catering for adequate parking for dedicated peak utilisation is neither practical or in many cases possible, too few parking spaces can cause significant safety issues and hamper the ability of sporting organisations to conduct their activities effectively and efficiently.

### ***Spectator Viewing***

Spectators should be well catered for with ample shelter and areas to stand/sit whilst viewing sporting events. Community sports have strong family involvement and therefore it is important that parents, children, siblings, grandparents etc. are able to view the sporting activities in a degree of comfort.

### ***Hosting Events***

Large multi-use sporting reserves should have design features that will allow them to cater for large events such as regional tournaments, top grade grand finals and community festivals. In addition to the design features previously mentioned, this may also include ensuring supporting amenities such as changerooms, toilets and social facilities are of a sufficient standard.

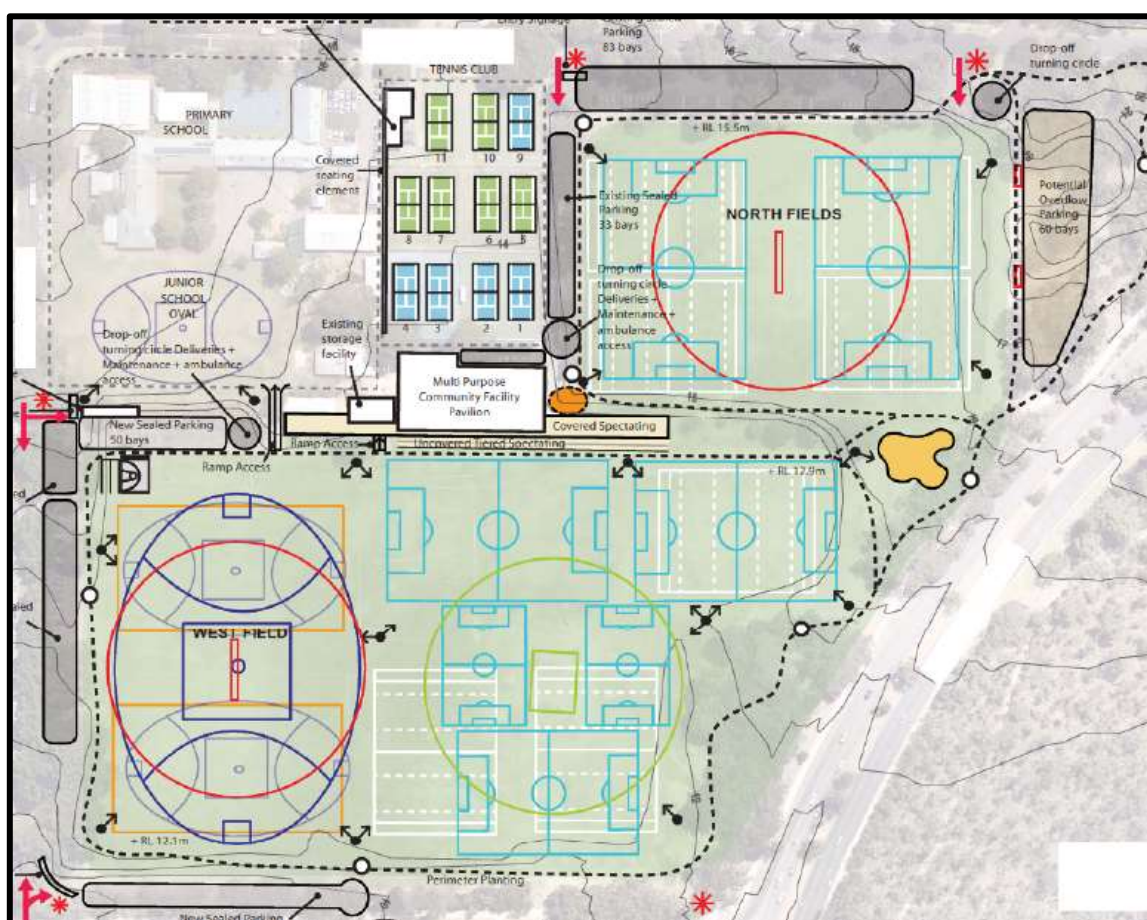
### **Floodlighting**

Adequate floodlighting to Australian Standards for training at a minimum is required to ensure the sporting fields can be used to their full capacity, particularly for winter sports when sunset occurs soon after the work day has ended. Competition lighting is also increasingly becoming a need due to the growth in midweek competition which allows greater utilisation of facilities.

### **Water Efficiency**

Sustainable irrigation and landscaping practices such as native plantings and computerised reticulation are important to give protection against the effects of climate change.

A recent example of a concept site plan that demonstrates many of the above attributes of a best practice multi-use sports precinct design is shown on the following page.



**Example of a multi-use sports precinct demonstrating multiple key success factors.**

### **7.6.3 SPORTS FIELD CAPACITY**

Overuse of sporting grounds is a major issue as grounds that have excessive usage are damaged, become unsafe to play on and are costly to repair. The amount of usage that a particular sporting field can handle is dependent on many variables including the type of users, quality of the soil, climatic conditions, water quality and the type of turf to name a few.

Parks and Leisure Australia (PLA) has recommended maximum utilisation of playing surfaces as approximately 20 hours for AFL sized ovals and 16 hours per week for rectangular fields (ie Rugby, soccer,

Hockey). This optimum utilisation figure is generally supported by LGAs as being the optimum capacity of a well-drained and reticulated active sporting field in a moderate climate.

ABV notes that some Perth metropolitan LGA's are implementing usage restrictions based around these figures to ensure the sustainability of their sporting reserves.

#### **7.6.4 SYNTHETIC SURFACES**

Synthetic turf sports surfaces have been implemented for several decades now and are being used extensively for lawn bowls, tennis, hockey and cricket (wickets) within Western Australia. The benefits of synthetic turf include increased usage capacity, decreased water and maintenance requirements and improved uniformity of ball bounce/roll characteristics.

A more recent phenomenon is the increasing development of synthetic soccer surfaces (often with multi-use purposes) of LGA's and schools. In the 1990's 'Third Generation' synthetic turf was developed that includes long pile turf with granulated rubber infill. The playing characteristics of synthetics for soccer and other such large ball sports are similar to that of natural turf and reportedly do not affect the style of play. They have low abrasion qualities and allow players to slide on the turf as they would on natural grass. Fourth generation surfaces are now relying on less infill, are more multi-purpose and retain less heat which is a problem during Australia's hot summers.

In Australia, the uptake of synthetic surfaces has been influenced by the severe water shortages along the east coast over the past decade. In the Eastern States, many synthetic soccer fields have been developed and synthetic ovals for AFL/Cricket are also beginning to appear now that synthetics are meeting AFL/Cricket criteria. Another significant factor in synthetic surface uptake is that major cities in Australia have growing populations but limited land availability for additional active reserve space.

Synthetic surfaces are increasingly being developed in multi-purpose varieties that meet the international standards for multiple sports, however, there are still limitations to the range of sports that can be played on a single surface, particularly sports that are played on short fast rolling turf such as hockey and tennis and those that are played on longer turf such as soccer and football. Any synthetic sports surface development should be considered in a detailed feasibility study to ensure the most effective location, surface type/dimensions and management options are identified to meet the community's requirements.

### **7.7 CHANGING COMMUNITY EXPECTATIONS**

Changing trends in participation and space requirements requires multipurpose buildings and spaces that are adaptive to the changing environments.

Increasing expectation that local communities will develop sustainable solutions to community issues that will not require ongoing funding support.

Older persons seek lower impact activities at more convenient and flexible times of the day.

Greater reliance on locally accessed and lower cost opportunities by those without the resources to travel or pay for more expensive pursuits.

### **7.8 VOLUNTEERS**

Volunteering Australia report volunteer numbers in Not for Profit organisations has been dropping considerably in recent times (2010 – 2019 approximately 8.6% in formal volunteering rates) and this has been exacerbated with Covid19 (source; Volunteering Australia – ABS General Social Survey 2019).

Social and demographic shifts identified as factors in the downturn in volunteering include;

1. a decline in organised religion
2. a shift to 2 – job families (leaving less time for volunteering activities)



3. people partnering later in life, having children older, increased difficulty buying land and therefore potentially being less invested in the local community
4. online activities replacing face to face interaction
5. a shift in expectations related to volunteering structures and rewards

[\(Institute of Community Directors Australia \(ICDA\) | Volunteer...](#) (accessed 29/7/21)

## 7.9 LEGISLATION

Increasing statutory obligations (e.g. Disability Discrimination Act), risk management and occupational health and safety require local governments to undertake more rigorous monitoring of compliance and risk.

## 7.10 ACCESSIBILITY

Community facilities should comply with the principles of universal design by facilitating access to and use of the facility and its spaces by all individuals and groups (regardless of age, ability, cultural background or level of social or economic advantage/disadvantage). This relates to providing a high level of physical access, connection and way-finding as well as ensuring services, programs and activities are broadly advertised, and are affordable.

## 7.11 SUSTAINABILITY

There is an increasing trend to focus on all aspects of sustainability. This includes the desire and requirement for community facilities to be affordable (from a construction and ongoing operational cost base).

Materials and ESD initiatives, technology built in to the design. Flexibility in design also improves long term sustainable as buildings and other infrastructure are more adaptable.

Initiatives include passive solar design, use of photovoltaic cells, water capture and reuse, use of low embodied materials and purchase of 'green' energy. Incorporating these and other ESD initiatives in new buildings and other infrastructure helps reduce their carbon footprint.

Obtaining contributions from user groups to cover costs of providing the facility. Where a group derives financial benefit from a community's facilities, it should contribute to its upkeep.

## 7.12 NATURE PLAY

In recent times, there is strong trend to connect all children, their families and communities to nature. Guidelines are being developed to reintroduce nature play into play areas and the design of community parklands.

The opportunity to be in the outdoor environment is important for the development of children's motor and cognitive skills, interpersonal attitudes and emotions. The differences in outdoor environments such as neighbourhoods, parks, playgrounds, school grounds and natural environments can comprise rich sources of stimulation and affordances for children.<sup>5</sup>

As such, proactively providing opportunities to play in nature and natural environments is becoming critical and is recommended to include nature play areas in the Public Parkland Planning and Design Guide (WA) for newly developed parklands.

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<sup>5</sup> The Trends and Influential Factors of Children's Use of Outdoor Environments: A Review, Not Fadzila Aziz and Ismail Said, 2010

### 7.13 SKATE / WHEELED SPORTS FACILITIES

The number of children participating in bike riding, skateboarding and scootering has grown markedly in recent years. The design of skate facilities has also changed:

- The involvement of youth in the design of skate parks has become an important aspect in obtaining buy-in from local youth.
- The development of different facility types including skateable landscapes and combination facilities, often forming a youth precinct.
- Facilities designed to have varied spaces that cater for differing levels and abilities.
- The development of skate facilities in high profile locations centrally located with ease of access to other facilities such as shopping precincts, town centres and sporting reserves.
- Development of facilities using an integrated landscape approach.
- Pump tracks accommodate a range of users from bike riding learners to mountain bike and BMX training. They are a relatively small space footprint and can accommodate many users simultaneously.

A recent skate park / youth space implementation in the Avon region can be viewed at Beverley - [Moort Wabiny Park - Beverley, WA \(beverleywa.com\)](http://moortwabiny.com)

## 8 GUIDING PRINCIPLES

The 2011 Quairading Sport and Recreation Master Plan developed a set of guiding Recreation Facilities Policy Principles that were adopted as a recommendation and remain appropriate for the guidance of planning and development which remain appropriate in 2021;

- Diversity, Quality and Design
- Maximum Use of Land and Infrastructure
- Land Management Plans
- Support for Recreation Clubs

ABV's research and observations of best practice with regards to successful Sport and Recreation Facilities Master Plans have identified the following key elements (see below). These elements have been considered throughout the development of this plan:

1. **Financially sustainable** – recommended development opportunities provide a mix of facilities that are affordable and maintainable.
2. **Colocation, shared use, multipurpose designs** – where possible, development is designed to enable greatest use by a variety of users.
3. **Maximised utilisation** – where possible, developments should allow for the greatest utilisation possible.
4. **Contemporary** – developments should meet current designs, standards and trends to enable longevity of use.
5. **Accessibility** - Infrastructure should provide for access by all people, (regardless of age, ability, cultural background or level of social or economic advantage/disadvantage).
6. **Sustainability** - development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

## 9 SPORT & RECREATION FACILITY BENCHMARKING

The 8 neighbouring Shires to Quairading were benchmarked for typical or common sport and recreation facilities. A listing of the main sport and recreation facilities in the main town of each Shire is provided, followed by key observations of the data.

### 9.1 COMPARATIVE FACILITY PROVISION NEIGHBOURING LGAS

#### Quairading neighbouring LGAs comparative facilities provision

	Q	Bev	Bro	Bru	Cor	Cun	Kel	Tam	Yor
Aquatic indoor									
Aquatic outdoor									
Gym									
Courts outdoor	4	4	2	2	2	2	4	2	
Courts indoor									
AFL/Cricket oval									
Hockey	2			2					
Tennis	6 H	6 G	6 SH	4 H	5 H	6 H	4 H	2 H	8 H
Bowls	S	S	S	S	S	S	S	S	S
Golf									
Shooting									
Archery									
Equestrian									
Skate park									

Notes to comparative facilities table above;

Tennis; H = Hardcourts G = Grass courts - Bowls; S = synthetic

The LGAs researched with abbreviations used in the table above (with population size 2016 Census ABS);

- Q – Quairading 1,019
- Bev – Beverley 1,745
- Bro – Brookton 975
- Bru – Bruce Rock 930
- Cor – Corrigin 1,146
- Cun – Cunderdin 1,457
- Kel – Kellerberrin 1,224
- Tam – Tammin 402
- Yor – York 3,606

#### 9.1.1 OBSERVATIONS

- The majority of the surrounding 8 Shires have similar populations to Quairading (the exceptions being the Shires of York and Tammin in particular)
- All Shires had the following facilities; Outdoor aquatic, Outdoor courts, AFL / Cricket sized ovals, Hockey fields, Tennis courts, Bowls synthetic greens and Golf courses
- Quairading was the only Shire to have an archery facility
- Quairading does not have the facilities for the following activities that most neighbouring shires had; Shooting, Equestrian and Skate park
- Quairading does not have Indoor court or Indoor aquatic facilities as per the vast majority of Shires

## 10 EXISTING SPORT AND RECREATION FACILITIES

The sport and recreation facilities within the Shire are located in the following areas; Quairading, South Caroling, Wamenusking and Doodenanning. The Shire currently provides financial support through the Community Grant Program – subsidising operational costs. However the Clubs were not specifically referred to in the previous Masterplan.

### Site Audit

A site tour of facilities was undertaken and a high level audit report can be seen as Appendix 3 Quairading Sport and Recreation Facilities Site Audit, to this report. The audit has facility images and general condition observation comments.

General comments / observation from this audit;

- A number of facilities in the outlying areas are in poor condition
  - Tennis court surfaces and fencing require maintenance / renewal to ensure a safe, enjoyable experience for users
  - Court lighting could also be assessed for effectiveness and pole and footings safety
  - The communities of South Caroling, Wamensuking and Doodenanning should determine the need for each of their respective tennis court facilities to explore rationalisation of some facilities that may be excess to need
  - A fit for use condition assessment should be made and supported with quotations for repair / renewal to assist with decision making on renewal and rationalisation
- A number of facilities require maintenance works to improve quality to contemporary standards
  - Discussions at workshop meeting August 31<sup>st</sup> 2021 raised issue that ongoing maintenance of facilities is different to renewal / redevelopment. It should be considered within normal Shire / clubs and organisations annual maintenance and repair operational budgets as opposed to capital works sport and recreation master plan. ABV support this concept and suggest that definitions of maintenance versus renewal be defined to assist with future planning and budgeting.

### WAFC Football Facilities Audit

A facility audit report of the Quairading Oval football facilities from the West Australian Football Commission (WAFC) updated in January 2020. The audit document can be seen as Appendix 4 to this report. Issues identified included;

- Player change facilities were nearing end of life with assessed quality as poor and was not suitable for female utilisation
- Inadequate umpire changerooms
- No separate first aid room
- No separate office or meeting room available
- Lighting less than 50 lux (since rectified)
- Total rating of 61%

## 11 CONSULTATION

Consultation and engagement with the community was crucial to the development of this sport and recreation master plan. The following opportunities were provided to the community and stakeholders to participate in the process:

Initial Information Gathering	Follow Up	Meetings / workshop
<ul style="list-style-type: none"> <li>Survey of sporting and recreation organisations within the Shire (emailed survey with 13 sporting clubs and 6 recreation organisations including the Quairading DHS returned)</li> <li>Community Survey (On line - Survey Monkey and hardcopy)</li> <li>Key Shire staff phone and in person meetings</li> <li>Neighbouring LGAs</li> </ul>	<ul style="list-style-type: none"> <li>Phone meetings with identified key users for clarification purposes and where a survey was not returned (Purpose; ascertain requirements, concerns, ideas).</li> <li>DLGSC – discuss needs / regional issues</li> <li>Requests to some State Sporting organisations for documentation and feedback for Quairading</li> <li>Draft report is scheduled for public consultation once completed</li> </ul>	<ul style="list-style-type: none"> <li>Sport &amp; Recreation Committee meeting 27 July 2021</li> <li>Workshop – 31 August 2021 – community &amp; Sport &amp; recreation committee</li> </ul>

The following key themes were identified through the consultation process. A summary of the Sporting and Recreational organisation surveys consultation results can be seen on the next page whilst the Summary report of the Community Survey can be seen as Appendix 5 to this report.

### 11.1 COMMUNITY SURVEY – KEY FINDINGS

The following summarises the key feedback received from the community surveys. A total of 20 surveys were received.

#### Community – what facilities do you use for;

Formal sport  
Spectate / socialising  
Play social sport  
Informal recreation  
Passive recreation  
Fitness

#### Most popular facilities

Oval, netball courts, tennis courts  
Oval, netball courts, bowls  
Bowls, tennis clubs, golf  
Pool, nature reserves, footpaths  
Nature reserves, oval, footpaths, pool  
CRC, pool, oval, footpaths

#### What existing facilities do you think need improving?

Oval changerooms  
Pool heating  
Community building  
Netball courts  
Playground / parks  
Walk cycle trails

#### If you could add 1 sport or recreation facility to the Shire what would it be?

Skate / wheeled sports / pump facility  
Playground (all ages)  
Indoor court

### **Any other comments on sport and recreation in the Shire of Quairading?**

Numerous comments were received including;

- Positive feedback on the range of facilities for a Shire the size of Quairading
- Motivated people in Quairading
- No playgrounds
- No indoor courts
- Sports appear segregated and disjointed
- Pool needs heating & increased opening hours
- No female ablutions
- Club culture just as important as facilities

## **11.2 SPORT AND RECREATION ORGANISATIONS – KEY FINDINGS**

Sporting and Recreation organisations were provided a survey which was completed and returned by 19 groups (13 sporting and 5 recreational and the Quairading District High School).

