

# Ordinary Council Meeting

## Notice of Meeting | 28<sup>th</sup> October 2021

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 28<sup>th</sup> October 2021 commencing at 2.00 pm.

In accordance with the current State Emergency Declarations in regard to public gatherings, the Meeting venue is restricted to 25 Persons in total (including Councillors, Staff and Public).

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED

*Graeme Fardon*

Graeme Fardon  
CHIEF EXECUTIVE OFFICER

Date: 22<sup>nd</sup> October 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 Hippisley	
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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## 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 – 30<sup>th</sup> September 2021

#### RECOMMENDATION

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

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.

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

**Voting Requirements – Simple Majority**

### 7.2 Business Arising

## SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 30<sup>th</sup> September 2021 commencing at 2.01 pm.

### ITEM 1 OPENING & ANNOUNCEMENTS

---

The Deputy Shire President opened the Meeting at 2.01 pm.

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

Cr Jo Haythornthwaite welcomed Councillors, Staff and member of the public Mr Grant Mills and Mrs Marion O'Hare to the meeting.

Michelle Magdy of Tennis West invited to make presentation to Council in regard to Community Tennis Clubs. Refer to Item 4 in the Minutes.

One (1) Minute Silence was observed for local Elder, the Late Mr Basil Winmar on his Passing, who worked for Council from 1974 - 1996.

### ITEM 2 ATTENDANCE AND APOLOGIES

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#### Councillors

Cr JN Haythornthwaite Deputy Shire President

Cr BR Cowcill

Cr JW Haythornthwaite

Cr JR Hippisley

Cr B McGuinness

Cr PD Smith

Cr TJ Stacey

#### Council Officers

Mr GA Fardon Chief Executive Officer

Mrs LM Horton Executive Manager of Corporate Services

Mr A Rourke Executive Manager of Works & Services

Mr RM Bleakley Executive Manager of Community, Projects and Strategy

Mrs AG Strauss Executive Officer

#### Observers/Visitor

Mr Grant Mills (Left the meeting at 2.37 pm)

Mrs Marion O'Hare (Left the meeting at 2.37 pm)

Ms Michelle Magdy Tennis West (2.11 pm - 2.37 pm)

#### Apologies

Nil

#### Leave of Absence Previously Granted

Shire President Cr Wayne Davies for the 30<sup>th</sup> September 2021 Ordinary Council Meeting.

### ITEM 3 PUBLIC QUESTION TIME

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No Questions from the Members of the Public present.

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

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See Presentation to Council after Item 7.

### ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

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Nil received.

### ITEM 6 DECLARATIONS OF INTEREST

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Cr McGuinness - Declared an Impartiality Interest with Item 14.1 RFQ Bituminous Surfacing Application Works for 2021/22 Year. Historic employment with EDI.

### ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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#### 7.1 Confirmation of Minutes: Ordinary Council Meeting – 26<sup>th</sup> August 2021

**RESOLUTION: 31-21/22****MOVED Cr Cowcill SECONDED Cr Stacey**

That the Minutes of the Ordinary Meeting of Council held on the 26<sup>th</sup> August 2021 be confirmed as a true and accurate.

**CARRIED 7/0**

#### 7.2 Business Arising

Nil



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

### 2.11 pm

Ms Michelle Magdy thanked Council for allowing her present the Tennis West vision to build thriving Tennis Communities in Western Australia.

Ms Magdy explained that eight pillars of a thriving Tennis Community have been identified and are the building blocks in fostering a safe, inclusive and playful clubs, that thrive in their respective communities.

The eight pillars identified are as follows – know your Community, appropriate products, right management model, welcoming safe and inclusive culture, clear vision and identity, financially viable, sustainable facilities and digital presence.

Tennis West are currently recruiting additional staff to align with their vision to be able to effectively partner with Councils and Clubs to ensure mutual beneficial relationships between Clubs and Tennis West.

Ms Magdy advised that there were 187 Clubs in the State including the Zones. Tennis West will assist Clubs to identify at least 3 pillars to establish the Club within the community.

Mr Grant Mills provided some comments on the Quairading Club's recent initiatives and contact / assistance from Tennis West.

Ms Magdy advised that Tennis West Staff are looking forward to engaging with local Tennis Clubs, Councils and Schools.

### 2.37 pm

Ms Magdy left the Meeting.

Mr Mills and Mrs O'Hare left the Meeting.

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

### 8.1 Reconciliation Action Plan Committee Meeting Minutes – 11<sup>th</sup> August 2021

#### **RESOLUTION: 32-21/22**

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

That the Minutes of the Reconciliation Action Plan Committee Meeting held on the 11<sup>th</sup> August 2021 be received.

**CARRIED 7/0**

### 8.2 Local Emergency Management Committee Meeting Minutes – 9<sup>th</sup> September 2021

#### **RESOLUTION: 33-21/22**

#### **MOVED Cr Cowcill SECONDED Cr Hippisley**

That the Minutes of the Local Emergency Management Committee Meeting held on the 9<sup>th</sup> September 2021 be received.

**CARRIED 7/0**

### 8.3 Quairading Medical Executive Committee Meeting Minutes – 16<sup>th</sup> September 2021

*The CEO has deemed the Minutes as confidential due to the information being of a commercial nature.*

*Local Government Act 1995 5.23 (2)(e)*

*The Minutes were provided to Elected Members under separate cover. The Minutes are not for publication.*

**RESOLUTION: 34-21/22**

**MOVED Cr Hippisley SECONDED Cr Cowcill**

That the Minutes of the Quairading Medical Executive Committee Meeting held on the 16<sup>th</sup> September 2021 be received.

**CARRIED 7/0**

INTENTIONALLY LEFT BLANK

## ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

### 9.1 Audit and Risk Committee Meeting Minutes – 14<sup>th</sup> September 2021

<b>Meeting Date</b>	30 <sup>th</sup> September 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Audit & Risk Committee Meeting Minutes
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

#### OFFICER'S RECOMMENDATION

##### **RESOLUTION: 35-21/22**

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

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 14<sup>th</sup> September 2021.

**CARRIED 7/0**

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

#### **1) 2020/2021 Financial Audit – Office of the Auditor General (OAG)**

##### **RESOLUTION: 36-21/22**

##### **MOVED Cr Hippisley SECONDED Cr Cowcill**

*RECOMMENDATION: AR2-21/22*

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

1. Council receive the Interim Management Letter and Interim Management Letter Attachment from Anna Liang, Assistant Director Financial Audit; Office of the Auditor General for the audit Year ended 30<sup>th</sup> June 2021.
2. Council notes the Management's Responses and Planned Actions from the Auditor's Letter.
3. Council notes the Request submitted to the Department of Local Government, Sport and Cultural Industries for an Extension of time to the 31<sup>st</sup> October 2021 for the submission of the Annual Financial Statements to the Auditor.

**CARRIED 7/0**

#### **Note**

The CEO reported that the DLGSCI had granted approval to Council for the Extension of time to the 31<sup>st</sup> October 2021 to submit the Annual Financial Statements to Council's Auditor.

## 2) Grant Funding Status Report

**RESOLUTION: 37-21/22**

**MOVED Cr Stacey SECONDED Cr Cowcill**

*RECOMMENDATION: AR3-21/22*

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

Council notes the Grants Status Reports dated September 2021.

**CARRIED 7/0**

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

**RESOLUTION: 38-21/22**

**MOVED Cr McGuinness SECONDED Cr Hippisley**

*RECOMMENDATION: AR4-21/22*

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

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

**CARRIED 7/0**

## 4) Risk Management Dashboard Review – June 2021

**RESOLUTION: 39-21/22**

**MOVED Cr McGuinness SECONDED Cr Stacey**

*RECOMMENDATION: AR5-21/22*

That the Audit & Risk Committee Recommend to Council: -

That Council receive the Risk Management Quarterly Report for June 2021.

**CARRIED 7/0**

## IN BRIEF

Minutes of the 14<sup>th</sup> September 2021 Meeting of the Audit and Risk Committee include four (4) Recommendations to Council.

### MATTER FOR CONSIDERATION

Committee Recommendations to Council.

### BACKGROUND

The Audit and Risk Committee Meeting was held on the 14<sup>th</sup> September 2021 from which there are four (4) Recommendations for Council's consideration, namely: -

RECOMMENDATION: AR2-21/22

RECOMMENDATION: AR3-21/22

RECOMMENDATION: AR4-21/22

RECOMMENDATION: AR5-21/22

## STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Long Service Leave Regulations)

Local Government Industry Award 2020

## POLICY IMPLICATION

**AR4-21/22** - Council's ORG.2 Leave Management Policy.

## FINANCIAL IMPLICATIONS

**AR2-21/22** - The Office of the Auditor General have advised the indicative fee for conducting the External Audit for the 2020/21 Annual Financial Statements to be \$27,000 (ex GST). The amount of \$30,000 has been included in the 2021/22 Budget to ensure coverage of this indicative fee and any additions that may be incurred.

**AR3-21/22** - All Approved Grants have been included in Council's Adopted Budget for the 2021/2022 Financial Year.

**AR4-21/22** - The Current Liability for both types of Leave (if all Claimed on 31<sup>st</sup> August 2021) is calculated at \$209,613.

The current position represents 79.3% Coverage of the Liability by the Leave Reserve Fund.

**AR5-21/22** - Nil

## 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

## COMMUNITY CONSULTATION

N/A

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

Financial – Risk Matrix Rating considered Low.

**AR2-21/22** - Cost of the Annual Audit is included in the Budget. The Audit's purpose is not to uncover any financial fraud, however having strong financial processes, as raised in the Management report can reduce the risk of this occurring.

**AR4-21/22** - Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low. External Audit is a legislative requirement.

Operation – Risk Matrix Rating considered Low. All Audit and Risk Matters are undertaken as part of Council's operations and within Council's structure and resources. Interim Audit undertaken by independent Audit Contractor for the OAG.

Natural Environment – Risk Matrix Rating considered Low.

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 – August 2021

<b>Meeting Date</b>	30 <sup>th</sup> September 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Leah Horton
<b>Attachments</b>	(i) August 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: 40-21/22

#### MOVED Cr McGuinness SECONDED Cr Hippisley

That Council note the following:

1. That Schedule of Accounts for August 2021 covering Municipal Vouchers 23853 to 23857, EFT 9730 to EFT 9857, totalling \$966,603.70 be received (Attachment i); and
2. That Police Licensing payments for the month of August 2021 totalling \$29,523.20 be received (Attachment ii); and
3. That fund transfers to the Corporate Credit Card for August 2021 balance totalling \$467.00 be received (Attachment iii); and
4. That Net Payroll payments for the month of August 2021 totalling \$126,163.32; and
5. That the Lease payment for the month of August 2021 on the CESM Vehicle totalling \$2,423.73.

**CARRIED 7/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

Note the Accounts paid during August 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> July 2021

<b>Meeting Date</b>	30 <sup>th</sup> September 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Leah Horton
<b>Attachments</b>	(i) Financial Statements for July 2021 – Tabled under separate Cover
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RESOLUTION: 41-21/22

#### MOVED Cr Hippisley SECONDED Cr Stacey

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

**CARRIED 7/0**

### IN BRIEF

- The CEO engaged Local Government Accounting Contractor Bob Waddell to assist Council Staff with the preparation of the Annual Financial Statement to the 30<sup>th</sup> June 2021.
- Monthly Financial Statement for the period ending 31<sup>st</sup> July 2021 was unable to be completed in time for consideration at the 26<sup>th</sup> August 2021 Ordinary Council Meeting as the Year End balances were being verified by Mr Waddell as part of the Year End work.
- The CEO approved that the Contractor undertake additional work to assist the EMCS in the establishment and preparation of the Monthly Financial Statements template for the 2021/2022 Financial Year.
- The Monthly Financial Statement to the 31<sup>st</sup> July 2021 has been completed by Bob Waddell and Associates (Contractor) and is presented for the September 2021 OCM. The Financial Statement will be provided under Separate Cover to Councillors as soon as it is received from the Contractor (not in the Agenda Papers).
- 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

Council to receive the Monthly Financial Statement.

### BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format.

Monthly Financial Statements have in recent years been based on the Moore Australia Template and modified by the then EMCS.

The Monthly Statement for 2021/2022 have been prepared based on the Bob Waddell and Associates Monthly Statements Model (Abridged Version).

It is expected that future Monthly Financial Statements will use the same methodology, however expanding from an abridged version to the automated and self-balancing model already developed by Bob Waddell and Associates.

The Monthly Financial Statements report include the Fund Balances Report and the Budget Variance Report.

The Financial Reporting methodology change from using the Moore Australia Monthly Statements Model to the Bob Waddell and Associates Monthly Statements Model was required to ensure accurate and reliable Financial Statements are produced with confidence by current Council Staff in the future. This additional work has caused a delay in being able to bring reporting up to date, with Management remaining one month behind in reporting to Council at this time.

The Financial Statements for August and September 2021 will be presented at the 28<sup>th</sup> October 2021 OCM.

## **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 commencement of 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. The template is successfully used in a number of small rural Councils.

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, given the short handover in the EMCS Position at the end of the Financial Year. 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 Statement templates have been updated by Bob Waddell and Associates (Contractor) using their own Monthly Statements Model developed for smaller rural and regional Councils.

For this to be completed in a short time-frame, Bob Waddell has used an abridged version of his Model that is fully compliant. It is planned that the Comprehensive Model will be implemented during this Financial Year. This Model is predominantly automated, fully self-balancing and with built in Checkpoints, ensuring that a high level of trust can be placed on the accuracy of the Financial Reports being presented to Council.

The Shire had already contracted Bob Waddell and Associates to complete the End of Financial Year processes and produce the Annual Financial Report for 2020/21.