The key responses can be seen in the summary table below with common issues observed from responses;

Challenges for organisations;

- recruitment of players / members
- falling level of volunteers
- facility maintenance

Priorities for organisations;

- Maintenance and upgrade of facilities

## **11.3 SPORT AND RECREATION MASTER PLAN WORKSHOP**

A workshop with attendees from the Quairading Sport and Recreation Committee was held on the 31<sup>st</sup> August 2021. The purpose was to consider and assess sport and recreation needs that had been identified through the consultation phase and form a priority ranking of need. ABV presented findings of consultation and facilitated the ranking process.

The summary table can be seen in Section 12.1 of this report.

Activity	Club Organisation	Members	3 Main Challenges	3 Priorities
<b>SPORTS</b>				
<b>2020/21</b>				
AFL Senior	Quairading Football Club	72	Player recruitment Volunteers reducing Fundraising - need own bar	Function area with club bar New changerooms / bathrooms Lighting suitable for night training
AFL Junior	Quairading Junior Football Club	42	Volunteers for coaching, umpiring, committee Player numbers decline - fill teams	No facility needs
Cricket	Quairading Cricket Club	16	Preparing turf wicket (club personel) Training nets deterioration Reticulation for pitch is faulty	New practice nets Pitch irrigation repair Proper pitch curation
Netball Senior	Quairading Netball Club	14	Funding for court hire & equipment, uniforms Minimal support from Netball WA Shortage of umpires	Stop court flooding (roof cover best solution) Access to clean, organised, secure storage Umpire, coaching mentoring programs for succession
Netball Junior	Quairading Junior Netball Club	48	Netball WA training burden on volunteers Volunteers for coaching, umpiring, committee Transient population impact on players	2 new courts Storage - maintain current levels Ladies changerooms - suitable for home & away teams
Hockey Ladies	Quairading Ladies Hockey Club	36	N/A	Good playing surface Toilet & Shower facilities Lights
Golf	Quairading Golf Club	47	Finding new members Covering cost of mowing Keeping course well maintained	Purchase new mower (\$45k+ second hand) Purchase new slasher Purchase of fertilizer
Bowls	Quairading Bowls Club	85	Red tape running of bar - Liquor licensing	Renewal of green in 10 yrs (\$150k) - possible base works Possible shade structure
Tennis	Quairading Tennis Club	25	Increase membership numbers Increase junior participation Maintaining infrastructure	New courts Better clubhouse Family friendly facilities
Badminton	Quairading Badminton Club	7	Membership numbers Hall hire costs (covered by fewer members)	N/A
Swimming	Quairading Aquatic Club	31	Heavy compliance burden from Swimming WA High affiliation & insurance fees Lack of volunteers & parent helpers	Pool upgraded - excellent facilities
Wammenusking	Wammenusking Sports Club	35	Maintaining membership Coordinating volunteer labour Getting playing numbers each week	Maintenance of facilities Sun safe areas for children
Sth Caroling	Sth Caroling Social Club	7	Limited members Hall in need of repairs Coordinating fixtures - balancing commitments	Repairs to interior walls of hall Repair or resurface of courts Maintaining members to enable fixturing
<b>RECREATION ORGANISATIONS</b>				
Quairading GYM		60-70	N/A	Dedicated facility at community hub Require adequate space (reccomended 150 m2) Proposed design has too many entry points to gym
Quairading Agricultural Society		2019	Availability of entertainment options	Upgrade ablutions across showgrounds
	Exhibitors	40	Workload on volunteers / lack of new	A more 'grassy' surface across overflow area
	Attendance	1,000	Rising expenses - difficulty gaining grants	Undercover area for market stalls & entertainment
Q CRC	Business	43	Increasing cost of rent (and all expenses)	Adequate maintenance of building
	Clubs	35		
	Individuals	100		
QARRAS		63	Entertaining members - finding places/speakers Finding volunteers / office bearers	Very happy with current facilities
Q Stay Active		26	Aging population Illness Moving away to be in care	Facilities are great



## 12 IDENTIFIED SPORT & RECREATION NEEDS ANALYSIS

The following provides the analysis and recommendations for sport and recreation infrastructure and services in the Shire of Quairading:

Findings were made from a variety of sources; community survey, sports and recreation organisation surveys, Shire of Quairading Sport and Recreation Committee meetings and reporting, community workshop and Shire of Quairading strategic documentation.

The list of items that arose from the various sources were listed and presented to the community workshop on the 31<sup>st</sup> August 2021. At this workshop, participants were asked to assess each for the following characteristics;

- Hierarchy – was the item considered to service; regional, district or local catchments
- Equitable access – would the item provide a high, moderate or low level of equitable access for the community
- Expense – was the item considered a high, moderate or low expense
- Time frame - is the item needed in the short, mid or long term
- PRIORITY - rank the items priority on a scale of 1 (very high) to 5 (low)

### 12.1 SPORT AND RECREATION IDENTIFIED FACILITY NEEDS

A workshop with attendees from the Quairading Sport and Recreation Committee was held on the 31<sup>st</sup> August 2021. The following process was undertaken in order to consider and assess sport and recreation needs that had been identified through the consultation phase;

- Formed 2 working groups
- Review and consider the identified sport & recreation facility needs
- Assess items for;
  - Where they fit in terms of Hierarchy – Regional / District / Local
  - What level of accessible equity will they provide (ie accessible to the most people) – High / Moderate / Low
  - Item expense – High / Medium / Low
  - Time frame – Short / Medium / Long
- Rank the priority of the item 1-5 (1 high priority – 5 low priority)
- Discussion between groups to provide a final ranking

The following table summarises the workshop findings. (note not all items were assessed on every criteria, ranking priority was the average of the 2 group rankings).

### 12.1.1 SHIRE OF QUAIRADING SPORT & RECREATION MASTER PLAN PRIORITY RANKING

Identified facility needs	Heirarchy Reg / Dist / Local	Accessible equitable H/M/L	Expense H/M/L	Time frame Short / Mid / Long	Priority Rank 1 High - 5 Low
1 Camping Overflow area – grass for dust mitigation	R	H	L	S	4
2 Upgrade ablutions across showgrounds	D	H	M	S	1
3 Undercover area for market stalls (Ag show)	D	H	M	L	3.5
4 Gym - purpose design dedicated facility	L	H	M	L	2
5 Hockey facilities - toilets / change / shade	D	H	H	L	2
6 Hockey lighting improvement	L	L	H	S	3.5
7 Hockey - good quality playing surface	D	M	H	M	3
8 Football changerooms upgrade	D	M	H	L	1.5
9 Football suitable training level lighting	L	M	H	L	3.5
10 Football improved function bar area	D	H	H	L	4
11 Cricket new practice nets / relocated	L				2
12 Cricket pitch improved curation (maintenance)				S	3
13 Cricket adequate spectator facilities					3
14 Tennis Q new courts				M	2
15 Tennis Q Improved clubhouse facility		H	H	L	2
16 Tennis Q family friendly facilities				L	3
17 Sth Caroling repairs to Hall	L	M	M		3.5
18 Tennis Sth Caroling repair/resurface tennis courts	L	M	M	S	2.5
20 Wamenusking shading for childrens facilities	L	M	L	S	2.5
21 Netball court drainage / resurfacing	D				2.5
22 Netball changerooms provision (female 2 teams)	D				2
23 Swimming pool heating	D	H	M	S	1.5
24 Playground all ages (oval or town centre)	D	H	M	S	1
25 Walking trails upgrade / new	D	H	L	S	1.5
26 Indoor sports court	D	H	H	L	2.5
27 Skate park / wheeled sports (scooters & bikes)	D/L	H	H	M	2
28 Pump track	D	M	L	M	3.5
30 Mini golf (tourism recreation)	L	L	M	L	4.5
31 Oval scoreboard	D	H	M	S	2.5
32 Nature reserve development / upgrade	D	M	L	S	2.5
33 Doondenanning tennis courts resurface & fencing					2.5

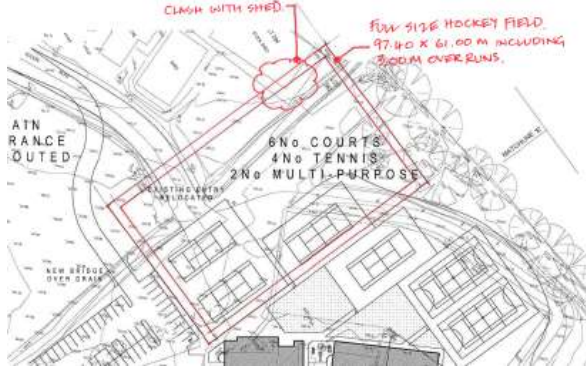
## 12.2 OPPORTUNITIES / ANALYSIS TABLE

The following section provides analysis of the identified needs with recommendations / opportunities.


Item	Analysis	Recommendation/Opportunity
<b>Recreation precinct</b>	<p>The Quairading recreation precinct has been the subject of discussions and investigations since the 2011 Sport and Recreation Master Plan. Exploration of efficient, shared, multi-purpose facilities have been supported where practical and possible to inform the latest concept plan (Aug 2021) see Appendix 2 Quairading Recreation Pavilion (August 10 2021).</p> <p>This concept indicates the following key outcomes;</p> <ul style="list-style-type: none"> <li>• A colocated recreation pavilion consisting of 2 main buildings</li> <li>• Refurbished existing pavilion / function room including childrens play area, welcoming frontage to car park, expanded function room, scorers box, tennis club office and storage with interface to new tennis courts location</li> <li>• New pavillion of approximately 690m2 replacing the existing change room block to include features; 2 sets of changerooms (including female suitable), first aid / trainers room, umpires changerooms, football social room. Community gym new toilets and covered patio area for spectators</li> <li>• The site will also have a new entrance roadway to allow for 2 new multi purpose hard courts (basketball / netball / etc) and 4 tennis hard courts with close proximity to pavilion and supporting amenities, new parking and formalisation of existing parking.</li> </ul> <p>Many of the existing issues with buildings and facilities at the site (as reported by key stakeholders from consultation) will be rectified through the delivery of the concept plan as proposed. These items include;</p> <ul style="list-style-type: none"> <li>• Football, cricket and hockey changerooms – insufficient change rooms, female friendly changerooms, umpires facilities, first aid, spectator shade and social facilities</li> </ul> <p>Football and Cricket both have standards for the various levels of changeroom provision stanards which can be used as a guide and starting point for such facilities design. Due to AFL having more players than the other sports, by designing to these stadards, other sports will be accomodated for in terms of facility size.</p> <ul style="list-style-type: none"> <li>• An electronic scoreboard for the oval has been identified as a facility need. It would be important that such a facility was flexible in design and operation (ie capable of community and sponsor messaging) and possibly mobile to enable the maximum use and optimum location for each user group.</li> </ul>	<p>Continue to progress the concept planning for the Recreation Precinct development.</p> <p>Provision of new shared changeroom.</p> <p>Provision of social facilities at the recreation precinct.</p> <p>Provision of electronic scoreboard at recreation precinct.</p>



Item	Analysis	Recommendation/Opportunity
<b>Recreation precinct (continued)</b>	<ul style="list-style-type: none"> <li>• Tennis courts, clubhouse &amp; family friendly facilities</li> <li>• Netball / basketball courts drainage /resurfacing, storage provision, changerooms</li> <li>• Dedicated community gym facility. The dimensions of a gym should be considered for current membership and potential future member numbers (ie possible expansion areas) and activities (ie functional training and wellness classes).</li> </ul> <p>The security of the gym should be considered with controlled entry / exit points, storage and ablution/change considerations for after staffed hours operations.</p> <p>The current status of the Precinct Concept Plan is summarised with the following recommendations made by the Quairading and Districts Sport and Recreation Council regarding the Precinct Concept Plan (Meeting Minutes 27<sup>th</sup> July 2021);</p> <ol style="list-style-type: none"> <li>1. <i>That the Concept Plan be revised to include a second ladies changeroom, a second umpires facility and modifications to the hard court layout;</i></li> <li>2. <i>That the feasibility of hockey field location and surface be researched and considered;</i></li> </ol> <p><i>That once the Final Design Revisions has been received, Council proceed to engage a Quantity Surveyor to provide an Estimate of Probable Costs for Forward Planning and future Grant Funding Applications.</i></p>	<p>Relocation and upgrade of tennis courts within the recreation precinct</p> <p>Relocation and upgrade of multisport courts within the recreation precinct</p> <p>Provision of dedicated gym facility as part of the shared community building at recreation precinct.</p>
<b>Lighting of playing fields</b>	<p>Quairading oval lighting completed an LED upgrade in 2021 to the level of 50 lux (big ball training level). Funding from the CSRFF and Drought Community Project at an approximate cost of \$330k with grants of \$110k.</p> <p>Hockey playing fields – the recent upgrade to playing field lighting provides for lighting for the southern hockey field. This lighting is to 50 lux (big ball training level standard).</p> <p>The costs associated with upgrading lighting to higher levels (such as small ball lighting standards of around 250 lux) are extremely high and probably prohibitive for the number of players it would benefit. A further concern is the proximity of the playing field to the air strip which has height limitations for lighting infrastructure. Further lighting improvements will require investigation into solutions that do not contravene these restrictions.</p>	<p>Monitor the recent upgrade to lighting for suitability over the next few seasons.</p>
<b>Reticulation of playing fields</b>	<p>Reports by clubs that the playing fields reticulation was not operating correctly have been identified as an issue with the eastern pump. This pump is in need of renewal in near future. The Western pump has recently been renewed.</p> <p>This item could be considered a maintenance issue considered within capital replacement and maintenance budgets.</p>	

Item	Analysis	Recommendation/Opportunity
<b>Cricket practice nets renewal &amp; possible relocation</b>	<p>The current practice cricket wicket synthetic surfaces are in need of renewal. This presents the opportunity to relocate the nets to another suitable location closer to the other supporting facilities such as toilets and social areas.</p> <p>Practice cricket nets optimum location criteria include; north / south direction up to 15 degrees off line in either direction, synthetic grass covering entire concrete pitch, short run up and delivery area to be concrete and synthetic cover, hitting zone area to be out onto large grassed area, close proximity to water fountain, toilets and social areas.</p>	Investigate optimum location and renew synthetic cricket wicket practice nets.
<b>Cricket turf wicket irrigation repair &amp; improved maintenance</b>	<p>The quality of a cricket match can be determined by the standard of the turf wicket. Irrigation to the wicket is vital for its ongoing standard. Investigation and repair to any reticulation should be undertaken as soon as possible so as not to let the wicket deteriorate which would result in increased works and time to bring back to standard. This issue is considered to be an ongoing maintenance item that could be rectified within the normal works program</p> <p>Maintenance of turf cricket wickets is a specialist skill set that requires training for proficiency. A resource person should be identified and trained to ensure the quality of wicket is maintained to ensure the quality of the sport is not compromised.</p>	Identify the appropriate person to receive training in turf wicket maintenance.
<b>Ablutions upgrade across showgrounds</b>	<p>Poor standard and general lack of ablutions across the recreation precinct (particularly at event days such as the AG Show) impact on the experience for users and attendees.</p> <p>The proposed Recreation precinct redevelopment will see new toilets provided at that venue that can be utilised on show days/events. The other current ablutions are in need of upgrading also.</p> <p>It would appear worthwhile evaluating the cost benefits comparison between the upgrading of ablutions versus the hire of temporary facilities on large event days. The information can inform decision making with possible outcomes including, upgrade existing ablutions, retire existing ablutions and hire for events of a combination of some upgrades and some hire of facilities for events.</p>	Conduct a cost benefit comparison for upgrading ablutions across the showgrounds area versus use of hire facilities to inform decision making.