In discussions with the Contractor to complete this work, it was identified that for the Shire to proceed with Monthly Financial Reporting, a change in the template and methodology was required. Bob Waddell and Associates were then able to very quickly utilise an abridged version of their Financial Reporting model to enable Financial Reports for July 2021 to be completed.

This should now ensure that delays to future Monthly Financial Reports do not occur and that timely and accurate Monthly Reporting by Council Staff is reinstated as of the October 2021 OCM.

Council Staff will prepare future Monthly Statements under the guidance of Mr Bob Waddell.

## ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

### 12.1 Shire Administration Centre and Works Depot Reception Closure between Christmas and New Year

<b>Meeting Date</b>	30 <sup>th</sup> September 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

##### RESOLUTION: 42-21/22

##### MOVED Cr McGuinness SECONDED Cr Cowcill

1. That Council approve the closure of the Shire Administration Centre from 5.00pm Wednesday 22<sup>nd</sup> December 2021 to 9.00 am on Tuesday 4<sup>th</sup> January 2022.
2. That Council approve the closure of the Works Depot Reception from 4.00pm on Wednesday 22<sup>nd</sup> December 2021 to 7.00 am on Tuesday 4<sup>th</sup> January 2022.
3. The Office Closures and Emergency contact details be publicised in the community through Council's communication mediums.
4. Council advise the Department of Transport of the closure period for the Licensing Agency in accordance with the Licensing Agency Agreement.

**CARRIED 7/0**

#### IN BRIEF

- Council in recent years has approved the closure of the Shire Administration Centre and Works Depot Reception for the period between Christmas and New Year Public Holidays. This has enabled staff to have an extended break utilising Accrued Annual Leave or Rostered Days Off entitlements.
- Executive and Senior Staff will be available and able to respond to Emergencies / Telephone Calls.
- Management will prepare a Roster of Council Staff on Leave and those Staff available to respond to Call Outs / Emergencies.
- The CESM will be on "Standby" due to the Bushfire Season
- Council's Works Depot staff will cease work on Wednesday 22<sup>nd</sup> December 2021, however a number of staff will be available as 'skeleton crew' during the period of leave, and will return to work on various dates throughout January 2022. It is proposed that the Works Depot Reception close at 4.00pm on Wednesday 22<sup>nd</sup> December 2021 and reopen to the Public on Tuesday 4<sup>th</sup> January 2022.
- Given that Christmas Day falls on a Saturday this year, it is recommended that the Administration Centre be operational on Monday 20<sup>th</sup>, Tuesday 21<sup>st</sup> and Wednesday 22<sup>nd</sup> December 2021.

- The Town/Parks and Gardens team will not be taking Leave (excluding Public Holidays) to maintain Town facilities, parks and gardens.
- Appropriate community advertising will be undertaken should Council agree to the Shire Administration Centre and Works Depot Reception Closure dates.
- There has been no record of concerns to the Administration that the 2020/2021 Closure caused any major inconvenience to the community nor any adverse publicity.
- Council to consider the closure proposal each year on its merits.

### **MATTER FOR CONSIDERATION**

Council to consider the Closure Period for the Shire Administration Centre and Works Depot Reception for the period between Christmas and New Year 2021/2022.

### **BACKGROUND**

The Works Depot has traditionally been closed for the same period with a 'skeleton crew' available for watering, public convenience maintenance, etc.

The majority of the Works Depot crew will have commence taking their annual leave entitlements as at the COB on Wednesday 22<sup>nd</sup> December 2021, and will return to work on various dates in January depending upon their period of leave taken.

The Works Depot staff will advise who is remaining in the District so an 'Emergency Call Out' roster can be developed.

It is anticipated that there will be Staff members available to provide a full suite of Customer Services, including Department of Transport transactions in the 3 days of the 20<sup>th</sup> -22<sup>nd</sup> December 2021.

### **STATUTORY ENVIRONMENT**

Nil.

### **POLICY IMPLICATIONS**

Nil - Determined by Council each Year.

### **FINANCIAL IMPLICATIONS**

Nil, as Staff will be utilising Annual Leave or Rostered Days Entitlements.

Department of Transport require Notification of the Days of the Closure for Licencing Agency purposes.

Transport Customers are able to renew standard transport licences on the internet and via BPAY at any time.

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

<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**

Closure will be fully publicised in Council and Community Publications and the Website.

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

Financial - Risk Matrix Rating is assessed as Low. Council Staff will be utilising Annual Leave or Rostered Days Off entitlements, thereby reducing Council's leave liability.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Risk is mitigated through extensive publicity in the Community well in advance of the Closure.

Operation – Risk Matrix Rating is assessed as Low. Council base services such as the maintenance of Public Facilities and Parks / Gardens, Caravan Park are continued through the Christmas / New Year period. Further, Council's Waste and Recycling Facility will be operating on the Normal Days / Hours excluding Christmas Day and New Year's Day.

Natural Environment – Risk Matrix Rating is assessed as Low.

### **COMMENT**

Subject to Council determination, the proposed Shire Administration Centre and Works Depot Reception closure is as follows: -

#### Administration Centre and Works Depot Reception Closure

Monday 20<sup>th</sup> December 2021 – Admin Centre & Works Depot Open

Tuesday 21<sup>st</sup> December 2021 – Admin Centre & Works Depot Open

Wednesday 22<sup>nd</sup> December 2021 – Admin Centre & Works Depot Open

Thursday, 23<sup>rd</sup> December 2021 - Closed

Friday, 24<sup>th</sup> December 2021 Christmas Eve- Closed

Monday, 27<sup>th</sup> December 2021 Christmas Holiday – Public Holiday

Tuesday, 28<sup>th</sup> December 2021 Boxing Day Holiday - Public Holiday

Wednesday, 29<sup>th</sup> December 2021 - Closed

Thursday, 30<sup>th</sup> December – Closed

Friday, 31<sup>th</sup> December New Year's Eve – Closed

Monday, 3<sup>rd</sup> January 2022 New Year's Day observed – Public Holiday

#### **Tuesday 4<sup>th</sup> January 2022**

- Works Depot re-opens at 7.00am
- Administration Centre re-opens at 9.00am

## 12.2 Business Support Grants Program (2021/22) – September 2021

<b>Meeting Date</b>	30 <sup>th</sup> September 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 Applications – Under separate cover (iii) CS.5 Business Support Grants Policy
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

1. That Council accepts the Officer's Report and Grant Assessment Report on the September 2021 Business Support Grant Applications.
2. That Council provides funding for the received applications in September 2021 to the value of \$6,186.17 to the Businesses listed in the Grant Assessment Document.

#### RESOLUTION: 43-21/22

#### MOVED Cr McGuinness SECONDED Cr Hippisley

That Council accepts the Officer's Report and Grant Assessment Report on the September 2021 Business Support Grant Applications.

**CARRIED 6/1**

#### MOVER NIL

That Council provides funding for the received applications in September 2021 to the value of \$6,186.17 to the Businesses listed in the Grant Assessment Document.

**MOTION LAPSED**

### ALTERNATIVE MOTION

#### RESOLUTION: 44-21/22

#### MOVED Cr Smith SECONDED Cr McGuinness

That Council support the Quairading Pharmacy Application and provide funding of \$1,186.17 for the Shop Front Signage under the Business Support Grant Program.

**CARRIED 7/0**

### Reason for Variation to the Officer's Report

Determination of Grant Applications at Council's discretion. Council considered that the Application from the Quairading Pharmacy best fulfilled the Criteria and Objective of the Grants Program and was supported.

Council considered that it was not appropriate for Council Grant Funds to be directed towards Consultancy Costs relating to the proposed Liquor Licence Application by the Quairading Farmers' Cooperative.

## IN BRIEF

- The Business Support Grants Process and Policy was endorsed by the Council in February 2021.
- The Business Support Grants Program was launched on the 2<sup>nd</sup> of August via the Shire Facebook Page, Website, Banksia Bulletin and direct email to all Quairading businesses.
- Two applications were received during September 2021 with Grant Values of \$6,186.17.
- Total Project Costs for the 2 Applications is valued at \$28,972.34
- Details of each Application have been provided for Consideration and Recommendation to Council.
- The Applications were evaluated by the Grant Team based on the Criteria in the adopted Grant Guidelines.
- Council has budgeted a Total of \$20,000 for the Business Support Grants Program in the 2021/2022 year.

## MATTER FOR CONSIDERATION

- Evaluation of Business Support Grant Applications received by Grants Project Officer in September 2021.
- Allocation of financial resources in the Business Support Grants Program.

## BACKGROUND

At the February 2021 Council Meeting, Council adopted a Business Support Grants Policy and supporting Guidelines.

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

The program is open all year round and funding up to \$5,000 per business is available for a range of projects not limited to:

- Training and Professional Development.
- Investing in e-commerce activities.
- Projects that increase business opportunity and sustainability.

During September 2021, two applications were received to the value \$6186.17 in Grant monies sought.

Business	Project	Amount
Quairading Pharmacy	Main Street signage at the Pharmacy	\$1,186.17
Quairading Farmer's Co operative	Liquor Licence Application Consultancy	\$5,000.00
<b>Grand Total</b>		<b>\$6,186.17</b>

If accepted, balance of GL4591 will be \$13,813.83.



## STATUTORY ENVIRONMENT

Local Government Act 1995.

## POLICY IMPLICATIONS

Business Support Grants Policy - Attached

## FINANCIAL IMPLICATIONS

2021/2022 Budget – Subject to Applications received and supported. Maximum of \$5,000 Grant per Application.

## 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. \$20,000 has been provided for the Business Support Program in the 2021/2022 Adopted Budget.

Applications are assessed and presented to Council on a “first come” basis but Program limited to the Budget provision.

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 has implemented the Business Support Program following feedback from Business Houses and the Community.

There may be increased reputational risk with the Grant Application from the Quairading Farmer’s Cooperative which is seeking Grant Funding towards Consultancy Costs associated with a future Application for a Liquor Licence for the Business. It is highlighted that the Cooperative have engaged a Consultant to undertake a Business Viability Assessment of the proposal and its presentation to the Coop Board. If the Viability Report substantiates the Proposal, the Board would then seek Shareholder support / endorsement to proceed with preparing an Application for a Liquor Licence. It is understood from the

Application, that the Business Support Grant would not be required if the Business Viability Report did not substantiate the Proposal or the Board or Shareholders determined not to proceed with a Liquor Licence Application.

Operation – Risk Matrix Rating is assessed as Low. Grant Program administered within Council's current Structure and Resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

- Two grant applications were received and assessed.
- Assistance was provided to each Business to ensure the applications were completed correctly.
- Both grant applications meet the selection criteria outlined in the Grant Guidelines.

## ITEM 13      MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

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*No matters for consideration.*

## ITEM 14 MATTERS FOR CONSIDERATION – WORKS

### 14.1 RFQ Bituminous Surfacing Application Works for 2021/22 Year

<b>Meeting Date</b>	30 <sup>th</sup> September 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMWS Allan Rourke
<b>Attachments</b>	i) Quote Comparison – Under separate cover ii) Evaluation Scorecard – Under separate cover
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Cr McGuinness - Declared an Impartiality Interest with Item 14.1 RFQ Bituminous Surfacing Application Works for 2021/22 Year. Historic employment with EDI.

### OFFICER RECOMMENDATION

#### RESOLUTION: 45-21/22

#### MOVED Cr Smith SECONDED Cr Stacey

That Council award RfQ (Request for Quotation) for Bituminous Surfacing Application Works for the 2021/22 Works Program to Downer EDI Works Pty Ltd Western Australia Pty Ltd for the quoted price of \$544,930.26 excluding GST.

**CARRIED 7/0**

### IN BRIEF

- Quotes have been sought through WALGA e-Quotes for Bitumen Services for Council's 2021/2022 Road Program in accordance with the Local Government Act and Council's Purchasing Policy.
- Quotations received have been assessed by Chief Executive Officer (CEO) Executive Manager of Works & Services (EMWS) on the Criteria outlined in the RFQ.

### MATTER FOR CONSIDERATION

For Council to consider the quotes received for Bituminous Surfacing Application Works, in respect for the Shire of Quairading's 2021/2022 Roadworks programme.

### BACKGROUND

Council's 2021-22 budget includes an allocation for the procurement of services for road sealing for its Road Construction program. As the cost of services will exceed \$250,000 a Request for Quotation (RFQ) process was undertaken through the WALGA Preferred Supplier eQuotes in accordance with Council's Purchasing Policy.

A specification was drawn up and the RFQ was advertised on the WALGA Preferred Supplier eQuotes portal on the 19<sup>th</sup> August 2021. The closing date of the RFQ was on 3<sup>rd</sup> September 2021 at 4.00pm.

Below are the five suppliers invited to quote:

All five companies are experienced and are pre-qualified to be on the WALGA Preferred Supplier Panel.

1. Bitutek Pty Ltd
2. Boral Asphalt
3. Downer EDI Works Pty Ltd
4. Colas Western Australia Pty Ltd.
5. Fulton Hogan Pty Ltd

The scope of works contained in the specification called for the submission of prices for two coat primer seal and single coat seal applications for various roads included in the 2021/22 Road Construction program with Quotes received being subject to the following criteria in the valuation of the submissions.

- a) Submitted rates (pricing), bitumen price and resource wet hire hourly cost rates – 25%
- b) Inclusion with the RFQ submission and Price Schedule, an attachment providing a clear concise formula for calculating the change to these quoted rates due to the variation of the bitumen supply price at the time of the actual works as compared to the bitumen supply rate at RFQ closing time – 25%
- c) Demonstrated experience in completing similar projects – 25%
- d) Current commitment scheduled status – 25%

The Shire has adopted a best value for money approach to this quotation evaluation. This means that, although price is considered, the RFQ containing the lowest price will not necessarily be accepted, nor will the RFQ ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All three suppliers have addressed the criteria and are suitably qualified to perform the works stated in the scope.