Item	Analysis	Recommendation/Opportunity
<p><b>Hockey – Synthetic practice surface</b></p>	<p>The desire for a hockey synthetic surface was expressed by the Hockey Club. The club indicated that a training surface could be shared with tennis club provided tennis wanted synthetic court surfaces. MCG architects provided scale overlay drawings that indicated it was not possible to fit a full sized hockey field where the tennis courts are proposed in the Recreation Precinct Concept planning (see below).</p>  <p>The reduced option of sharing synthetic grass tennis courts (4 courts as proposed by Tennis Club) was not deemed possible once the tennis club determined that they would like to retain synthetic hard court surface for its proposed new courts.</p> <p>The cost of a synthetic hockey training area is significant. Margaret River has recently implemented a synthetic training surface of approximately ½ size of a hockey field at approximately \$700,000. Balancing the need for this surface which would be for sole Hockey use, for less than 20 players is difficult when current grass facilities are available.</p>	<p>Maintain the existing Hockey playing fields at as high a standard as possible.</p>



Item	Analysis	Recommendation/Opportunity
<p><b>Undercover area for market stalls</b></p>	<p>The agricultural society has applied for a received grant funding to provide a roof structure of 24m x 10m which is currently being installed.</p> <p>The opportunity presents to utilise this area as an undercover area for sports training, general informal recreational and youth activities should the ground surface be suitable. A bitumen / floor surface could be marked for sports such as netball and basketball with a removable dual goal post at either end. This would provide a reduced size playing area, but ideal under cover training option for clubs and a suitable area for informal use in inclement or hot weather conditions (Netball court dimensions 30.5 x 15.5m with a 3m run off area. The facility could also provide lighting to allow evening utilisation of the area.</p> <p>The Shire of Williams have recently provided an undercover flexible space that sports utilise as well as livestock use for Agricultural show purposes.</p>	<p>Investigate suitable surface, lighting and sporting equipment options for the Agricultural Society undercover area to enable sports and recreation activity utilisation.</p>
<p><b>Indoor court</b></p>	<p>Indoor sports court provides protection from the weather winter and sun for many sporting and recreation activities. They are an expensive item of infrastructure (single courts are generally built for well in excess of \$1million).</p> <p>An alternative low cost option to provide an undercover sports court option could be considered initially whilst interest and demand is gauged. An example exists where the Shire of Williams has provided a roofed court facility which is also used as a ram shed pavilion.</p> <p>The Quairading Agricultural Society is in the process of erecting a shed within the showgrounds which may provide a first option for informal recreation and sports training utilisation (the size is not a full sized netball / basketball court). A staging progression maybe a larger shed to the size suitable for a netball / basketball court, to possible enclosing of the shed with side walls and ultimately a sprung floor system.</p> <p>(An example of an outdoor undercover netball court in next column).</p>	<p>Investigate future options for an indoor sports court with a potential staged approach.</p> 
<p><b>Pool heating</b></p>	<p>Pool heating will provide more user-friendly conditions particularly for children and the elderly who can find cooler water inhibits their enjoyment and subsequent utilisation of pools. It can also have the positive effect of extending the pool season when the cooler weather prevails.</p> <p>Community requests for heated pool water has been regularly received, including the recent community survey and the Quairading District High School.</p> <p>The Allocation of budget (approx. \$50,000) has been made for heat pump installation for the Learn to swim pool. The pumps are planned for installation by the start of the 2021 season.</p>	

Item	Analysis	Recommendation/Opportunity
<p><b>Skatepark &amp; pump track</b></p>	<p>A skate park has been identified as a desirable facility from the community surveys and in Sport and Recreation Committee workshop meeting. It has also been noted as a common facility in the surrounding Shires (see Section 9 Sport and Recreation Facilities Benchmarking within this report).</p> <p>Successful skate parks, pump tracks and youth facilities in general are most successful when the local youth community feels a level of ownership of the facilities. Successful projects report buy in by the local skate community, committees formed from local skaters, scooters, wheeled sports enthusiasts is vital to success and progression of facility designs.</p> <p>The Shire of Beverley has recently opened a skate and pump track facility incorporated into a youth / family recreation area within the town centre (see images of the skate park below and pump track opposite). The facility can be seen at this site (see link <a href="http://moortwabinypark.com.au">Moort Wabiny Park - Beverley, WA (beverleywa.com)</a>). Facilities include; Nature playground, skate park, pump track, 3 on 3 basketball pad, shelter.</p> <p>Project cost was \$860k, funded in the following way; Lotteries west \$426k, Stronger Communities fund \$16k, Community fundraising \$16k, Drought Communities Program \$402k.</p>  <p>A number of towns now provide variations on traditional skate parks with skateable elements that can be located over different parcels of land with irregular shapes (such as long narrow areas) that are intermingled with seating and other elements to attract a wide range of users. The recent sport and recreation workshop indicated that a skate park has a higher priority ranking than a pump track, therefore a potential staging of an overall facility could be considered.</p>	<p>Investigate options for a skate park and wheeled sports facility.</p>  <p>Beverley Pump Track</p> <p>Investigate options for a pump track facility.</p>



Item	Analysis	Recommendation/Opportunity
Playground	<p>A number of small play areas are located within the main town site, but nothing of significance or that could be considered a “destination” playground. Many local towns report that travellers will schedule or have impromptu stops at towns with visible, significant playgrounds. There are obvious economic and tourism benefits associated with such facilities.</p> <p>The local community can also benefit from such a facility with social capital built from its role as a meeting place and providing space and structure for children’s socialisation, imaginative play and physical activity.</p> <p>Planning and design has been undertaken for a significant nature playground (project costs of approximately \$840,000) to be located at the town centre on the site of former New Valley Ford Caryard and to be known as the Kwirradung Koort Community Park. A funding application has been submitted to LotteryWest with hopes for a project delivery by the end of the 2021/22 financial year.</p> <p>A Shared-use agreement for public access to the Quairading District High School facilities, including playground is in the process of being formalised currently.</p>	<p>Subject to funding being accessed, commence Kwirradung Koort Community Park nature playground construction as planned.</p> <p>Formalise a Shared use agreement with the Quairading District High School, allowing public access to the school facilities including playground.</p>
Mini golf facility	<p>Mini golf facilities provide an informal recreational activity suitable for all ages. They also can provide a tourist activity / attraction.</p>	<p>Investigate mini golf facility provision.</p>

<p><b>Trails / pathways</b></p>	<p>Walking is the most popular form of physical exercise for West Australians with approximately 47% of the population participating.</p> <p>Town recreation precinct</p> <p>Pathways in general allow features to be more accessible to more people. The Town recreation precinct area could improve its accessibility by providing a loop pathway that provides stable, flat surface suitable for accessing all areas of the precinct by foot, bike, wheelchair etc. Healthy Active By Design Guide for Movement Networks indicates the following important considerations when enhancing movement networks; the provision of safe, connected, continuous, easily navigated connections, where streets, footpaths and cycle ways connect to each other. The connections should be well lit with shade and shelter as well as directional signposts, and all such facilities should be designed for all users including the young, the elderly and those with disabilities.</p> <p>The provision of seating / rest spots under shaded area provide place for recreation pursuits such as walking / enjoyment of outdoors as well as spectator options for formal sporting activities. It could also provide a fitness trail with distance markers that loops the area, enabling people to utilise including at night when sporting lights are being used or with low / no cost solar lighting, promoting increased physical activity.</p> <p>Cycle trails have similar physical activity and tourism benefits as pathways and walking trails. Where possible, walking trails could be made suitable for dual use to provide options for both cycles and walkers. Currently the Department of Transport in conjunction with the Shires of Beverley, Chittering, Dandaragan, Gingin, Northam, Toodyay and York is developing the Avon Central Coast Regional 2050 Cycling Strategy (due to be released mid 2021). This is a long term vision across the region including an aspirational cycling network covering key town sites and interregional connections. This strategy can be found at the following link; <a href="https://transport.wa.gov.au">Long-term cycle network (transport.wa.gov.au)</a>.</p> <p>Given the close proximity to Quairading and the potential benefits of inclusion in such a strategy, it would appear beneficial for the Shire to enquire as to future inclusion opportunities within this regional plan.</p> <p>Nature Trails</p> <p>The Quairading Nature Reserve and Toapin Weir are facilities that offer passive recreation opportunities (Toapin Weir includes; free camping with toilet, electric bbq, non-potable water and a fire pits).</p> <p>The addition and maintenance of trails within will provide more people the opportunity and incentive to experience the natural offerings of the areas as well as offer tourism benefits.</p> <p>Recent developments / planning for these facilities include below with works scheduled for 2021/22;</p> <ul style="list-style-type: none"> <li>• Renaming of Quairading Nature Reserve to its cultural name; Nookaminnie Rock Nature Reserve</li> </ul>	<p>Continue to invest in footpaths within the Shire, enabling walking / riding as active forms of transport wherever possible.</p> <p>Investigate the opportunity for a sealed pathway fitness trail around the Quairading recreation precinct area as part of the precinct concept planning.</p> <p>Investigate opportunities to enhance and promote trails within the Quairading Nature Reserve and Toapin Weir.</p>
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Item	Analysis	Recommendation/Opportunity
	<ul style="list-style-type: none"> <li>Upgrades to signage and branding and maintenance of trails through reserves</li> <li>Digitizing of trails and uploading on Trails WA website</li> <li>Groves (South side of Nature reserve) is undergoing initial planning for road access to the culturally significant area of the Nature Reserve and possible construction of basic supporting facilities.</li> </ul>	
<b>Security and Trail Lighting</b>	<p>Security level lighting around sporting facilities prevents anti-social behaviour and vandalism at these venues during night time.</p> <p>If a fitness / walk path trail is provided within the recreation precinct, lighting of that trail would benefit those wishing to be physically active at night utilising the trail.</p> <p>Recent developments in solar lighting provides a security lighting level with low (to zero) operating costs that are proving advantageous over the life cycle (Shire of Beverley recent installation).</p>	Consider the provision of security level lighting for infrastructure and pathway/trails at the recreation precinct.
<b>South Caroling</b>	<p>The South Caroling Hall is a building with historical value. Its 100<sup>th</sup> year is approaching and presents an opportunity for possible funding grants to assist with repairs.</p> <p>The tennis court facilities (surfaces and fencing) are in need of repair and maintenance. It would be prudent to investigate the number of courts needed prior to embarking on repairs or resurfacing. Lighting should be investigated for need, operating levels and safety of infrastructure.</p>	<p>Investigate repair requirements / quotation for South Caroling Hall and seek possible funding grants.</p> <p>Investigate need for the number of tennis court facilities required. Once determined seek quotations on required works to courts / fencing and lighting.</p>
<b>Wamenusking Sports Club</b>	<p>The tennis court facilities (surfaces) are in need of repair and maintenance. It would be prudent to investigate the number of courts needed prior to embarking on repairs or resurfacing. Lighting should be investigated for need, operating levels and safety of infrastructure.</p> <p>Children play areas are in need of suitable shading for sun safe play. It was recently determined to erect shade over the children's play area with a CBH grass roots grant (\$3,000 and with additional reserve funds).</p>	Investigate need for the number of tennis court facilities required. Once determined seek quotations on required works to courts.
<b>Doodenanning Sporting Club</b>	<p>The tennis court facilities (surfaces and fencing) are in need of repair (possible replacement) and maintenance. It would be prudent to investigate the number of courts needed prior to embarking on repairs or resurfacing. Lighting should be investigated for need, operating levels and safety of infrastructure.</p>	Investigate need for the number of tennis court facilities required. Once determined seek quotations on required works to courts, fencing and lighting.

Item	Analysis	Recommendation/Opportunity
<b>Falling volunteer rates</b>	<p>Falling volunteers was listed by many sport and recreation organisations as a major challenge for them. The Shire of Quairading also list “volunteer fatigue” as a strategic risk for the Shire within the Strategic Community Plan.</p> <p>Volunteering Australia report volunteers for Not for Profit organisations has been dropping considerably in recent times (2010 – 2019 approximately 9% in formal volunteering rates) and this has been exacerbated with Covid19 (source Volunteering Australia – ABS General Social Survey 2019).</p> <p>Volunteering resource information could be shared with sport and recreation community groups within the Shire. Volunteering WA provide a resource hub of such information which could form part of a clubs volunteering strategy for the Shire of Quairading;</p> <p><a href="http://volunteeringhub.org.au">Volunteering Resource Hub (volunteeringhub.org.au)</a></p>	<p>Investigate ways in which sport and recreation volunteering is advertised, possibilities of volunteer sharing and recognition Shire wide. Develop a volunteer strategy for the Shire’s community organisations.</p>
<b>Disability Access &amp; Inclusion</b>	<p>The current DAIP is under currently being reviewed for the next time period. A number of facilities were observed to likely not meet contemporary access and inclusion standards. It would be advantageous for the Shire to undertake a disability, access and inclusion audit of sport and recreation facilities to enable all future facility redevelopments / improvements to consider rectification within the planning process.</p>	<p>Conduct a disability access and inclusion facilities audit for all sport and recreation facilities within the Shire.</p>

## 12.3 SUMMARY OF SPORT AND RECREATION PLAN RECOMMENDATIONS

Following the analysis undertaken, the recommendations have been grouped into the following tables based on their proposed time frames and then in order of their priority ranking.

### 12.3.1 SHORT TERM RECOMMENDATIONS: 0 - 3 YEARS

Short Term (0 - 3 Years)	Priority ranking
Subject to funding being accessed, commence Kwirradung Koort Community Park nature playground construction	1
Conduct a cost benefit comparison for upgrading ablutions across the showgrounds area versus use of hire facilities to inform decision making	1
Formalise a Shared use agreement with the Quairading District High School, allowing public access to the school facilities including playground	1
Continue to invest in footpaths within the Shire, enabling walking / riding as active forms of transport wherever possible	1.5
Investigate optimum location and renew synthetic cricket wicket practice nets	2
Progress Recreation Precinct development to detailed design, costing (Capital and life costings) and phasing stages for program to be "shovel ready".	2
Develop a volunteer strategy for the Shire's community organisations.	2*
Conduct a disability access and inclusion facilities audit for all sport and recreation facilities within the Shire	2*
Provision of electronic scoreboard at recreation precinct	2.5
Maintain the existing Hockey playing fields at as high a standard as possible	3
Investigate opportunities to enhance and promote trails within the Quairading Nature Reserve and Toapin Weir	2.5
Investigate suitable sun shade options for Wamenusking Sports Club and funding grants for children's play areas	2.5
Facilitate strategic workshops with South Caroling, Wamenusking and Doodenanning Clubs to determine sporting and recreational needs of these communities including the number of tennis court facilities. Once court need is determined seek quotations on required works to courts, fencing and lighting	2.5
Identify the appropriate person to receive training in turf wicket maintenance	3
Monitor the recent upgrade to playing field lighting for suitability over the next few seasons	3.5
Investigate suitable surface, lighting and sporting equipment options for the Agricultural Society undercover area to enable sports and recreation activity utilisation	3.5

\* Priority rating by ABV

### 12.3.2 MEDIUM TERM RECOMMENDATIONS: 4 – 7 YEARS

Medium Term (4-7 Years)	Priority ranking
Investigate options for a skate park and wheeled sports facility	2
Relocation and upgrade of multisport courts within the recreation precinct	2*
Relocation and upgrade of tennis courts within the recreation precinct	2*
Investigate options for a pump track facility	3.5
Investigate repair requirements / quotation for South Caroling Hall and seek possible funding grants	3.5
Investigate the opportunity for a sealed pathway fitness trail around the Quairading recreation precinct area as part of the precinct concept planning	5*
Consider the provision of security level lighting for infrastructure and pathway/trails at the recreation precinct	5*

\* Priority rating by ABV

### 12.3.3 LONG TERM RECOMMENDATIONS: 8 – 10+ YEARS

Long Term (10+ Years)	Priority ranking
Provision of new shared universal changeroom at the recreation precinct	2
Provision of new or upgraded social facilities at the recreation precinct	2
Provision of dedicated gym facility as part of the shared community building at recreation precinct	2
Provision of adequate storage facilities for the clubs at the recreational precinct	2
Investigate future options for an indoor sports court with a potential staged approach	2.5
Investigate mini golf facility provision	5

\* Priority rating by ABV

## 13 POTENTIAL FUNDING SOURCES

The following details potential funding sources for sport and recreation recommendations within this report.

Funding Source	Type or projects they will fund
Grants	<p><b>CSRFF (DLGSC)</b></p> <ul style="list-style-type: none"> <li>Cricket pitches</li> <li>Safety fences</li> <li>Court resurface or upgrade</li> <li>Upgrade to clubrooms/pavilions</li> <li>Sports floodlighting</li> <li>Court construction</li> </ul> <p><b>Lotterywest</b></p> <ul style="list-style-type: none"> <li>Skate parks</li> <li>Playgrounds</li> <li>Trails (recent changes now align funding support with Trails WA Strategic Plan Pillars)</li> </ul> <p><b>Building Better Regions Fund (Australian Government)</b></p> <ul style="list-style-type: none"> <li>Various - to generate jobs and economic benefits to regions</li> <li>Round 5 of this funding program has closed and recipients are due to be announced in the third quarter of 2021. Further rounds may be offered in due course.</li> </ul> <p><b>Other</b></p> <p>There will potentially be other grant opportunities that may be applied for as the master plan is progressed</p>
Rates and Advocacy	<ul style="list-style-type: none"> <li>Infrastructure</li> </ul>

### **COMMUNITY SPORTING AND RECREATION FACILITIES FUND (CSRFF)**

Administered through the DLGSCI, the CSRFF provides funding through a competitive application process for small and large sporting infrastructure projects, however will provide a maximum of one-third of the total estimated cost (excluding GST) of the applicant's project. Priority will be given to projects that lead to facility sharing and rationalisation. Multi-purpose facilities reduce infrastructure required to meet similar needs and increase sustainability. The 2021 /22 funding round has a budget of \$12million.

**Small Grants:** \$2,500–\$66,666 will be allocated to projects involving a basic level of planning. The total project cost for grant must not exceed \$200,000. Grants given in this category must be claimed in the financial year following the date of approval. For projects with a grant request below \$2,500 it is expected that the applicant should be able to fully fund these.

**Annual Grants:** \$66,667 – \$166,666 will be allocated to projects with a planning and construction process that will be complete within 12 months. The total project cost for annual grants is between \$200,001 – \$500,000. Grants given in this category must be claimed in the financial year following the date of approval.

Examples of annual projects:

- upgrades to clubrooms/pavilions
- upgrade to swimming pool

- large floodlighting project
- court or bowling green construction
- reticulation system for a grassed playing field.

### **CSRFF forward planning grants**

\$166,667–\$2,000,000 will be allocated to the large scale projects where the total project cost exceeds \$500,000 and may require an implementation period of between one and three years. Grants given in this category may be allocated in one or a combination of the years in the triennium.

Examples of forward planning projects:

- multipurpose leisure/recreation centre
- swimming pool – new or major upgrade including heating to allow increased use
- construction of large synthetic fields
- playing field construction
- clubroom – new or major upgrade
- large ablution block/change rooms.

### **LOTTERYWEST**

LotteryWest provide funding for the following types of projects:

- Creation of skate parks
- Development of playgrounds
- Earthworks, play equipment and shade facilities
- Temporary infrastructure that may make public spaces more welcoming for people

LotteryWest grants do not support the ongoing operation and maintenance of community spaces.

### **BUILDING BETTER REGIONS FUND (Australian Government)**

The Building Better Regions Fund is a grant designed to support regional areas with new infrastructure to help create jobs and drive economic growth and build stronger regional communities into the future.

The most recent advertised round was to support drought assisted areas. A round 6 is advertised on web site as follows; *The Australian Government announced \$250 million in the 2021-22 Budget towards a sixth round of the BBRF.*

*The Round Six Grant Opportunity Guidelines consistent with the existing BBRF framework will be made available on the Business Grants Hub website when finalised, along with other supporting documents, to assist potential applicants.*

It would be prudent for the Shire of Quairading to monitor this and other future federal government funding opportunities.

### **STRONGER COMMUNITIES PROGRAMME - (Australian Government)**

The Stronger Communities Programme supports the Australian Government's commitment to deliver social benefits in communities across Australia.



The Stronger Communities Programme provides each of the 151 Federal electorates with \$150,000 to fund small capital projects up to a maximum of \$20,000. These projects aim to improve local community participation and contribute to vibrant viable communities. Federal Members of Parliament (MPs) identify potential projects and invite applications from their electorate.

Round 6 of this program has closed for applications.

### **ACTIVE REGIONAL COMMUNITIES GRANTS (DLGSC)**

Opportunities for regional people to participate in sporting and active recreational activities.

The Active Regional Communities (ARC) Grants program aims to increase the opportunities for regional people to participate in sport and active recreation activities in regional Western Australia and is tailored to meet the ever-changing demands and challenges of sport and active recreation groups within the nine diverse regions of the State. It is ongoing and can accept applications at any time.

Available for;

- Community organisations
- Regional organisations
- Local governments
- State Sporting Associations
- Active recreation organisations
- Sport or active recreation clubs

Categories and amounts

- Participation (Grants up to \$5,000)
- Capacity Building (Grants up to \$5,000)
- Event Hosting (Grants up to \$5,000)

### **WA HIKING PARTICIPATION GRANTS (DLGSC)**

Growing hiking participation in Western Australia.

The WA Hiking Participation Grants program is aimed at growing participation in hiking in Western Australia through the development and delivery of new opportunities for participation, skill development and/or building the capacity of leaders (including guides, instructors and volunteers).

Applicants are encouraged to be creative and innovative in the development of their projects. Projects should align with the [WA Hiking Strategy](#), encourage participation and capitalise on the benefits of trail running and bushwalking.

Available for;

- Community organisations
- Local Governments
- Local active recreation clubs and associations

## 14 APPENDIX 1 – SHIRE OF QUAIRADING SPORT AND RECREATION MASTER PLAN RECOMMENDATIONS SUMMARY



## 15 APPENDIX 2 – QUAIRADING RECREATION PAVILION CONCEPT (AUGUST 10 2021 MCG ARCHITECTS)



## 16 APPENDIX 3 – SHIRE OF QUAIRADING SPORT & RECREATION FACILITIES SITE AUDIT

The following site audit was undertaken July 27 2021. Most facilities were viewed externally and was undertaken for the purpose of viewing and gaining an understanding of facilities general condition. (see separate attachment).



## 17 APPENDIX 4 – WAFC VENUE INSPECTION AUDIT QUAIRADING OVAL 2020



## 18 APPENDIX 5 – COMMUNITY SURVEY SUMMARY REPORT



# Sports and Recreation Facility Recommendation Summary

## Status Report

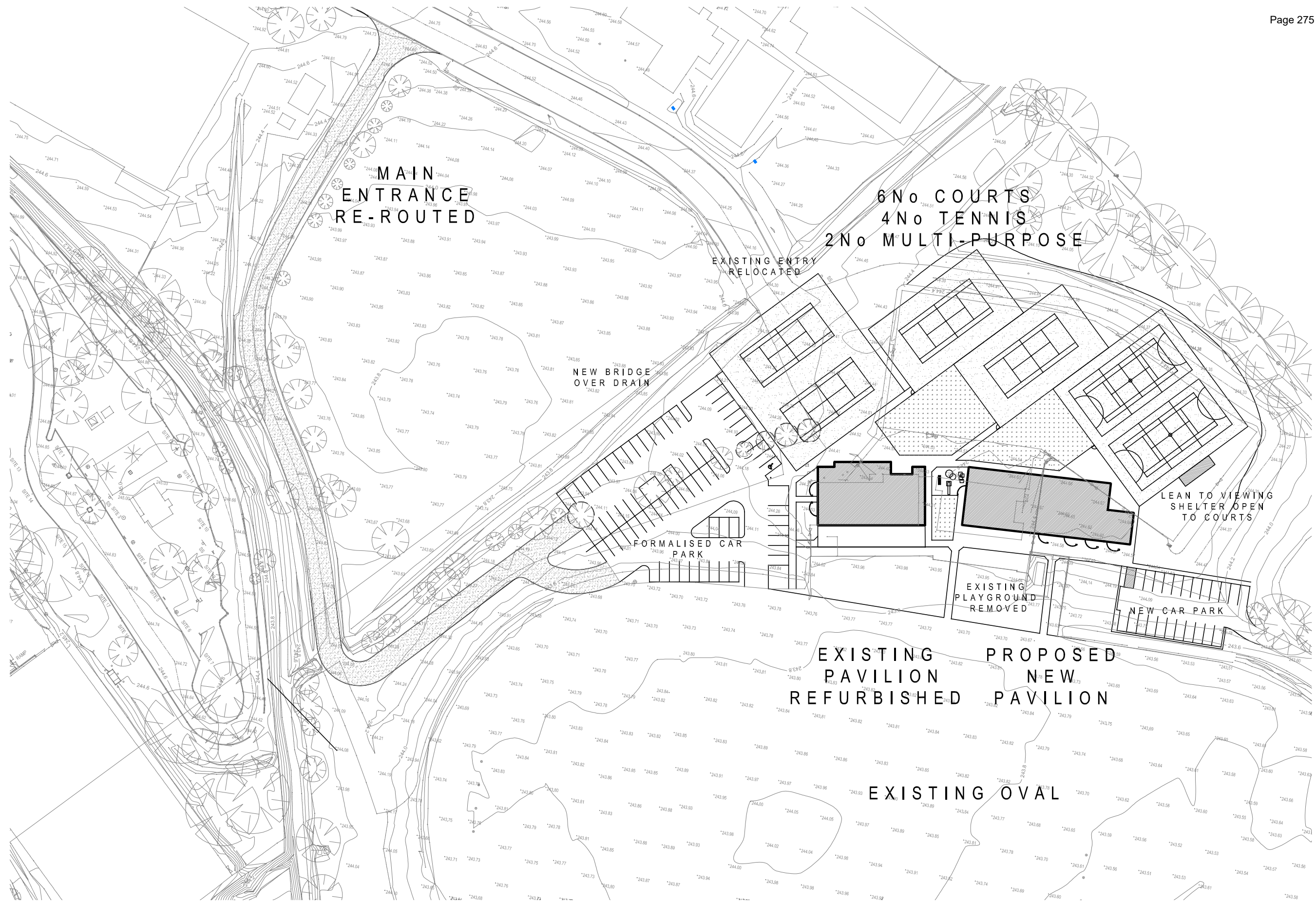
Rec:	Activity	Status	Date
Rec: 1.	That Council adopts the recreation facility policy principles.	Completed & adopted	June 2011
Rec: 2.	That Council develop a Swimming Pool Upgrade Plan and proceed to overall cost estimates.	Completed and submitted for funding under CSRFF Upgrade to Pool including beach Entry and Learn-to-Swim Pool	June 2014 Completed in December 2016
Rec: 3.	That Council develop a Caravan Park Upgrade Plan and proceed to overall cost estimates.	Completed and budgeted. Scheduled for implementation 2015 Upgrade including new ablutions and camp kitchen Cottages / cabins	August 2014 April 2016 October 2019
Rec: 4	That another drain bridge or pedestrian walkway is constructed between the Caravan Park and Showgrounds.	Surveyed Removed	June 2013 June 2015
Rec: 5.	That additional caravan bay docking facilities be installed on the Showgrounds Area.	Design drafted and costed, but withdrawn due to cessation of Royalties for Regions funding	September 2013
Rec: 6.	That a Gymnasium facility be established in Quairading.	Concept adopted by Council and funding allocated Formation of a Working Group Committee	August 2014 October 2014

Rec:	Activity	Status	Date
		LotteryWest submission and Grant funding	July 2015
		Opening of Gym	November 2015
Rec: 7.	That a concept plan integrating a swimming pool upgrade, with improved caravan park and establishment of a gymnasium be developed and costed.	Concept and Master Plan developed	December 2012
Rec: 8.	That the Showground ablution block be demolished and replaced with modifications to the Agricultural Hall dining annexe to facilitate internal ablutions.	Highlighted in Asset Management Plan;	November 2011
Rec: 9.	That the sewerage system is extended to incorporate swimming pool, caravan park, oval and showground needs.	Draft Design completed in July 2013; Revision in progress	November 2014
		Pool and Caravan Park connected to deep sewerage	November 2015
Rec: 10.			
Rec 10A	That priority be given to a negotiated shared use of the Quairading District High School Music Resource Building for music purposes or	Project completed Music @ QDHS	2012
Rec 10B	That the TAFE (Rural Youth) Building be assessed as an alternative facility if recommendation 10A is not achieved.	N/A Building not required and sold	
Rec: 11.	That Council develop and cost a Tourism Information and Outdoor Picnic / Rest Centre Plan for siting in Quairading between the Community Resource Centre and the Vintage Club Museum.	Concept plan for Nature Play Area and facility being drafted in preparation for funding	July 2016
		Concept, draft designs and quotation been received	October 2016



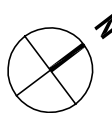
Rec:	Activity	Status	Date
		Concept for Salmon Gums Nature Park	April 2018
		Community consultation process	May 2018
Rec: 12	That some playground equipment be relocated to the proposed new tourist information and outdoor picnic / rest centre.	As above	
Rec: 13.	That insulation is installed in the oval change rooms.	Nil. Subject to precinct planning	
Rec: 14.	That allowance is made for a change room floor and walls upgrade.	Upgrading of Shower and ablution facilities in home changeroom	June 2016
		Upgrading of Shower and ablution facilities in away changeroom	April 2018
Rec: 15.	That additional oval change rooms, toilets and storage be provided for women's sport	Female ablutions and Change Room constructed and installed	November / December 2014
Rec: 16.	That the Community Building kitchen and servery facilities finish be updated.	Nil. Subject to precinct planning	
Rec: 17.	That decisions on use of the cottage be made when caravan park management is under consideration.	Cottage integrated into Caravan Park	2009
Rec: 18.	That works on the cottage be undertaken once its final function has been determined.	Upgrade completed and cottage available for short stay accommodation	2010
Rec: 19.	That basic maintenance of the Agricultural Hall is continued.	✓ Disabled compliant access	Ongoing July 2018
Rec: 20.	That basic maintenance of the RSL Hall be continued.	✓ Disabled compliant access	Ongoing July 2018

Rec:	Activity	Status	Date
Rec: 21.	That the Shire continues its systematic facility maintenance program.	Asset Management Plan for Buildings endorsed	November 2011; Ongoing
Rec: 22.	That the Council notes the comments on individual facility condition in Chapter 5.	Building Asset Management Survey	November 2011
Rec: 23	That the Shire budget \$30,000 to conduct a feasibility study examining the development and concept design for a multi-purpose sport facility.	Provision made for feasibility study in Shire Budget (\$15K) Provision of \$5K for further study Provision of additional funding for concept and design	August 2014 August 2017 2018-19



SITE PLAN  
SCALE 1:1000 @ A3

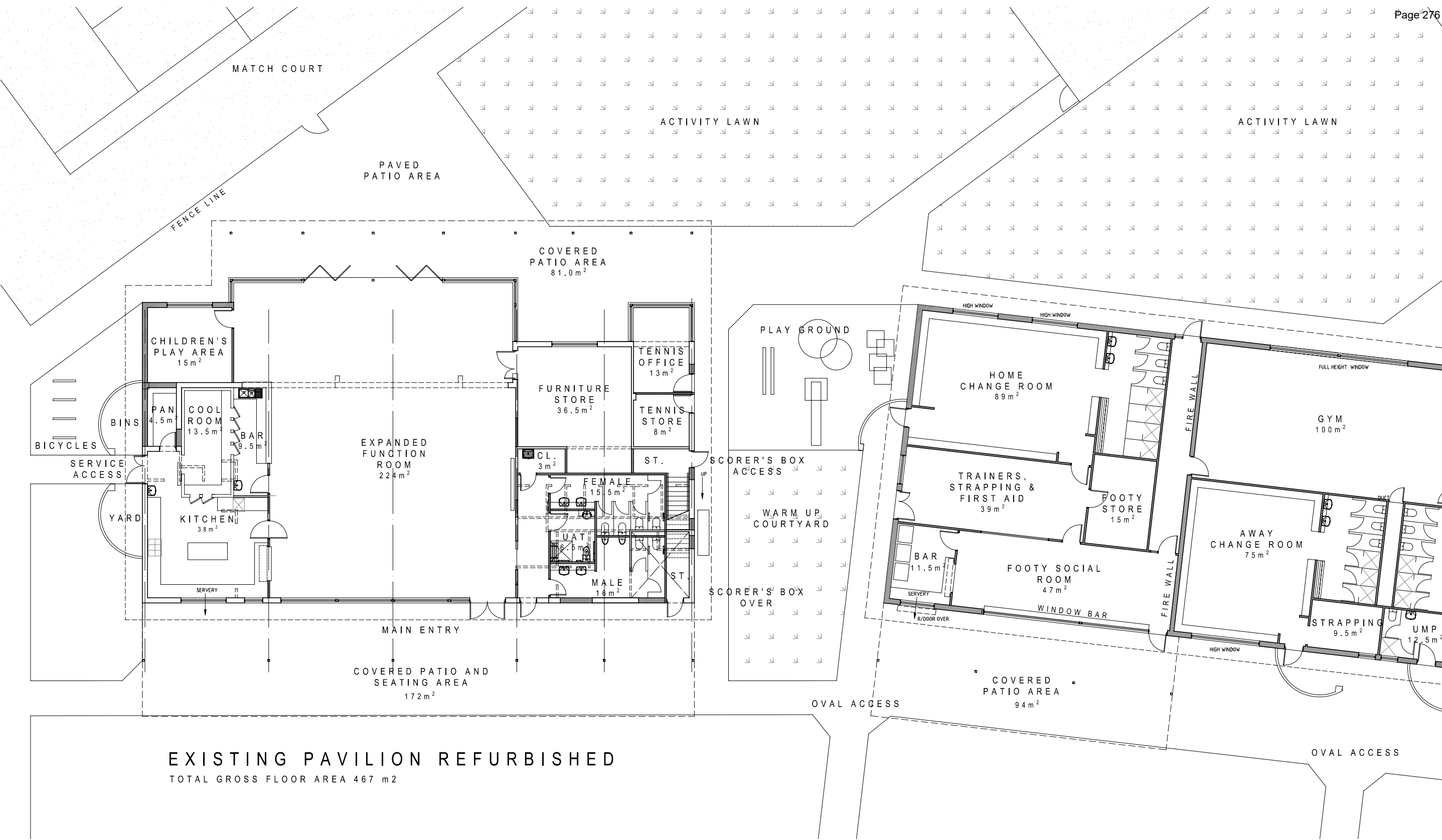
**PROPOSED REDEVELOPMENT OF QUAIRADING RECREATION PAVILION**  
 LOT 24295, McLENNAN STREET, QUAIRADING  
 1982 SK01 27 OCTOBER 2021



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 62 Wittenoom Street, Bunbury, WA, 6230  
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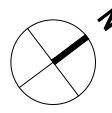


FLOOR PLAN -  
EXISTING PAVILION REFURBISHED  
SCALE 1:200 @ A3

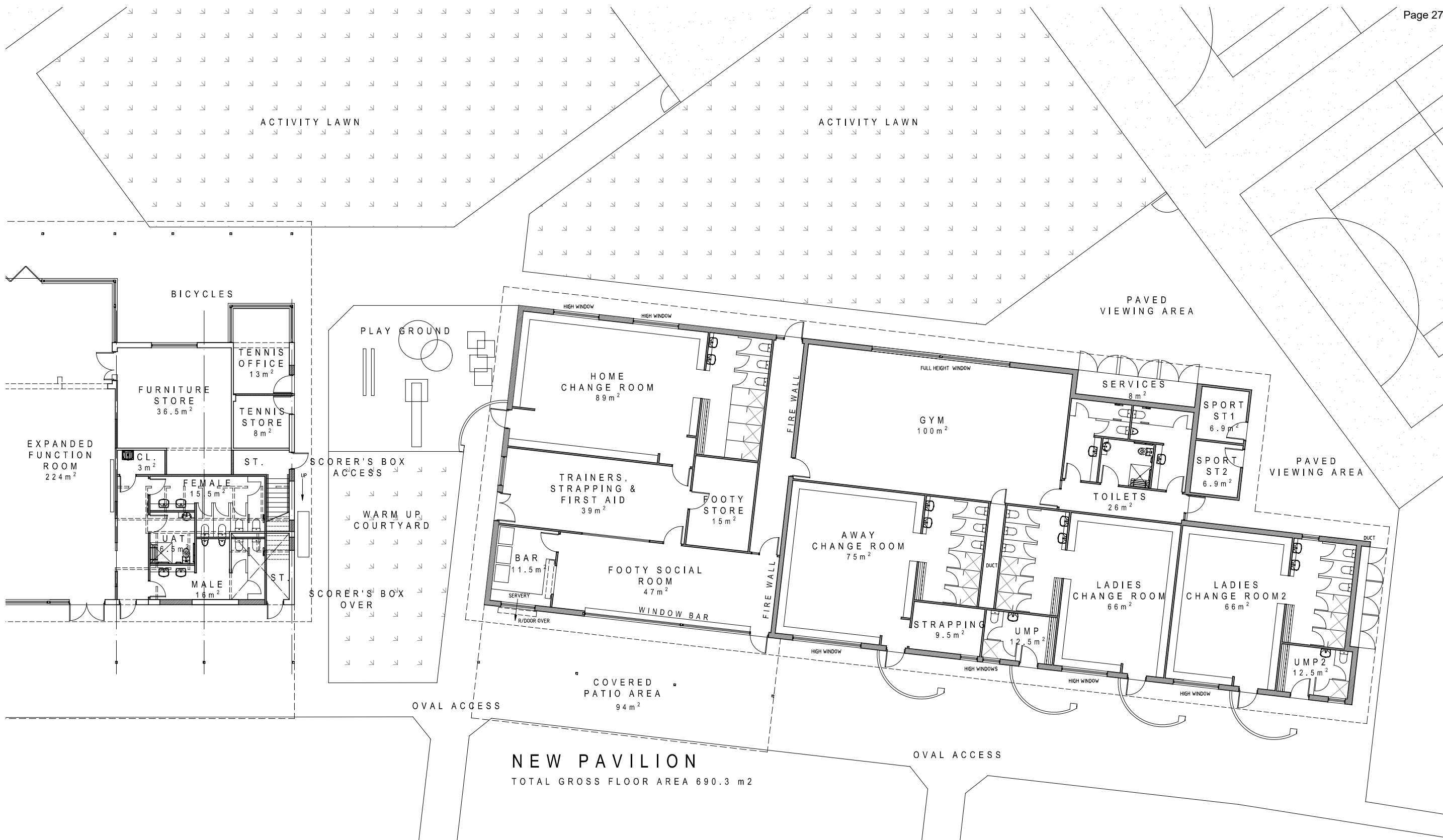
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PROPOSED REDEVELOPMENT OF QUAIRADING RECREATION PAVILION  
LOT 24295, McLENNAN STREET, QUAIRADING  
1982 SK02 10 AUGUST 2021