Three companies have submitted quotations above Council's Budget allocation for the supply of bitumen services.

Colas Western Australia Pty Ltd and Fulton Hogan Industries declined to quote, as they are fully committed on other work within the State.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

Local Government (Functions & General) 1996 Reg. 11.

## **POLICY IMPLICATIONS**

Shire of Quairading Purchasing Policy requires that for Estimated Purchases over \$250,000, Council is to call public tenders. The Local Government (Functions & General) Regulation allows for the tender process to be waived in lieu by seeking quotations from suppliers on WALGA's Preferred Supplier Panel.

## **FINANCIAL IMPLICATIONS**

The procurement of bitumen service contractors to assist the 2021/2022 construction program has been allocated in the 2021/2022 Budget. The Shire's provision with the funding is \$446,724 ex GST and the recommended Quote is \$544,930 ex GST. Shortfall of \$98,206 ex GST.

EMWS had increased the sealing component from 2020/2021 rates by 10% for the 2021/2022 Budget.

The increase of the rates received has risen further than expected due to the demand on these services brought about by the injection of infrastructure stimulus monies from Federal and State Governments during this Covid19 Pandemic.

To reduce the impact to the 2021/2022 Budget allocation for sealing recommendations are below:

- 1) Reduce the scope in resealing on the Doodenanning – Mawson road from 49,104 M2 to 37,294 M2 Saving of \$55,978 Ex GST. This project is fully funded from LRCI #3 (Correspondence received via email from the preferred supplier confirming that the square metre rate would not rise if the scope is reduced on this project. This would allow the allocated \$176,774 for this project to remain as budgeted.
- 2) Balance of \$42,228 of the shortfall will be monitored on the four remaining Capital projects to see if savings can be made during construction to offset the \$42,228.
- 3) If savings cannot be achieved, Council could allocate the shortfall at the Budget review process from the Road Infrastructure Reserve Fund which has a current Balance of \$429,219 as at the 30<sup>th</sup> June 2021.

The Quote recommended is outside the allocated 2020/21 Capital Budget. The Roads Program will support an improvement in the Operating Ratio in future years, as the improvements reduce the maintenance costs of the road.

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

3. BUILT ENVIRONMENT	
3.1 Safe, efficient and well maintained road and footpath infrastructure	Achievement of the 10yr road plan goals and strategies
	Less impact on our roads due to extreme weather events and increased vehicle tonnage (road engineering, stormwater management)

### COMMUNITY CONSULTATION

Nil

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

Financial - Risk Matrix Rating is assessed as Medium. The recommended quote for the works is in excess of the Budget Allocation. Management have provided a recommended strategy to reduce the exposure to the Over Budget scenario. All Quotations received exceeded the Material & Contractor Budget which had been increased by 10% on the Actual Bitumen Services Costs charged in 2020/2021, however this is an insufficient Provision to carry out the full scope of the Works, without modification.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low - Procurement follows Local Government Act and in accordance with Council's Policy.

Operation – Risk Matrix Rating is assessed as Low - Allows for Capital Works to be undertaken, with modification to conform with Council's Budget and planned Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

### COMMENT

Of the three submissions received, all are major Contractors of sealing and bitumen supplies in Western Australia and all companies are known to the EMWS.

All three companies that submitted Request for Quotations met the Qualitative Criteria outlined in the RFQ documents and equally scored 60 out of 100 in the Weighted Scoring (Good offer, no deficiencies, meets criterion)

Price consideration has Downer EDI Works Pty Ltd ranked first.

Downer EDI Pty Ltd carried out the sealing works in 2020/2021 financial year and provided a good quality of work and was able to meet the programming Schedule for the works to be completed.

Therefore, the Officer recommends Downer EDI Works Pty Ltd as the successful Contractor.

ITEM 15 URGENT COUNCILLORS' BUSINESS

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Nil.

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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Cr Jo Haythornthwaite commended Shire President Cr Davies on his 10 years of Service on Council.

Cr Jo Haythornthwaite further identified that Cr Davies had served Council in the capacity of Deputy Shire President for 2 years followed by a further 4 years as Shire President and commented that he has done an outstanding job.

Cr Jo Haythornthwaite also acknowledged Cr John Haythornthwaite on his 2 years of Service to Council.

Cr Jo Haythornthwaite thanked Councillors and Staff for their attendance at the meeting.

The next Ordinary Meeting of Council is scheduled to take place on Thursday 28<sup>th</sup> October 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 18 CLOSURE

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There being no further business, the Chairman closed the Meeting at 3.28 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 30<sup>th</sup> September 2021 were confirmed 28<sup>th</sup> October 2021 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 28/10/2021



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

#### RECOMMENDATION

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

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.

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

**Voting Requirements - Simple Majority**

### 7.4 Business Arising

# SHIRE OF QUAIRADING

## Special Meeting of Council

The Minutes of the Special Meeting of Council held on Monday 18<sup>th</sup> October 2021 commencing at 6.07 pm.

### Swearing in of New Elected Members

The Swearing In Ceremony for the new four (4) elected members was conducted prior to the commencement of the meeting and was officiated by the Chief Executive Officer and witnessed by Mrs Shirley Stacey, Justice of the Peace.

## ITEM 1 OPENING & ANNOUNCEMENTS

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In accordance with Schedule 2.3 (3) of the *Local Government Act 1995*, the CEO is to preside at the Meeting until the Office of Shire President is filled.

The Chief Executive Officer opened the Meeting at 6.07 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".

The Chief Executive Officer welcomed Councillors and Visitors to the meeting and advised that the order of proceedings would be the Election of Shire President and the Election of Deputy Shire President.

The Chief Executive Officer also welcomed Mrs Shirley Stacey, Justice of the Peace, who would witness the Declaration of Offices for the Shire President and Deputy Shire President.

## ITEM 2 ATTENDANCE AND APOLOGIES

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### Councillors

Cr PD Smith	Shire President (Assumed the Chair at 6.20 pm)
Cr TJ Stacey	Deputy Shire President
Cr E Cheang	
Cr BR Cowcill	
Cr JC Hayes	
Cr JN Haythornthwaite	
Cr JR Hippisley	
Cr B McGuinness	

### Council Officers

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

### Justice of the Peace

Mrs Shirley Stacey

### **Observers/Visitors**

Mrs Liz Smith  
Ms Jill Hayes  
Mr Greg Hayes  
Ex- Shire President Mr Brian Caporn  
Ex-Shire President Mr Wayne Davies  
Mr Braden Hayes  
Mrs Mary Stacey

### **Apologies**

Shire Freeman Mr Don Brown  
Ex-Shire President Mr Darryl Richards

### **Leave of Absence Previously Granted**

Nil.

## **ITEM 3      DECLARATIONS OF INTEREST**

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Nil at this time.