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**NEW PAVILION**  
TOTAL GROSS FLOOR AREA 690.3 m<sup>2</sup>

**FLOOR PLAN - NEW PAVILION**  
SCALE 1:200 @ A3

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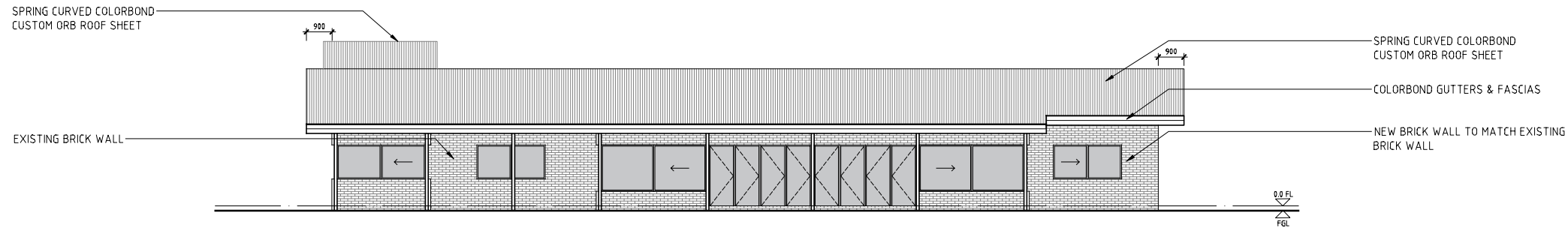


**PROPOSED REDEVELOPMENT OF QUAIRADING RECREATION PAVILION**

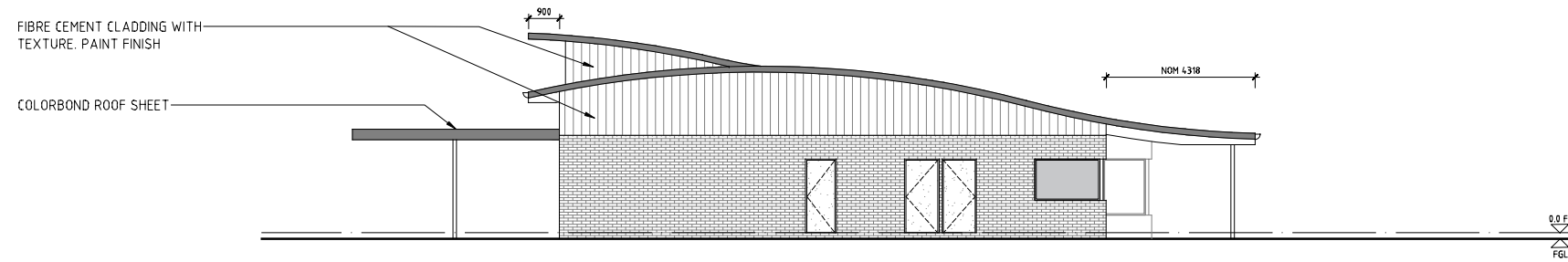
LOT 24295, McLENNAN STREET, QUAIRADING  
1982 SK03 10 AUGUST 2021



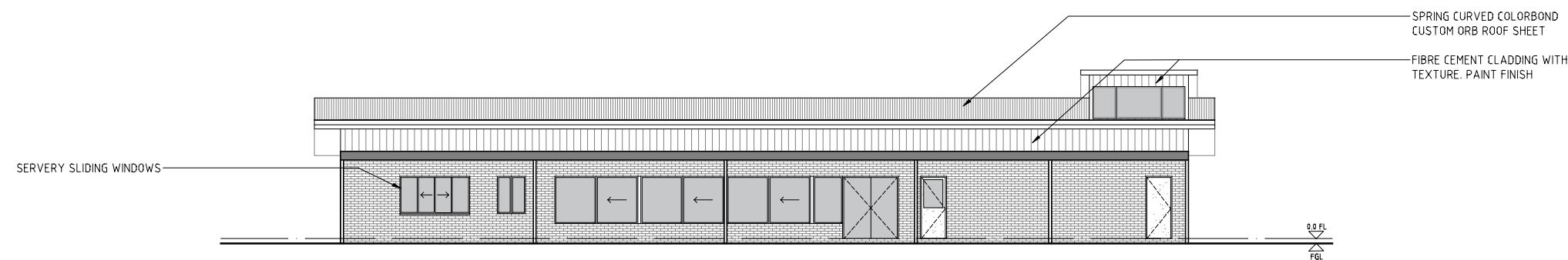
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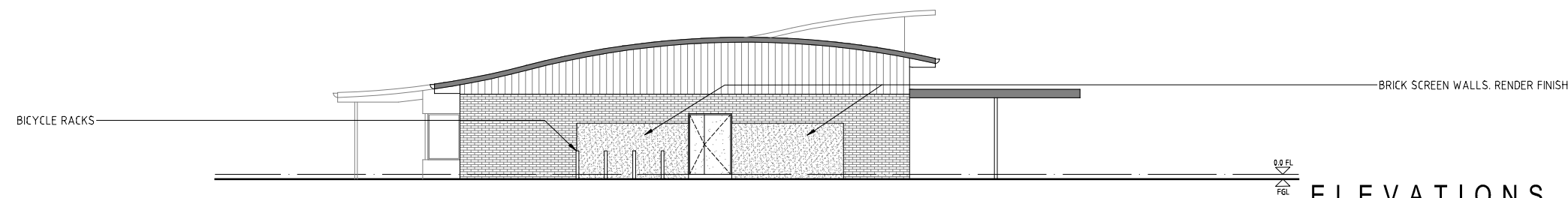
NORTH ELEVATION



EAST ELEVATION



SOUTH ELEVATION



WEST ELEVATION

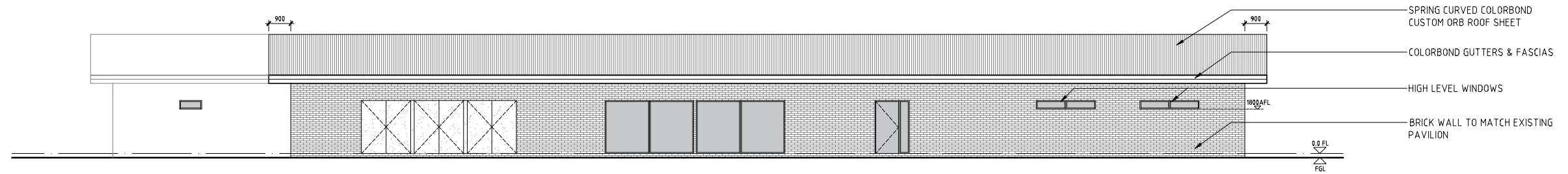
ELEVATIONS -  
 EXISTING PAVILION REFURBISHED  
 SCALE 1:200 @ A3

PROPOSED REDEVELOPMENT OF QUAIRADING RECREATION PAVILION  
 LOT 24295, McLENNAN STREET, QUAIRADING  
 1982 SK04 10 AUGUST 2021

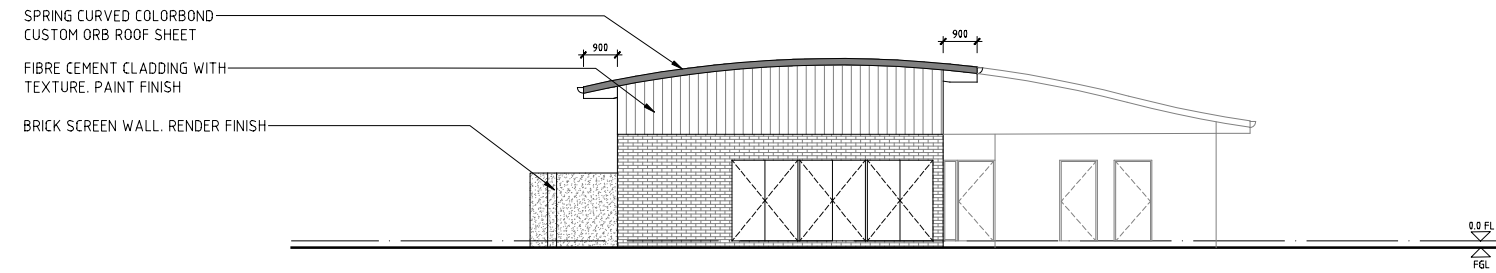
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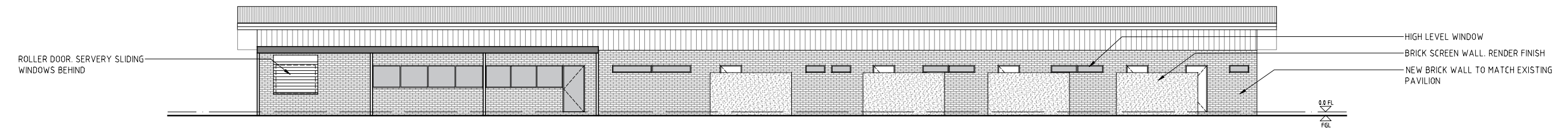




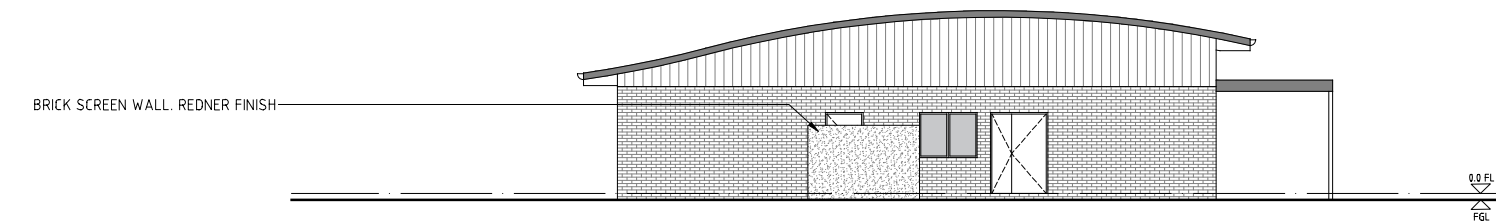
NORTH ELEVATION



EAST ELEVATION



SOUTH ELEVATION



WEST ELEVATION

ELEVATIONS - NEW PAVILION  
SCALE 1:200 @ A3

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## Appendix 3

# Shire of Quairading Sport & Recreation Facilities

Site Audit July 2021

This key sporting and recreation facilities site audit document was compiled by ABV and contains photographs taken in July 2021 with general facility condition comments (please note not all facilities are included and not all were accessed internally).



## Doodenanning

### Golf course



Tee Box – (note winter images after heavy rains)



Sand green



Tee Box



Doodenanning Hall



Tennis court surface in poor condition



Hall internal



Hall external

### *Tennis*



Tennis court lighting



Tennis court shelter

## South Caroling



South Caroling Hall



## Tennis



Tennis office / shelter



Surface cracking



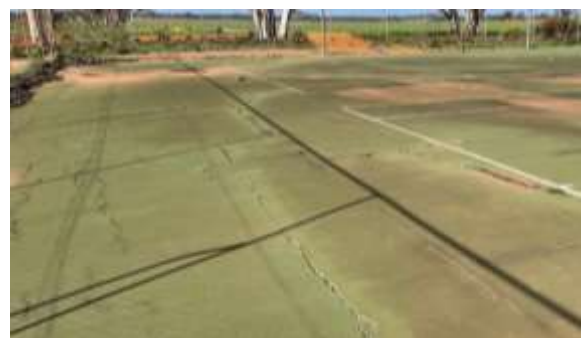
Fencing in need of repair



Surface in very poor condition



Shelter and light towers





Fencing in poor condition



Public toilet block



Childrens sheltered play area



Tennis lockable office / store

## Wamenusking



Shaded tennis viewing area



Surface uneven levels affecting drainage



Childrens climbing play equipment



Public toilets



Clubhouse / shelter



Tennis hitting wall & 3 on 3 basketball area



Basketball / netball ring in average condition



Social area shelter & outdoor section

## Archery course



Archery trail



Archery access

## Quairading

### Sportsground Entry / Bowls



Sportsground entry statement



Synthetic bowls green (14 rinks) renewed 2021



Bowls clubhouse spectator area



Clubhouse internal in good condition



Bowls player and spectator shelter



LED Lighting of 10 rinks – (new 2021)

### Swimming Pool



Pool entry



Ramped access at entry





Pool fencing



Pool and surrounds maintained & good condition

### **Outdoor courts – basketball/netball**



Courts subject to flooding – drainage poor

### **Tennis courts**



Main courts in good condition



Public access court



Childrens sheltered play area

*Playing fields / buildings*



Pavilion with shelter (northern end) new LED lighting



Cricket training pitches in poor condition



Turf cricket wicket



Hockey playing fields at northern end of active reserve



Sporting pavilion – community building & shelter



Sporting pavilion changerooms & shelter

### ***Agricultural Hall***



Hall facility entrance



Rear of building

### ***Agricultural Society Facilities***



Agricultural Society sheds & stalls



Facilities in good condition



### Quairading Golf Club



Facility road signage



Greens - well maintained



Tee box fairway – non reticulated



Car park - clubhouse entrance



Works yard area



Works / storage shed - recently acquired



Main entrance to social area



Rear of building – social area



Internal clubhouse - good condition



Tee boxes - synthetic

***Badminton courts (Shire Hall Building)***



Surface in very good condition

## Venue inspection final site report - Quaraiding Town Oval

Site details	
Venue name	Quaraiding Town Oval
Original auditor	Glen Collins
Original audit date	28 Mar 2017
Modified date	29 Jan 2020
Last modified by	
Venue address	McLernnan Street
Suburb	QUAIRADING
State	WA
Postcode	6383
LGA	Quairading Shire
State electorate	Central Wheatbelt
Federal electorate	O'Connor
Area	Regional / Remote
Region	WA - Midlands
Sub region	
Development region	Midlands
League	Avon Football League
Is there a written lease for the venue tenure?	No
Site ownership	Local Council
Hierarchy level (based on primary level of use)	Local club level
Is female football played at this venue?	No
Has this venue been used as an AFL pre-season venue before?	No
Is this venue being actively considered as an AFL pre-season venue?	No
Category	
GPS coordinates	Latitude: -32.01151457 Longitude: 117.4027696
Club details	
Club name (primary club)	Quairading Football Club
Access	Exclusive use of main oval during football season only



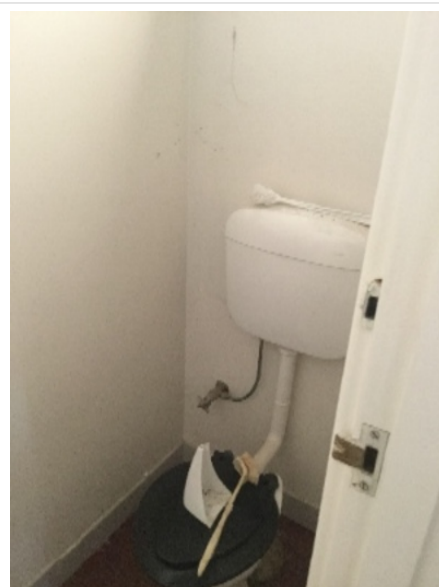
<b>Club status</b>	Football club (no juniors)
<b>Other user</b>	
<b>Other user</b>	
<b>Other sport code user</b>	
<b>Other sport code user</b>	
<b>Other sports users during playing season</b>	Hockey, Netball
<b>Other sports users during off season</b>	Cricket
<b>Club contact name</b>	Llyall Brown
<b>Club contact phone</b>	0428466208
<b>Club contact email</b>	kelyall@westnet.com.au
<b>Additional comments</b>	
<b>Documents</b>	Venue documents (0)
<b>Venue contact details</b>	
<b>Venue organisation</b>	
<b>Venue contact name</b>	
<b>Venue contact phone</b>	
<b>Venue contact email</b>	
<b>Venue football rating</b>	
<b>Hierarchy level (based on level of primary use)</b>	Local club level
<b>Hierarchy compliance score</b>	69 / 113
<b>Hierarchy compliance score %</b>	61.06%
<b>Hierarchy rating score</b>	102 / 113
<b>Hierarchy rating score %</b>	90.27%
<b>Facility rating score</b>	102 / 193
<b>Facility rating score %</b>	52.85%

Change facilities	
Change facilities	Yes
Number of player change facilities	2
Player change facility 1	
Unique change room name (if known)	
Change room size	Greater than 90m2
Does the change room have accessible entry?	
Amenities (player/toilets/showers)	25m2-29m2
Massage/strapping room	Yes
Size of strapping room	Greater than 20m2
Doctors room	No
Number of showers	4
Shower type	Open
Pan toilets	1
Is the change room suitable for females to change in?	No
Rate overall condition of these club player facilities	Poor (multiple quality issues identified - is reaching end of life)
List any other player facilities that should be provided	
Any other comments regarding the condition of the home club player facilities that you would like to provide?	



Player change facility 2	
Unique change room name (if known)	
Change room size	Greater than 90m2
Does the change room have accessible entry?	
Amenities (player/toilets/showers)	Less than 24m2

<b>Massage/strapping room</b>	No
<b>Doctors room</b>	No
<b>Number of showers</b>	4
<b>Shower type</b>	Open
<b>Pan toilets</b>	1
<b>Is the change room suitable for females to change in?</b>	No
<b>Rate overall condition of these club player facilities</b>	Very Poor (significant quality issues identified - needs immediate attention)
<b>List any other player facilities that should be provided</b>	
<b>Any other comments regarding the condition of the home club player facilities that you would like to provide?</b>	It needs an upgrade very soon. It's not a very comfortable room.



### Player support facilities

Gymnasium / fitness room	No
--------------------------	----

### Umpire facilities

Umpires rooms	Yes
Number of umpires rooms	1
<b>Umpires room 1</b>	
Size of umpires room	Less than 20m2
Number of showers	
Pan toilets	1
Is the umpires change facility suitable for females to change in?	No
Any other comments regarding the condition of the umpires rooms that you would like to provide?	
Rate overall condition of umpire facilities	Moderate (considerable wear but still comfortable for umpires)



### Kitchen / kiosk

Is there a kitchen/kiosk area?	Yes
How many kitchen/kiosk areas are there?	1
<b>Kitchen/kiosk area 1</b>	
Kitchen, kiosk and/or bar servery	Internal servery only
Kitchen / kiosk area	30m2-40m2
Separate kitchen storeroom	Less than 5m2

### Pavilion / clubrooms

Does the facility have a main pavilion?	Yes
---	-----

<b>Number of pavilions</b>	1
<b>Pavilion 1</b>	
<b>Unique pavilion name if known</b>	
<b>Modular pavilion</b>	
<b>Does the main pavilion have an accessible entry</b>	Yes
<b>Is there a ramp available for wheelchair users?</b>	
<b>First aid or medical room for general public access</b>	No separate first aid or medical room is available for general public access
<b>Is there a defibrillator machine?</b>	Yes
<b>Is WIFI available on site?</b>	
<b>Administration area / office</b>	No separate office or meeting room
<b>Social / community / multi-purpose room size</b>	200m2 or greater
<b>Bar</b>	Less than 10m2
<b>Does the bar / kiosk have an accessible entry?</b>	
<b>Public toilets (provided within the pavilion / clubrooms)</b>	Male Female Accessible
<b>Third umpire / match referee room</b>	No
<b>Timekeeper / referee room</b>	Yes
<b>Internal storage area</b>	25 - 29m2
<b>External storage area</b>	40m2 or greater
<b>Cleaners storeroom</b>	Yes
<b>Utilities / plant room</b>	Unsure
<b>Memorabilia / honour board display</b>	Yes
<b>Rate overall condition of general facilities within the main pavilion</b>	Moderate (considerable wear but still comfortable for players/spectators)
<b>Any other comments regarding the main pavilion that you would like to provide?</b>	





Playing field	
Playing field	Yes
Number of playing fields?	1
Playing field 1	
Enter latitude GPS coordinates	
Enter longitude GPS coordinates	
Unique playing field name	
How many change rooms are located at the oval?	2
Playing field type	Senior oval
Playing field access	
Length of playing field (can be done via nearmaps or google earth)	160m-164m
Width of playing field (can be done via nearmaps or google earth)	Greater than 155m
Turf profile	Sand based
Drainage	Drainage in good operating and efficient condition
Playing field surface type	Mix of grass species
Centre cricket wicket profile?	Turf wicket well maintained
How is the cricket wicket covered during football season?	Turf
Are there synthetic areas along the boundary lines or centre square?	
Is there hybrid turf (reinforced natural grass) along the boundary lines or centre square?	
Irrigation	Automatic irrigation system
Oval surface condition	Good condition

<b>Any other comments regarding the condition of the oval surface that you would like to provide?</b>	
<b>Water</b>	Potable (town) water
<b>Rainwater tanks</b>	No rainwater tanks
<b>Is recycled or grey water available?</b>	No
<b>Is the oval fenced?</b>	No
<b>Boundary run off</b>	Meets 4m Regional level standard
<b>Comments</b>	



Playing field amenities	
<b>Coaches box HOME</b>	No home coaches boxes provided
<b>Interchange bench HOME</b>	
<b>Coaches box AWAY</b>	No away coaches boxes provided
<b>Interchange bench AWAY</b>	
<b>Estimate goal and point post height</b>	10m x 6.5m posts (Regional)
<b>Interchange steward bench</b>	No interchange stewards bench present
<b>Scoreboard</b>	Manual
<b>Playing field lighting</b>	Less than 50 lux
<b>Number of floodlight poles</b>	4
<b>Average number of fitting / lamps per pole</b>	2
<b>Outdoor ground maintenance / equipment storage</b>	60m - 64m
<b>Comments</b>	



Supporting amenities	
<b>Are car parking spaces available?</b>	Yes
<b>Does parking area have an accessible parking spot?</b>	Yes
<b>How many formal / sealed car spaces are there?</b>	100 or more
<b>How many informal car spaces are there?</b>	
<b>How adequate is the car park for club needs?</b>	Adequate for home and away season and finals
<b>Are there accessible pathways from car parking to the site/facilities?</b>	
<b>Is there a game clock? (it may form part of the scoreboard)</b>	No
<b>Is there a siren?</b>	Yes
<b>Is there a public address system?</b>	Yes
<b>Is there fencing around the site that supports the ability to play finals at the site?</b>	No
<b>External covered viewing area</b>	100m <sup>2</sup> - 149m <sup>2</sup>
<b>Is there spectator seating / grandstand?</b>	Yes weather protected
<b>Is there an accessible covered viewing area for spectators?</b>	Yes
<b>Capacity of spectator seating - number of seats. (provide estimate of number of seats).</b>	100 or more seats
<b>How adequate is the spectator seating / grandstand?</b>	Adequate
<b>Comments</b>	





### Netball facilities

Does the site have netball facilities? No

### Netball courts

Netball courts	Yes
How many netball courts do you have? you will be required to complete a separate audit for each court.	4
<b>Netball court 1</b>	
Court type	Outdoor
Court lighting	Unable to provide accurate assessment
Netball court surface	Hot mix asphalt
Estimated court surface age	Older than 10 years
Court linemarking condition	Good quality (some wear)
Rate overall court condition	Good quality (some wear)
Goal posts	Fitted into ground using sleeves
Court run off (minimum requirements are: goals/sidelines: 3.05m and between courts 3.65m)	Meets minimum run off requirements
Player / spectator facilities (choose all relevant answers)	Separate bench areas for players Spectator seating (uncovered)
Comments	



### Netball court 2

<b>Court type</b>	Outdoor
<b>Court lighting</b>	Unable to provide accurate assessment
<b>Netball court surface</b>	Hot mix asphalt
<b>Estimated court surface age</b>	Older than 10 years
<b>Court linemarking condition</b>	Good quality (some wear)
<b>Rate overall court condition</b>	Good quality (some wear)
<b>Goal posts</b>	Fitted into ground using sleeves
<b>Court run off (minimum requirements are: goals/sidelines: 3.05m and between courts 3.65m)</b>	Meets minimum run off requirements
<b>Player / spectator facilities (choose all relevant answers)</b>	Separate bench areas for players Spectator seating (uncovered)
<b>Comments</b>	



### Netball court 3

<b>Court type</b>	Outdoor
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<b>Court lighting</b>	Unable to provide accurate assessment
<b>Netball court surface</b>	Hot mix asphalt
<b>Estimated court surface age</b>	Older than 10 years
<b>Court linemarking condition</b>	Good quality (some wear)
<b>Rate overall court condition</b>	Good quality (some wear)
<b>Goal posts</b>	Fitted into ground using sleeves
<b>Court run off (minimum requirements are: goals/sidelines: 3.05m and between courts 3.65m)</b>	Meets minimum run off requirements
<b>Player / spectator facilities (choose all relevant answers)</b>	Separate bench areas for players Spectator seating (uncovered)
<b>Comments</b>	



#### Netball court 4








<b>Court type</b>	Outdoor
<b>Court lighting</b>	Unable to provide accurate assessment
<b>Netball court surface</b>	Hot mix asphalt
<b>Estimated court surface age</b>	Older than 10 years
<b>Court linemarking condition</b>	Good quality (some wear)
<b>Rate overall court condition</b>	Good quality (some wear)
<b>Goal posts</b>	Fitted into ground using sleeves
<b>Court run off (minimum requirements are: goals/sidelines: 3.05m and between courts 3.65m)</b>	Meets minimum run off requirements
<b>Player / spectator facilities (choose all relevant answers)</b>	Separate bench areas for players Spectator seating (uncovered)
<b>Comments</b>	



### Rating summary

- Hierarchy compliance score = Compliance with hierarchy preferred standards
- Hierarchy rating score = Total score against hierarchy
- Facility rating score = Total score

Section	Question	Provision	Rating based on hierarchy level	
Home player change rooms	Number of player change facilities	2	2 / 2	
Home player change rooms	Change room size	Greater than 90m2	2 / 2	
Home player change rooms	Size of strapping room	Greater than 20m2	1 / 1	
Home player change rooms	Number of showers	4	3 / 3	
Home player change rooms	Shower type	Open	0 / 2	🚩
Home player change rooms	Pan toilets	1	1 / 3	🚩
Home player change rooms	Rate overall condition of these club player facilities	Poor (multiple quality issues identified - is reaching end of life)	2 / 5	🚩
Home player change rooms	Total rating score based on hierarchy level		11 / 18	
Away player change rooms	Change room size	Greater than 90m2	2 / 2	
Away player change rooms	Size of strapping room		0 / 1	🚩
Away player change rooms	Number of showers	4	3 / 3	
Away player change rooms	Shower type	Open	0 / 2	🚩
Away player change rooms	Pan toilets	1	1 / 3	🚩
Away player change rooms	Rate overall condition of these club player facilities	Very Poor (significant quality issues identified - needs immediate attention)	0 / 5	🚩
Away player change rooms	Total rating score based on hierarchy level		6 / 16	

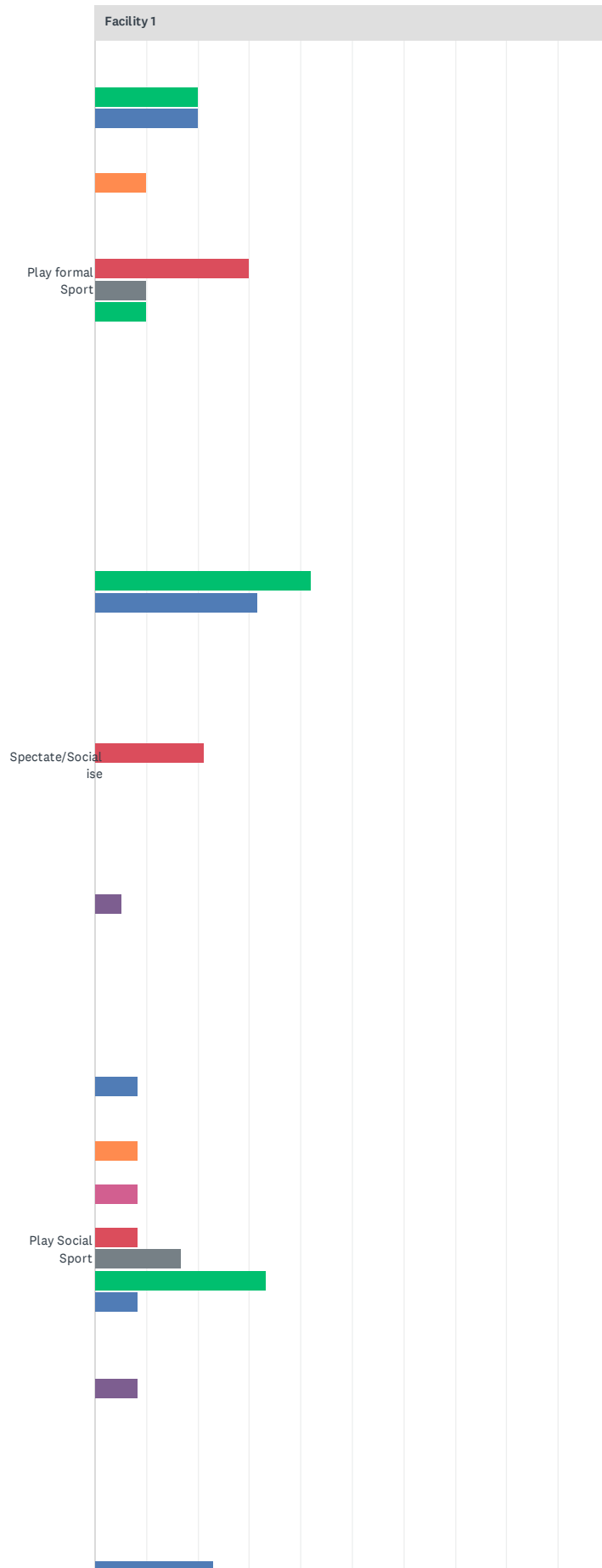
Gym / doctor	Size of doctors room		0 / 0	
Player support facilities	Size of gymnasium/fitness room		0 / 0	
<b>Gym / doctor</b>	<b>Total rating score based on hierarchy level</b>		<b>0 / 0</b>	
Umpire facilities	Size of umpires room	Less than 20m2	0 / 1	
Umpire facilities	Number of showers		0 / 2	
Umpire facilities	Shower type	Open	0 / 2	
Umpire facilities	Pan toilets	1	1 / 2	
Umpire facilities	Rate overall condition of umpire facilities	Moderate (considerable wear but still comfortable for umpires)	3 / 5	
<b>Umpire facilities</b>	<b>Total rating score based on hierarchy level</b>		<b>4 / 12</b>	
Pavilion / clubrooms	Does the main pavilion have an accessible entry	Yes	1 / 1	
Pavilion / clubrooms	First aid or medical room for general public access	No separate first aid or medical room is available for general public access	0 / 0	
Pavilion / clubrooms	Is there a defibrillator machine?	Yes	1 / 1	
Pavilion / clubrooms	Administration area / office	No separate office or meeting room	0 / 1	
Pavilion / clubrooms	Social / community / multi-purpose room size	200m2 or greater	2 / 2	
Pavilion / clubrooms	Bar	Less than 10m2	1 / 1	
Pavilion / clubrooms	Public toilets (provided within the pavilion / clubrooms)	Male,Female,Accessible	3 / 3	
Pavilion / clubrooms	Third umpire / match referee room	No	0 / 0	
Pavilion / clubrooms	Timekeeper / referee room	Yes	1 / 1	
Pavilion / clubrooms	Internal storage area	25 - 29m2	2 / 2	
Pavilion / clubrooms	External storage area	40m2 or greater	2 / 2	
Pavilion / clubrooms	Cleaners storeroom	Yes	1 / 1	
Pavilion / clubrooms	Rate overall condition of general facilities within the main pavilion	Moderate (considerable wear but still comfortable for players/spectators)	3 / 5	
<b>Pavilion / clubrooms</b>	<b>Total rating score based on hierarchy level</b>		<b>17 / 20</b>	
Playing field	Length of playing field (can be done via nearmaps or google earth)	160m-164m	2 / 2	
Playing field	Width of playing field (can be done via nearmaps or google earth)	Greater than 155m	2 / 2	

Playing field	Drainage	Drainage in good operating and efficient condition	3 / 3	
Playing field	Centre cricket wicket profile?	Turf wicket well maintained	2 / 2	
Playing field	Irrigation	Automatic irrigation system	2 / 2	
Playing field	Oval surface condition	Good condition	5 / 5	
Playing field	Is the oval fenced?	No	0 / 0	
Playing field	Boundary run off	Meets 4m Regional level standard	1 / 1	
Playing field	Coaches box HOME	No home coaches boxes provided	0 / 1	🚩
Playing field	Interchange bench HOME		0 / 2	🚩
Playing field	Coaches box AWAY	No away coaches boxes provided	0 / 1	🚩
Playing field	Interchange bench AWAY		0 / 2	🚩
Playing field	Estimate goal and point post height	10m x 6.5m posts (Regional)	2 / 2	
Playing field	Interchange steward bench	No interchange stewards bench present	0 / 0	
Playing field	Scoreboard	Manual	1 / 1	
Playing field	Outdoor ground maintenance / equipment storage	60m - 64m	1 / 1	
<b>Playing field</b>	<b>Total rating score based on hierarchy level</b>		<b>21 / 27</b>	
Lighting	Playing field lighting	Less than 50 lux	0 / 10	🚩
<b>Lighting</b>	<b>Total rating score based on hierarchy level</b>		<b>0 / 10</b>	
Supporting amenities	Does parking area have an accessible parking spot?	Yes	0 / 0	
Supporting amenities	How adequate is the car park for club needs?	Adequate for home and away season and finals	1 / 1	
Supporting amenities	Is there a game clock? (it may form part of the scoreboard)	No	0 / 0	
Supporting amenities	Is there a siren?	Yes	1 / 1	
Supporting amenities	Is there a public address system?	Yes	0 / 0	
Supporting amenities	Is there fencing around the site that supports the ability to play finals at the site?	No	0 / 0	
Supporting amenities	Is there spectator seating / grandstand?	Yes weather protected	1 / 1	
Supporting amenities	Is there an accessible covered viewing area for	Yes	1 / 1	

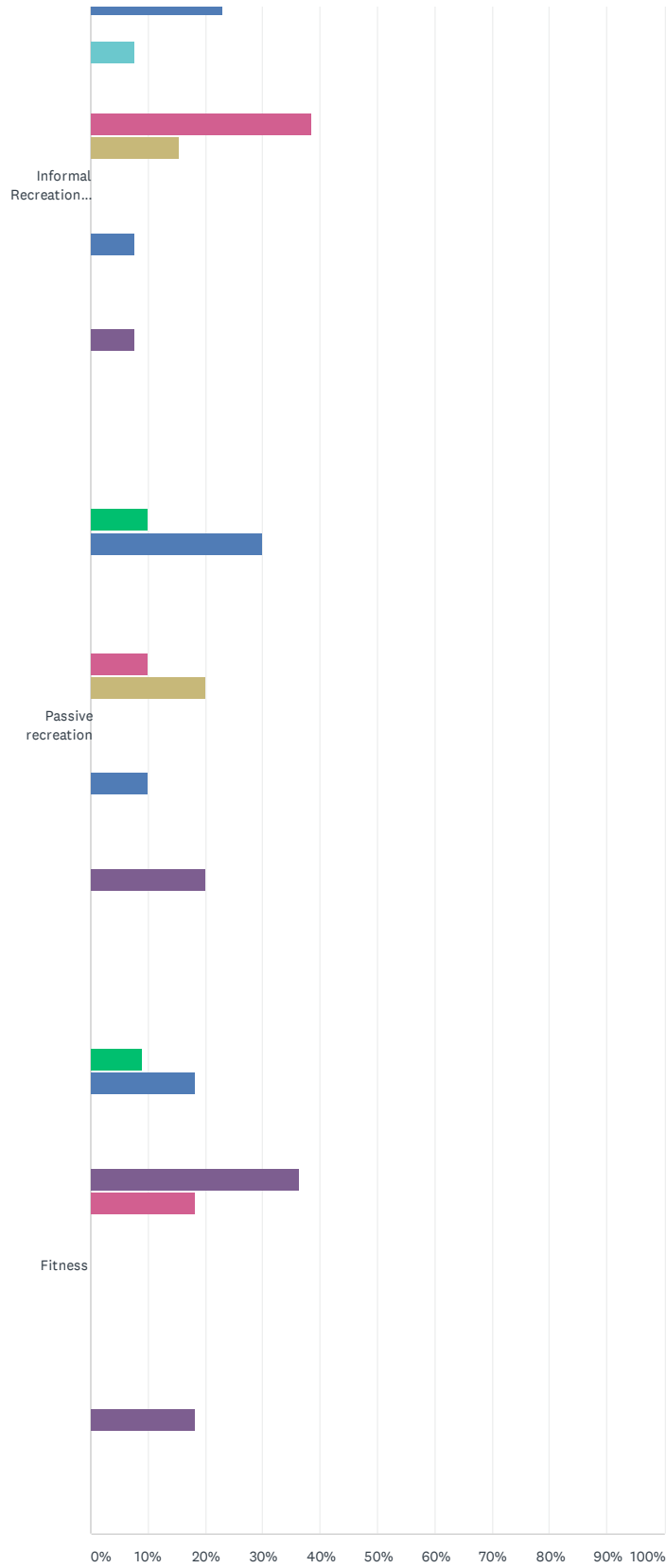
	spectators?			
Supporting amenities	Capacity of spectator seating - number of seats. (provide estimate of number of seats).	100 or more seats	4 / 4	
Supporting amenities	Total rating score based on hierarchy level		8 / 8	
Kitchen / kiosk	Kitchen / kiosk area	30m2-40m2	2 / 2	
Kitchen / kiosk	Total rating score based on hierarchy level		2 / 2	
<b>Total overall rating - football</b>			<b>69 / 113</b>	
<b>Rating score based on hierarchy level</b>			<b>113</b>	
<b>Percentage based on hierarchy level</b>			<b>61.06%</b>	