## ITEM 4 ELECTION OF SHIRE PRESIDENT

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The Chief Executive Officer advised that nominations for the Office of Shire President must be in writing to himself in accordance with Schedule 2.3, Division 2, Part 8(3) of the *Local Government Act 1995*. The following written nominations had been received:-

Cr Trevor Stacey nominated Cr Brett McGuinness;

Cr Becky Cowcill nominated Cr Jo Haythornthwaite;

Cr Jonathan Hippisley nominated Cr Peter Smith.

Cr McGuinness, Cr Haythornthwaite and Cr Smith all verbally accepted their nominations.

The Chief Executive Officer called for any further nominations and there were no further nominations received.

As there was more than one nomination received, the Chief Executive Officer advised that a secret ballot would now be held to determine the Office of Shire President.

The Chief Executive Officer determined that the order of the candidate names appearing on the ballot paper would be in the order that the nominations had been received by the CEO. The order of the candidate names on the ballot paper was as follows:

Cr Brett McGuinness;

Cr Jo Haythornthwaite;

Cr Peter Smith.

Ballot papers were then drawn up and authenticated by the Chief Executive Officer and distributed to all Elected Members.

When all votes had been cast, the Chief Executive Officer counted the votes. The election process was conducted by the CEO and Council Executive Staff, with the independent witness being the Justice of the Peace, Mrs Shirley Stacey.

In accordance with Regulation 11F of the Local Government (Constitution) Regulations 1998, the Chief Executive Officer advised that Cr Peter Smith received 4 votes, Cr Brett McGuinness received 2 votes and Cr Jo Haythornthwaite received 2 votes.

The Chief Executive Officer declared Cr Peter Smith the successful candidate having received the highest number of votes and was therefore elected to the Office of Shire President for a term of two (2) years concluding in October 2023.

Cr Peter Smith proceeded to take the Declaration of Office of Shire President officiated by the Chief Executive Officer and witnessed by Mrs Stacey, Justice of the Peace.

Cr Peter Smith assumed the Chair at 6.20 pm and welcomed the new Councillors and thanked fellow Councillors for their support in electing him to the Office of Shire President.

## ITEM 5 ELECTION OF DEPUTY SHIRE PRESIDENT

---

The Shire President requested that the Chief Executive Officer continue with the election process for the Office of Deputy Shire President.

The Chief Executive Officer advised that the following written nominations had been received: -

Cr Brett McGuinness nominated Cr Trevor Stacey;

Cr Peter Smith nominated Cr Jonathan Hippisley.

Cr Stacey and Cr Hippisley both verbally accepted their nominations.

The Chief Executive Officer called for any further nominations and there were no further nominations received.

As there was more than one nomination received, the Chief Executive Officer advised that a secret ballot would now be held to determine the Office of Deputy Shire President.

The Chief Executive Officer determined that the order of the candidate names appearing on the ballot paper would be in the order that the nominations had been received by the CEO. The order of the candidate names on the ballot paper was as follows:

Cr Trevor Stacey;

Cr Jonathan Hippisley.

Ballot papers were then drawn up and authenticated by the Chief Executive Officer and distributed to all Elected Members.

When all votes had been cast, the Chief Executive Officer counted the votes. The election process was conducted by the CEO and Council Executive Staff, with the independent witness being the Justice of the Peace Mrs Shirley Stacey.

In accordance with Regulation 11F of the Local Government (Constitution) Regulations 1998, the Chief Executive Officer advised that Cr Trevor Stacey received 5 votes and Cr Jonathan Hippisley received 3 votes.

The Chief Executive Officer declared Cr Trevor Stacey the successful candidate having received the highest number of votes and was therefore elected to the Office of Deputy Shire President for a term of two (2) years concluding in October 2023.

Cr Trevor Stacey proceeded to take the Declaration of Office of Deputy Shire President officiated by the Chief Executive Officer and witnessed by Mrs Stacey, Justice of the Peace.

ITEM 6 PUBLIC QUESTION TIME

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*Questions only to relate to the Items of Business listed for this Special Council Meeting.*

Nil questions received.

ITEM 7 CLOSURE

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There being no further business, the Shire President closed the Meeting at 6.29 pm.

I certify the Minutes of the Special Meeting of Council held on 18<sup>th</sup> October 2021 were confirmed on 28<sup>th</sup> October 2021 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 28/10/2021

ITEM 8      RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

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*No matters for consideration.*

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## 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

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

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

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

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

#### 1) Multi-Purpose Sports Precinct

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

*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.

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

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

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

*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.

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



### 3) Project Management Status Report

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

*RECOMMENDATION: SP07-21/22*

That the Strategic Planning Committee recommend to Council: -

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

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

### 4) Organisational Culture and Capacity Building

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

*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.

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

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

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

*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.

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

**VOTING REQUIREMENTS** – Simple Majority

#### 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.

## SHIRE OF QUAIRADING Strategic Planning Committee

The Minutes of the Strategic Planning Committee Meeting held on Tuesday 12<sup>th</sup> October 2021 commencing at 5.00 pm.

### ITEM 1      OPENING & ANNOUNCEMENTS

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The Chairperson opened the Meeting at 5.00 pm.

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

### ITEM 2      ATTENDANCE AND APOLOGIES

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#### **Councillors**

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

#### **Council Officers**

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

#### **Apologies**

Cr JW Haythornthwaite

#### **Leave of Absence Previously Granted**

Nil

### ITEM 3      DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

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Nil.

## ITEM 4 DISCLOSURE OF INTEREST

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Nil received at this time.

## ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 5.1 Confirmation of Minutes – 10<sup>th</sup> August 2021

**RECOMMENDATION: SP04-21/22**

**MOVED Cr Cowcill SECONDED Cr Davies**

That the Minutes of the Strategic Planning Committee Meeting held on the 10<sup>th</sup> August 2021 be confirmed as a true and accurate record.

**CARRIED 7/0**

### 5.2 Business Arising

Nil.

## ITEM 6 REFERRED STRATEGIC PROPOSALS

### 6.1 Referred Strategic Proposals/Matters Report October 2021

#	MATTER	SCP	CBP	LTFP	21/22 BUDGET
1	Building Strategy	3.3	Y	Y	Y – Condition / Inspection Reports inputted to Building Programme. Recommend Building Strategy be listed for a Workshop early in 2022.
2	Progressing the potential bituminising of the airstrip	1.1	Y	N	N Matter remains with SJA Quairading
3	Community Trail/Walk	1.2	Y	Y	Y – Capital Budget Provision \$17,300 Project progressing to Construction is subject to securing 100% External Funding. Trail Plan and Costing to be finalised. External Funding Opportunities being Researched by the Grants Team.
4	Business Attraction Strategy	2.1	Y	Y	N/A – Completed and Adopted by Council in March 2020 To be reviewed prior to 31 March 2022 Listed for February 2022 SPC.
5	Energy Efficient Street Lighting	4.3	Y	Y	N
6	Pink Lake Layby Concept (Western side of the Lake)	2.2, 2.3	N	N	N – Construction Concept submitted back to Main Roads Previous Cost Estimates provided to Council 19/03/2020 - Main Roads supports the proposal to develop and our preference would be option 1, the off road Option. Given the vertical geometry of York Merredin Road (M041) at this location, the design will need to ensure that safe sightlines are available from the two proposed accesses from M041.