Q1 Select how you currently use sport and recreation facilities in Quairading and where you carry out these activities;

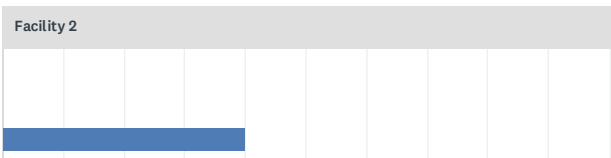
Answered: 19 Skipped: 1

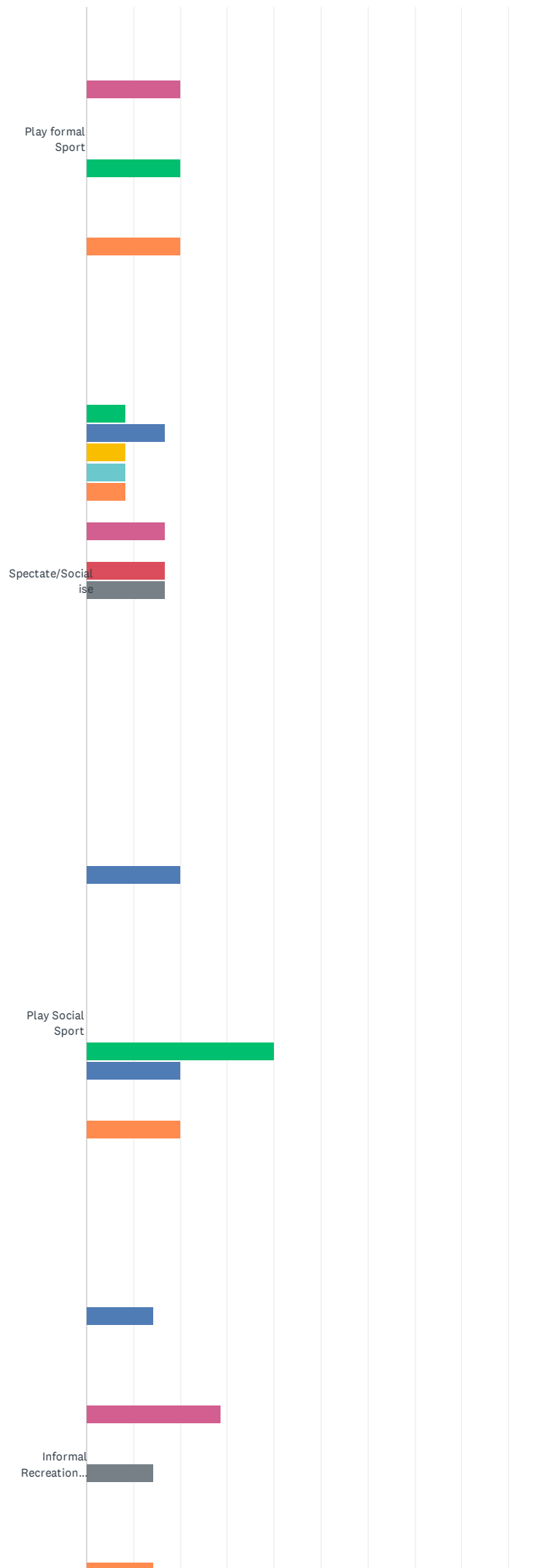


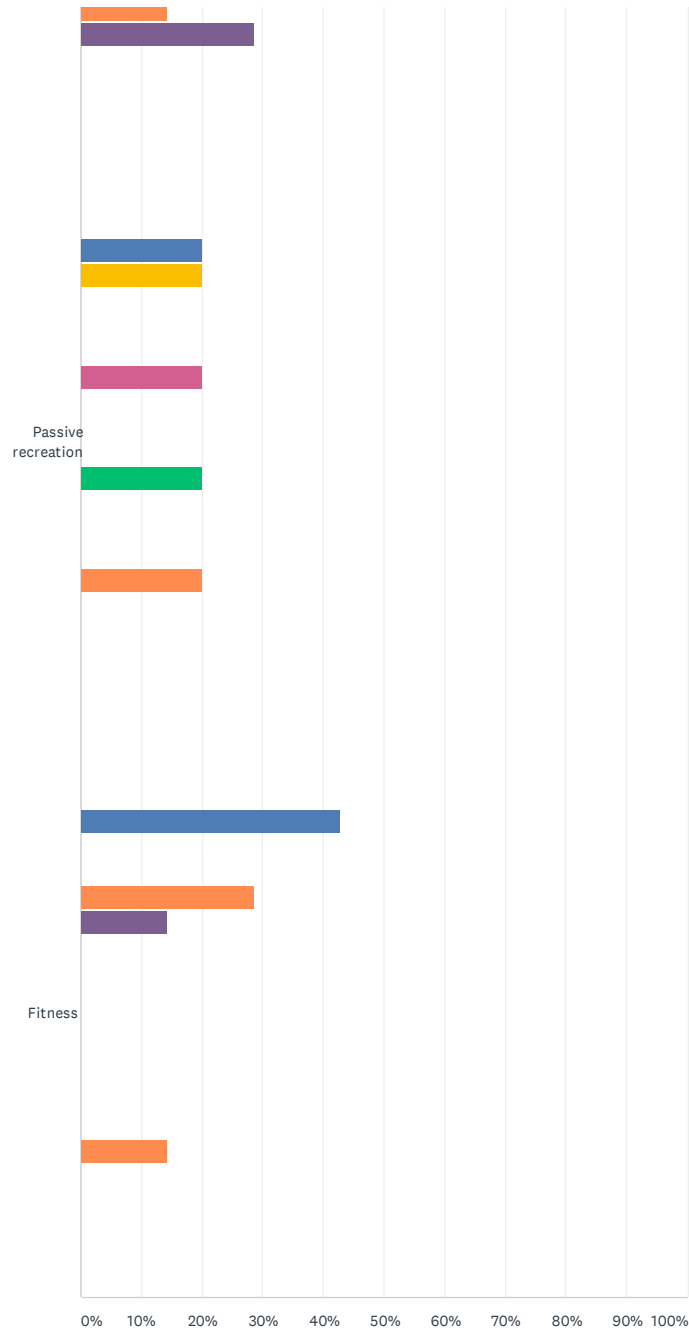




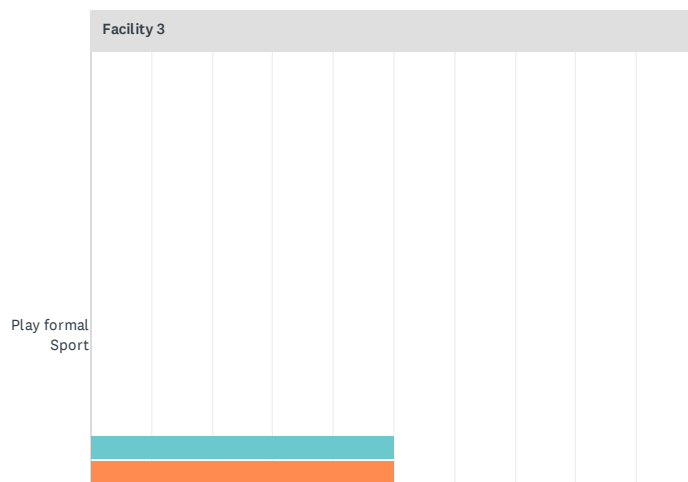
- Football Club
 ■ Town Oval
 ■ Ag Hall/Showgrounds
- Community Building
 ■ Town Hall
 ■ CRC
 ■ Swimming Pool
- Townsite (footpaths, parks etc)
 ■ Netball Courts
 ■ Bowling Club
- Town Tennis Club
 ■ South Caroling
 ■ Doodenanning
 ■ Wamenusking
- Golf Club
 ■ Nature Reserves
 ■ Pantapin
 ■ School

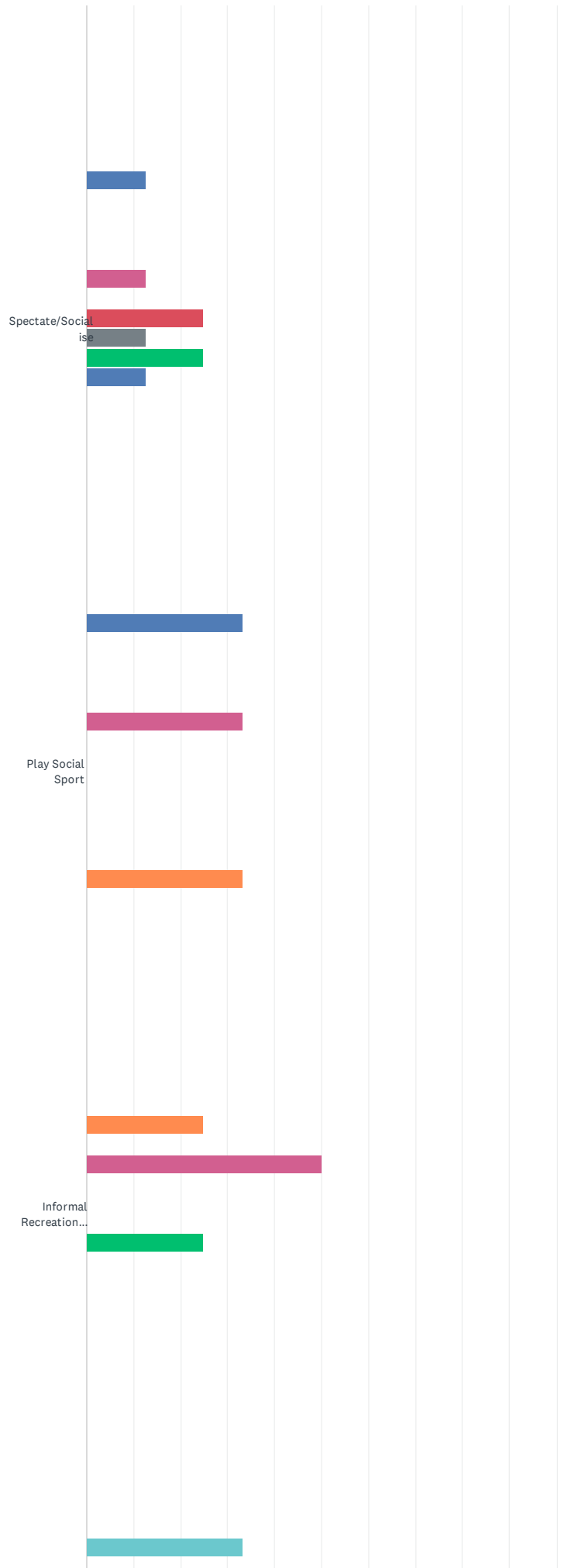


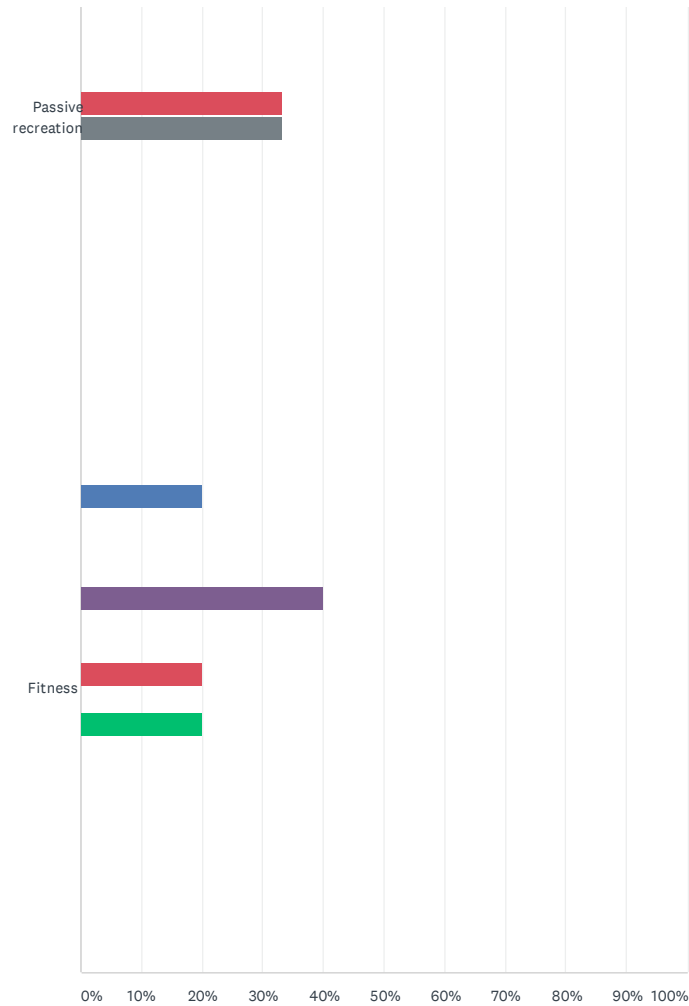




- Football Club
  Town Oval
  Ag Hall/Showgrounds
- Community Building
  Town Hall
  CRC
  Swimming Pool
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- Pantapin
- School

Facility 1										
	FOOTBALL CLUB	TOWN OVAL	AG HALL/SHOWGROUNDS	COMMUNITY BUILDING	TOWN HALL	CRC	SWIMMING POOL	TOWNSITE (FOOTPATHS, PARKS ETC)	NETBALL COURTS	
Play formal Sport	20.00% 2	20.00% 2	0.00% 0	0.00% 0	10.00% 1	0.00% 0	0.00% 0	0.00% 0	30.00% 3	
Spectate/Socialise	42.11% 8	31.58% 6	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	21.05% 4	
Play Social Sport	0.00% 0	8.33% 1	0.00% 0	0.00% 0	8.33% 1	0.00% 0	8.33% 1	0.00% 0	8.33% 1	
Informal Recreation Activities	0.00% 0	23.08% 3	0.00% 0	7.69% 1	0.00% 0	0.00% 0	38.46% 5	15.38% 2	0.00% 0	
Passive recreation	10.00% 1	30.00% 3	0.00% 0	0.00% 0	0.00% 0	0.00% 0	10.00% 1	20.00% 2	0.00% 0	
Fitness	9.09% 1	18.18% 2	0.00% 0	0.00% 0	0.00% 0	36.36% 4	18.18% 2	0.00% 0	0.00% 0	

Facility 2										
	FOOTBALL CLUB	TOWN OVAL	AG HALL/SHOWGROUNDS	COMMUNITY BUILDING	TOWN HALL	CRC	SWIMMING POOL	TOWNSITE (FOOTPATHS, PARKS ETC)	NETBALL COURTS	
Play formal Sport	0.00% 0	40.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20.00% 1	0.00% 0	0.00% 0	
Spectate/Socialise	8.33% 1	16.67% 2	8.33% 1	8.33% 1	8.33% 1	0.00% 0	16.67% 2	0.00% 0	16.67% 2	
Play Social Sport	0.00% 0	20.00% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
Informal Recreation Activities	0.00% 0	14.29% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	28.57% 2	0.00% 0	0.00% 0	
Passive recreation	0.00% 0	20.00% 1	20.00% 1	0.00% 0	0.00% 0	0.00% 0	20.00% 1	0.00% 0	0.00% 0	
Fitness	0.00% 0	42.86% 3	0.00% 0	0.00% 0	28.57% 2	14.29% 1	0.00% 0	0.00% 0	0.00% 0	

Facility 3										
	FOOTBALL CLUB	TOWN OVAL	AG HALL/SHOWGROUNDS	COMMUNITY BUILDING	TOWN HALL	CRC	SWIMMING POOL	TOWNSITE (FOOTPATHS, PARKS ETC)	NETBALL COURTS	
Play formal Sport	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	
Spectate/Socialise	0.00% 0	12.50% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	12.50% 1	0.00% 0	25.00% 2	
Play Social Sport	0.00% 0	33.33% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	33.33% 1	0.00% 0	0.00% 0	
Informal Recreation Activities	0.00% 0	0.00% 0	0.00% 0	0.00% 0	25.00% 1	0.00% 0	50.00% 2	0.00% 0	0.00% 0	
Passive recreation	0.00% 0	0.00% 0	0.00% 0	33.33% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	33.33% 1	
Fitness	0.00% 0	20.00% 1	0.00% 0	0.00% 0	0.00% 0	40.00% 2	0.00% 0	0.00% 0	20.00% 1	

#	OTHER (PLEASE SPECIFY)	DATE
1	I chose CRC but the gym would be more accurate	8/23/2021 2:52 PM
2	Swimming Pool	8/9/2021 6:16 AM
3	Walking around town on footpaths	8/6/2021 6:36 PM
4	Gym not listed? Formal recreation not an option, eg Curtain Raisers?	8/3/2021 3:22 PM

**Q2 What sport and recreation infrastructure do you think needs improving. List up to 5 priorities, with 1 being the most important and 5 being the least important (please also list town location);**

Answered: 20 Skipped: 0

ANSWER CHOICES	RESPONSES	
1	100.00%	20
2	85.00%	17
3	60.00%	12
4	50.00%	10
5	20.00%	4

#	1	DATE
1	Netball courts	8/23/2021 2:52 PM
2	heated swimming pool needed	8/23/2021 11:27 AM
3	Oval changerooms - men's, women's & visitors	8/23/2021 8:20 AM
4	A combined social club centred around the main oval shared by all sports in Q	8/17/2021 7:51 PM
5	Hockey oval facilities - there is no undercover spectator option	8/16/2021 9:16 PM
6	Hockey grounds lighting	8/16/2021 7:17 PM
7	Football changerooms - total rebuild to include ladies changerooms for hockey and netball	8/13/2021 1:35 PM
8	Kids Swimming Pool to be heated. Would make it a lot more family friendly.	8/10/2021 2:23 PM
9	Community Building	8/9/2021 9:06 AM
10	Pool heating	8/9/2021 8:38 AM
11	Swimming Pool	8/9/2021 6:16 AM
12	Open the pool at 11:00am during Pool season (more suitable for young Mums)	8/6/2021 6:36 PM
13	Playground / Park	8/5/2021 9:34 PM
14	Children's playgrounds!!!	8/3/2021 6:49 PM
15	Multi purpose indoor facility (Double multipurpose indoor courts)	8/3/2021 6:28 PM
16	Multi purpose in door sports facility	8/3/2021 5:27 PM
17	Community Parks & Gardens (everywhere)	8/3/2021 3:41 PM
18	the standard of the netball courts in Quairading	8/3/2021 3:38 PM
19	Change rooms at town oval	8/3/2021 3:30 PM
20	All changerooms at Town Oval	8/3/2021 3:22 PM

#	2	DATE
1	Community building and sporting 'hubs'	8/23/2021 2:52 PM
2	Better toilet facilities at the oval - sometimes if the back new rooms are locked there are no toilets for girls at football training	8/17/2021 7:51 PM
3	Community building upgrade - to facilitate all sports centrally	8/16/2021 9:16 PM
4	Heated swimming pool	8/16/2021 7:17 PM
5	Tennis court lighting - if relocating to oval precinct would have 4 courts fully lit	8/13/2021 1:35 PM
6	South Caroling tennis courts require resurfacing.	8/10/2021 2:23 PM
7	Change Rooms	8/9/2021 9:06 AM
8	Walking / cycling trails	8/9/2021 8:38 AM
9	Continue improving footpaths	8/6/2021 6:36 PM
10	Ladies Changerooms	8/5/2021 9:34 PM
11	Swimming Pool open longer hours	8/3/2021 6:49 PM
12	Footy/communal change room facilities both men and women's.	8/3/2021 6:28 PM
13	Football change rooms/ club rooms	8/3/2021 5:27 PM
14	Community Building (Sportsground)	8/3/2021 3:41 PM
15	In need of heater for the fabulous pool we have in Quairading	8/3/2021 3:38 PM
16	Community building	8/3/2021 3:30 PM
17	Kitchen and bar at Community Building	8/3/2021 3:22 PM

#	3	DATE
1	Purpose built gym	8/23/2021 2:52 PM
2	Heating of the town pool	8/17/2021 7:51 PM
3	Skate park	8/16/2021 7:17 PM
4	Netball courts - terrible drainage. Neet total redo. Would love to see two court under cover	8/13/2021 1:35 PM
5	Storage for sporting Clubs	8/9/2021 9:06 AM

6	Netball Courts	8/5/2021 9:34 PM
7	Playground and park facilities for picnics and children	8/3/2021 6:28 PM
8	Women's changerooms	8/3/2021 5:27 PM
9	Sportsground changerooms (Sportsground)	8/3/2021 3:41 PM
10	The rundown community building/footy ball hub Quairading	8/3/2021 3:38 PM
11	Permanent gym	8/3/2021 3:30 PM
12	Public toilets at Ag Shed / showgrounds	8/3/2021 3:22 PM
<b>#</b>	<b>4</b>	<b>DATE</b>
1	Tennis courtsa and Club house	8/23/2021 2:52 PM
2	Youth centre - would love to see relocaated to more central spot. Ideal would be existing tennis club with perhaps a skateark or mini-golf as point of difference.	8/13/2021 1:35 PM
3	Shared facilities at one location	8/9/2021 9:06 AM
4	Cricket Nets	8/5/2021 9:34 PM
5	Communal sporting club room and function area	8/3/2021 6:28 PM
6	Town Oval score board	8/3/2021 5:27 PM
7	Gym facility (moved to a purpose built location)	8/3/2021 3:41 PM
8	The Ag Hall is very old, run down and unattractive in Quairading	8/3/2021 3:38 PM
9	Covered netball court	8/3/2021 3:30 PM
10	Netball courts	8/3/2021 3:22 PM
<b>#</b>	<b>5</b>	<b>DATE</b>
1	Nature Reserve	8/5/2021 9:34 PM
2	Larger gym facilities, with room for Pilates reformers and matwork	8/3/2021 6:28 PM
3	Tennis clubhouse	8/3/2021 3:30 PM
4	Cricket practice nets	8/3/2021 3:22 PM



### Q3 If you could add one sport or recreation facility to the Shire what would it be and where?

Answered: 17 Skipped: 3

#	RESPONSES	DATE
1	Skate park but with broader suitability: rollerskating, scooters, bikes etc	8/23/2021 2:52 PM
2	Skate park	8/23/2021 11:27 AM
3	Maybe scouts/guides as a less sporty but still active club for kids	8/17/2021 7:51 PM
4	Kids park and playground! Either at the oval or central in town.	8/16/2021 9:16 PM
5	Skate park, across the road from the crc.	8/16/2021 7:17 PM
6	Need something ele for youth. There are many that like skating so as said above a skatepark where current tennis courts are or to be different and maybe add a tourist aspect, a mini golf park would be fun!	8/13/2021 1:35 PM
7	Playground that appeals to all ages (toddler to teen)	8/10/2021 2:23 PM
8	A multipurpose indoor court	8/9/2021 8:38 AM
9	Swimming	8/9/2021 6:16 AM
10	I think what we have is adequate.	8/6/2021 6:36 PM
11	Children's playgrounds!!	8/3/2021 6:49 PM
12	Multi purpose indoor facility and function area	8/3/2021 6:28 PM
13	Multi purpose Indoor sports facility eg netball /basketball / cricket /tennis	8/3/2021 5:27 PM
14	Playground and green space	8/3/2021 3:41 PM
15	Dont know	8/3/2021 3:38 PM
16	Skate park & pump track	8/3/2021 3:30 PM
17	Purpose built gym at the Oval or Pool.	8/3/2021 3:22 PM

### Q4 Is there anything else you would like to tell us about the Sport and Recreation facilities in the Shire of Quairading?

Answered: 11 Skipped: 9

#	RESPONSES	DATE
1	The pool needs to be heated and open more often	8/16/2021 7:17 PM
2	Quairading's Sport and rec Facilities are quite good for a mall town just tired and in need of TLC!	8/13/2021 1:35 PM
3	There is so much available within the town so many motivated people to run the sporting/rec events however a dwindling population, especially those out of town, makes it very difficult for the clubs to function.	8/10/2021 2:23 PM
4	No	8/9/2021 6:16 AM
5	I think Quairading residents are very lucky.	8/6/2021 6:36 PM
6	Very disappointing there are no public playgrounds in Quairading. The town needs an all ages playground/playgrounds NOW! Please install even a temporary playground while Shire awaits funding for something more substantial!	8/3/2021 6:49 PM
7	Currently each individual sport is very segregated and disjointed, it would be great if all could operate out of the same facilities to help unify the community	8/3/2021 6:28 PM
8	Multi purpose Indoor sports facilities are a must	8/3/2021 5:27 PM
9	There has been a lack of appropriate women's ablutions/changerooms in the past. Please incorporate adequate home and away facilities for women when planning the redevelopment of the Greater Sportsground	8/3/2021 3:41 PM
10	no	8/3/2021 3:38 PM
11	The culture our clubs nurture are equally as important as the buildings / facilities they use. I hope this is remembered and valued highly in all planning.	8/3/2021 3:22 PM

Q5 If you would like to be involved in future planning sessions, please leave a contact email address here.

Answered: 6 Skipped: 14

#	RESPONSES	DATE
1	Greghayes369@gmail.com	8/23/2021 8:20 AM
2	hannah.richards@solv.com.au	8/16/2021 9:16 PM
3	pilkington.kate@gmail.com	8/10/2021 2:23 PM
4	bmjswalker@westnet.com.au	8/3/2021 6:49 PM
5	holleesiviour@gmail.com	8/3/2021 6:28 PM
6	jack-richards@live.com.au	8/3/2021 5:27 PM

## 12.4 New MOU - Community Emergency Services Manager (CESM) Program

<b>Meeting Date</b>	25 <sup>th</sup> November 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Correspondence from the Shire of Kellerberrin
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

<p><b>MOVED</b> _____ <b>SECONDED</b> _____</p> <p>1. That Council note that the Shire of Kellerberrin has formally advised of its withdrawal from the current MOU for the Community Emergency Services Manager Program between the Shires of Quairading, Cunderdin, Tammin and Department of Fire and Emergency Services (DFES).</p> <p>2. That Council support entering into a new MOU between the Shires of Quairading, Cunderdin, Tammin and Department of Fire and Emergency Services (DFES) for the Community Services Manager Program for a Term of 3 Years , with an Option of an Extension for a further 3 Years.</p> <p style="text-align: right;">____/____</p>
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### VOTING REQUIREMENTS –Simple Majority

### IN BRIEF

- A MOU has been in place for over 10 Years for the engagement of a Community Emergency Services Manager (CESM). Initially the Arrangement was between Council, Shire of Cunderdin and DFES and was based on 70% DFES Funding and 15% each for both Councils.
- The current MOU signed in April 2018 provides the Instrument for the Delivery and Funding of the Community Emergency Services Manager Program over the Shires of Cunderdin, Kellerberrin, Quairading, Tammin and DFES. Funding comprised of 60% DFES and 10% for each of the Councils.
- The current MOU is for 5 years expiring in April 2023.
- The Shire of Kellerberrin have advised that it wishes to withdraw from the MOU and has given 3 Months' Notice pursuant to the MOU.
- With the withdrawal of the Shire of Kellerberrin it is timely to bring the MOU into alignment with the new Statewide MOU template.
- A new MOU has been offered by DFES for a 3 Year Term with an Option to extend for a further 3 Years.
- The new Funding Agreement will see DFES's portion remain at 60% and the 3 Councils' portions being 13.33% per Council.
- A Draft MOU has been provided to the 3 CEO's for final Review, but is subject to consideration and support by all 3 Councils.

### MATTER FOR CONSIDERATION

That Council note the withdrawal of the Shire of Kellerberrin from the CESM Memorandum of Understanding (MOU) and support Council's participation in a new MOU for the Community Emergency

Services Manager Program between the Shires of Quairading, Cunderdin, Tammin and Department of Fire and Emergency Services (DFES).

## **BACKGROUND**

In April 2018, the Shires of Quairading, Cunderdin, Kellerberrin, Tammin and DFES signed a MOU for the provision of a shared Community Services Manager to deliver Emergency Management Support Services to the Shires in accordance with DFES's Best Practices. The current 5-year term MOU terminates in April 2023.

The MOU provides for any of the Parties to withdraw from the MOU giving 3 Months' Notice of its intention.

The Shire of Kellerberrin at its October 2021 Ordinary Meeting of Council reviewed its current organisational structure and has created a Manager of Governance role to cover gaps in Compliance and current outsourced roles are to be brought back "in house".

The Shire of Kellerberrin on the 27<sup>th</sup> October 2021 advised the Chief Executive Officer of their formal three (3) months' withdrawal notice from the CESM Program in accordance with Clause 12 (Termination) of the MOU.

## **STATUTORY ENVIRONMENT**

*Bush Fires Act 1954*

*Emergency Management Act 2005*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Council is the current Host Council for the CESM Position with Mr Simon Bell working and residing in the District.

Council bears the Full Cost of the Program and are recouping 90% of the Costs from the other Parties to the MOU. DFES also covers 100% of the Availability Allowance paid to the CESM and all DFES Overtime for work undertaken on DFES Regional Fire Incidents.

The Current Projected Net Cost to Council per Year is \$16,457 (which is 10% of the Program's Annual Budget).

With the withdrawal of 1 Council, Council's Projected Net Cost in a full Year will be \$21,937.

The projected Cost to Council in the current 2021/2022 Year will be \$18,740.

Despite the increase in Costs to Council, it is considered that considerable benefit and support is derived from the Program and especially with the CESM being based in Quairading and visiting the adjoining Towns and DFES Regional Office in Northam on a regular roster basis.

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

<b>5. GOVERNANCE AND LEADERSHIP</b>	
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

## 1. COMMUNITY

1.1 Work collaboratively with local and regional service providers to engage the community as active citizens.

1.5 Support emergency services planning, risk mitigation, response and recovery

### CONSULTATION

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

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

Financial - Risk Matrix Rating is assessed as Low. Proposed that the CESM Program continue to be hosted by the Shire of Quairading. The 3.33% increase in Contribution Costs by Council can be incorporated in to future Years Budgets.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council has increasing obligations in regard to Emergency Management and for the establishment and support of Bush Fire Brigades and Volunteers.

Operation – Risk Matrix Rating is assessed as Low. The CESM position has been well established in the organisation over many years and is incorporated into the Organisational Structure approved by Council. The Position provides significant support for Council's Volunteer Bush Fire Brigades and Volunteers.

Natural Environment – Risk Matrix Rating is assessed as Low.



Record Ref: MIN 178/21  
File Ref: AGREE298

Graeme Fardon  
Chief Executive Officer  
Shire of Quairading  
PO Box 39  
QUAIRADING WA 6383

27<sup>th</sup> October 2021

Dear Graeme

**Re: Community Emergency Services Manager (CESM) Program**

I am writing in further reference to the Community Emergency Services Manager (CESM) program and discussion from the meeting held on Monday 25<sup>th</sup> October 2021 in Tammin.

Council at its October 2021 Ordinary Meeting of Council reviewed its current organization structure to ensure Council is as effective and efficient as possible throughout all operations.

It is with this view that Council has created a Manager of Governance role to cover gaps in compliance and ensure that current roles that are being outsourced are brought back in house.

With this the Shire of Kellerberrin wishes to advise that it provides its formal three (3) months' notice of withdrawing from the CESM Memorandum of Understanding (MOU) in accordance with Clause 12 (Termination).

Council at this time would like to thank the Shire of Quairading for administering the program, the officers who have filled the role while Council has been involved and wish the program well moving forward.

Should you have any queries relating to the above please don't hesitate to contact me on 9045 4006 during normal office hours.

Yours faithfully

A handwritten signature in black ink, appearing to read "Raymond Griffiths".

**RAYMOND GRIFFITHS**  
**Chief Executive Officer**

**CC: FES Commissioner**  
**Shire of Cunderdin**  
**Shire of Tammin**

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

<b>Meeting Date</b>	25 <sup>th</sup> November 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Mr John Harris, Newell Street, Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

<p><b>MOVED</b> _____ <b>SECONDED</b> _____</p> <p>1. That Council support the Request from Mr John Harris to have access to and use the Aircraft Hangar at the Quairading Airstrip.</p> <p>2. The Chief Executive Officer be authorised to finalise an Access Licence / Lease with Mr John Harris based on the Proposal submitted by Mr Harris.</p> <p style="text-align: right;">____/____</p>
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**VOTING REQUIREMENTS** – Simple Majority

### IN BRIEF

- Local Resident Mr John Harris of Newell Street, Quairading approached the CEO in 2017/2018 as to whether he would be able to lease the "Old Hangar" at the Quairading Airstrip to house his light aircraft which he was restoring / assembling.
- The light aircraft is nearing completion and Mr Harris has approached the Administration again with his Request.
- The "Old Hangar" was originally constructed by the then GP, Dr Paul Higgins and upon his departure from Town and his subsequent Passing many years later, Council has acquired the Structure.
- For a number of years, the hangar was utilised (free of charge) by the St John Ambulance Sub Centre to garage their "First Aid Post Caravan". The Caravan has in recent years been sold and the hangar has remained unoccupied and not maintained.

### MATTER FOR CONSIDERATION

Council to consider supporting the Proposal to Lease out the "Old Hangar" to Mr John Harris to house his light aircraft.

### BACKGROUND

Council has care, control and management of the Quairading Airstrip situated on Crown Reserve 20494. The "Old Hangar" is in poor condition however still sound. Mr Harris who is a Metal Work Fitter and Turner by Trade has undertaken to effect minor repair works at his Cost to ensure the structure is maintained to a "fit for use" condition.



## STATUTORY ENVIRONMENT

### *Land Administration Act 1997*

Council has Care and control of Crown Reserve 20494 under a Vesting Order (commonly known as a Management Order. Council has Power to Lease on this Reserve under Approval from the Minister for Land.

### *Local Government Act 1995*

Section 3.58 Disposal of Property

### **Local Government (Functions & General) Regulation**

Regulation 30(3)(a) – Exempt Transaction - under the Market Value of \$20,000

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

2021/22 – Mr Harris has offered to pay \$10.00 per Week (\$520 Paid Annually) and has undertaken to maintain the Structure at his own Cost.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

### 5. GOVERNANCE AND LEADERSHIP

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

## COMMUNITY CONSULTATION

No Public Consultation was required or undertaken in relation to this report.

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

Financial - Risk Matrix Rating is assessed as Low. Council does not maintain the Old hangar and currently receives no income from the Airstrip.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council should support to ensure another active user of the Airstrip and also show support for alternative Recreational pursuits in the Community. Building currently unoccupied and there have been no other Enquiries of Interest to occupy the hangar.

Operation – Risk Matrix Rating is assessed as Low. No impact upon the Organisation and no impact upon the safe operation of the Airstrip.

Natural Environment – Risk Matrix Rating is assessed as Low.

## ITEM 13      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

## ITEM 14      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*

ITEM 15 URGENT COUNCILLORS' BUSINESS

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

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

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

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

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

- 16.1 Executive Manager of Works & Services Appointment (Confidential Item)
- 16.2 CEO Key Performance Indicators (KPIs) 2021/2022 (Confidential Item)
- 16.3 CRISP Wireless – Access to Telecommunications Tower (Confidential Item)

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

**VOTING REQUIREMENTS – Simple Majority**

**16.1 Executive Manager of Works & Services Appointment (Confidential Item)**

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

**16.2 CEO Key Performance Indicators (KPIs) 2021/2022 (Confidential Item)**

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

**16.3 CRISP Wireless – Access to Telecommunications Tower (Confidential Item)**

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

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

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

**CARRIED \_\_\_\_/\_\_\_\_**

**16.4 Public Reading of Resolution**

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

## ITEM 17      NEXT MEETING DATE

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 16<sup>th</sup> December 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

## ITEM 18      CLOSURE

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