#	MATTER	SCP	CBP	LTFP	21/22 BUDGET
					<p>This will also be considered a Shire asset, for the purposes of construction and on-going maintenance.</p> <p>Main Roads does not have a source of funding that would be suitable for this. The Shire may have ability to source some type of Tourism funding.</p> <p>Potential Project</p> <p>Item retained on List for future reference.</p>
7	Tourism Strategy	2.2, 2.3	Y	Y	<p>Y - \$39460</p> <p>Tourism Development Strategy 2020-2022 - Adopted by Council Feb 2020.</p> <p>Tourism Strategy Budget adopted by Council.</p> <p>Next Meeting Date for the Tourism Steering Group had to be rescheduled due to lack of a Quorum.</p> <p>Steering Group to commence project delivery for 2021/2022 Tourism Projects.</p> <p>Steering Group to discuss how Q Dollar Tourist Voucher System will be managed.</p>
8	Waste Management Strategy Plan	4.3	Y	Y	<p>Y - The Waste and Recycling Strategy was placed on hold until June 2021 (3 Years) RESOLUTION: 191-17/18.</p> <p>Waste Consultant engaged late in 2020/21.</p> <p>Draft Strategy Report with the CEO for Review.</p> <p>Consultant's Draft Report with the CEO for Review and feedback to the Consultant.</p> <p>Once finalised the Consultant will present to the SPC or direct to Council.</p>
9	Silo & Toapin Weir Art	2.2, 2.3	N	N	<p>N</p> <p>CBH have provided In-Principle Support for Silo Art.</p> <p>Shire contact has been made with the Silo Mural Artists (FORM).</p>

#	MATTER	SCP	CBP	LTFP	21/22 BUDGET
					<p>Currently no Funding identified for Planning or Implementation.</p> <p>Preliminary discussion held with Artist Charlie Colbung.</p> <p>Concept needs to canvassed with Water Corporation and State Heritage Office (given Toapin Weir on the Permanent State Heritage Register.</p> <p>Matter to be discussed by Grants Team with CRC to determine a way forward on the Mural Concept / Proposal.</p>
10	Streetscape / Signage Improvement request Quairading Clinicare Pharmacy Business Grants Draft Policy	2.1, 2.3	N	N	<p>Y - \$20,000</p> <p>Business Support Grant Program included in the 2021/2022 Adopted Budget. Program has been launched and forwarded to all Business Houses in Quairading.</p> <p>OCM 9/21 - First Grant has been determined to the Quairading Pharmacy for improved Signage.</p> <p>Qdg Farmers' Cooperative have been advised of Council's decision not to support the Grant Application for Liquor Licensing Consultancy Fees and Coop encouraged to submit another Project for Assessment and Consideration by Council.</p>
11	Review of the Number of Elected members	5.4	N	N	<p>N- The Meeting requested that this Matter be listed as a Future Issue for post the 2021 Local Government Election</p>
12	District Promotion	2.2			<p>Y - \$ 12,000</p> <p>CEO has been in discussions with both GWN7 and RedTV.</p> <p>Proposals accepted and Production will proceed Week commencing 11/10/2021.</p>

### Committee Discussion

The Meeting requested that Crisp Wireless be added to "Referred Strategic Proposals/Matters" for future Committee Agendas. The meeting further noted that Crisp Wireless representatives would be able to attend and make Presentation at a Council Meeting in the New Year.

## ITEM 7 STRATEGIC COMMUNITY PLAN PRIORTIES

### 7.1 Ageing in Place Concept Plan

Concepts and designs have been drafted by Slavin Architects for the Independent Living Units Precinct on Lot 501, Vacant Land rear of Hospital.

Slavin Architects have drawn up a draft design for the modification to Arthur Kelly units – conversion from duplexes to single double bedroom units.

Slavin Architects have been contacted to provide a quotation for the contracting of a Quantity Surveyor to provide estimates of probable Costs for both:

- Independent Living Units Precinct (Lot 501); and
- Arthur Kelly unit modifications.

GL1708	Budget	Expenditure	Committed	Balance
ILU Concept Plans	\$10,000.00	\$0.00	\$0.00	\$10,000.00

Attachments:

- 202015-Quairading-Existing-210817-1
- 202015-Quairading-Demolition-210817-2
- 202015-Quairading-Conversion-210817 - 3

Noted.



## 7.2 Multi-Purpose Sports Precinct

<b>Meeting Date</b>	12 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO
<b>Reporting Officer</b>	EMCP&S Richard Bleakley
<b>Attachments</b>	(i). 1982 210810 Quairading Recreation Pavilion Drawings (ii). 1980 210809 Sketch Hockey Field (iii). Extract from draft Masterplan - Hockey Field
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RECOMMENDATION: SP05-21/22

#### MOVED Cr Jo Haythornthwaite SECONDED Cr Smith

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 7/0**

### IN BRIEF

- MCG Architect was contracted to develop the Concept for Multi-Purpose Precinct alongside the Working Group.
- Concept design was presented at the District Sport & Recreation Council Meeting where a number of recommendations were made.
- These recommendations have been taken on-board and incorporated into the Concept design being presented to the Strategic Planning Committee.
- Next step is to engage a Quantity Surveyor to determine Probable Cost for redevelopment of the Precinct.

### MATTER FOR CONSIDERATION

Revised Plan for the Multi-Purpose Sports Precinct.

### BACKGROUND

MCG Architects were contracted to work with the Multi-Purpose Present Working Group to develop a concept for the renewal and upgrade of existing facilities.

A series of concepts and designs were developed with a third iteration being presented for discussion and feedback at the reconvening of the Quairading District Sport & Recreation Council Meeting held on 27<sup>th</sup> July 2021.

Following on from the Meeting a further draft of the Concept was prepared.

This draft has addressed points raised by the Council at its Ordinary Council Meeting on the 26<sup>th</sup> August 2021 resolved as follows: -

**RESOLUTION: 19-21/22**

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

**STATUTORY ENVIRONMENT**

Local Government Act 1995.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

GL3200	Budget	Expenditure	Committed	Balance
S&R Planning	\$22,500.00	\$2,100.00	\$17,644.00	\$2,756.00

Cost of Quantity Surveyor still to be determined.

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

<b>1. COMMUNITY</b>
1.2 Provide social and cultural activities for all members of the community
<b>3. BUILT ENVIRONMENT</b>
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
<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

## 5.4 Implement systems and processes that meet legislative and audit obligations

### 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. The proceeding to engage a Quantity Surveyor will provide the Council with a probable cost for the project, and the ability of the Council to determine the feasibility of the project and its capacity to deliver in the medium to long term. Estimate of Costs to be considered in the Review of Council's LTFP.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. This step of the process, engaging a Quantity Surveyor, is an integral part of the Project Cycle for a project of this scale.

Operation – Risk Matrix Rating is assessed as Low. This step will assist the Council in determining its budgetary requirements, Financial Resource options available (i.e. Grants, Reserve Funds and Loan Funds), and a probable timeframe for inclusion in Council's LTFP.

Natural Environment – Risk Matrix Rating is assessed as Low.

### COMMENT

- Concept has now been narrowed down to a single option with:
  - Upgrading of existing community hall;
  - Construction of new change rooms
  - Relocation of courts;
  - Relocation of gym; and
  - Realignment of parking.
- Following the determination of Probable Costs, Council we will be able to determine the timing and funding of the next step which is detailed design and costings, timeframe and phasing.

### 7.3 Sport & Recreation Master Plan 2021-2031

<b>Meeting Date</b>	12 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCPS Richard Bleakley
<b>Attachments</b>	<ul style="list-style-type: none"> <li>(i) Shire of Quairading Sport and Recreation Master Plan - DRAFT Report 061021</li> <li>(ii) Appendix 1 2011 Sport &amp; Recreation Master Plan Recommendations Summary</li> <li>(iii) Appendix 2 Proposed Redevelopment of Quairading Recreation Pavilion 10Aug2021</li> <li>(iv) Appendix 3 Sport &amp; Recreation Facilities Site Audit</li> <li>(v) Appendix 4 WAFC Venue Inspection Audit Quairading Oval 2020</li> <li>(vi) Appendix 5 Community Survey Summary Report – Under separate cover</li> </ul>
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

##### RECOMMENDATION: SP06-21/22

##### MOVED Cr Davies SECONDED Cr Stacey

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 7/0**

#### 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 Council 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 is presented to the Strategic Committee for Consideration.

#### MATTER FOR CONSIDERATION

Assessment of the Draft Sports and Recreation Masterplan 2021-31.

#### BACKGROUND

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

Both Darren Monument and Architect Michelle Greenhalgh (MCG) participated in the Sports and Recreation Council Meeting held on the 27<sup>th</sup> July 2021.

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.

### 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
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>			
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	Pending
<b>STEP 6: FINAL PLAN – SPORTS AND RECREATIONAL MASTERPLAN 2021-31</b>			
Community consultation (2 weeks)	18-Oct-21	29-Oct-21	Pending
Finalise Masterplan 2021/31	1-Nov-21	16-Nov-21	Pending
Presentation to Shire Council	25-Nov-21	25-Nov-21	Pending

### STATUTORY ENVIRONMENT

*Local Government Act 1995.*

### POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

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.

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

<b>1. COMMUNITY</b>
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
<b>3. BUILT ENVIRONMENT</b>
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
<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
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 will be circulated within the Community for comment and feedback prior to further refinements to the Masterplan and submission to Council for adoption at the Council Meeting in November 2021.

## 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 Shire’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 2021-2031.
- 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
- Sports and Recreation Masterplan is a pre-requisite / conduit for sourcing external funding.
- The draft Sports and Recreation Masterplan 2021-31 has a broader scope than the previous plan capturing outlying community clubs and facilities, and passive recreation.

## **7.4 Shire of Quairading Waste Strategy**

Draft Management Plan and Strategy received 14/9/2021.

Document to be reviewed by CEO with comments back to Consultant for Finalisation.

Propose that the Consultant present his Findings and Recommendations to the Strategic Committee Meeting scheduled to held on 8<sup>th</sup> February 2022.

CEO to liaise with the Consultant to ensure that the Strategy incorporates the latest Waste Management legislative requirements (i.e. Waste Plans)



## ITEM 8 PROJECTS

### 8.1 Project Management Status Report

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

<b>Meeting Date</b>	12 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Project Status Report
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil.

### OFFICER RECOMMENDATION

**RECOMMENDATION: SP07-21/22**

**MOVED Cr Hippisley SECONDED Cr Cowcill**

That the Strategic Planning Committee recommend to Council: -

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

**CARRIED 7/0**

### IN BRIEF

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

### MATTER FOR CONSIDERATION

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

### BACKGROUND

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

The Project Tracker has been refreshed to incorporate all new projects included in the 2021/2022 Adopted Budget and to report on the Carryover Project from the previous Financial Year.

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

- Improves communication on projects and Compliance tasks across the organization
- Keeping Team members informed as the projects move forward to meet time frames
- Enhancing organizational support for everyone involved
- Accurate and timely reporting to Committee and Council

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

Staff are required to input and update the tracker regularly to maintain focus and to meet deadlines.

Ensures communication between Staff members, departments and the CEO to meet timeframes or the review of the deadlines, where deemed appropriate by the Executive Management Team.

#### **STATUTORY ENVIRONMENT**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

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

5. GOVERNANCE AND LEADERSHIP	
5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community	Performance against targets – Strategic Community Plan and Corporate Business Plans goals

#### **CONSULTATION**

No external Community Consultation required in the preparation of 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

Operation – Risk Matrix Rating is assessed as Low. Tracker was developed and maintained within the organisation and managed by the CEO and the EO.

Natural Environment – Risk Matrix Rating is assessed as Low

## ITEM 9 GOVERNANCE

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

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

- Draft of Strategic Community Plan 2021-31 and Corporate Business Plan 2021-25 were received by the Shire from 150 Square Consulting on 26<sup>th</sup> June 2021
- The SCP was adopted by Council on the 29<sup>th</sup> July 2021 and provides the framework for the Corporate Business Plan and the Long Term Financial Plan 2021-2031.
  - i. Services (Operating and Maintenance)
  - ii. Capital Works
- Shire staff will be revisiting existing provision of services to the Community and costings to determine whether services are:
  - i. Being reduced
  - ii. Remaining constant; or
  - iii. Increasing
- Council's Executive Management Team are conducting a Staff Workshop to further progress the new Corporate Business Plan (2021-2025 4 Year Budget) which will be submitted to Council for Adoption.
- Shire staff are currently revisiting the Asset Register / Building Condition Reports.

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

### IPR Process 2021

Activity	Start	Finish	Status
<b>Consultation</b>			
Preparation for engagement	1/03/2021	5/03/2021	Complete
<b>Community Engagement</b>			
Community Survey	8/03/2021	26/03/2021	Complete
Community consultation Report	29/03/2021	29/03/2021	Complete
<b>Strategic Community Plan</b>			
Strategic Community Plan – first cut;	30/03/2021	21/06/2021	Complete
Draft Strategic Community Plan – to Council	25/06/2021	25/06/2021	Complete
Public Consultation – Strategic Community Plan	25/06/2021	16/07/2021	Complete
Adoption of Strategic Community Plan by Council	29/07/2021	29/07/2021	Complete
<b>Corporate Business Plan</b>			
Prepare Corporate Business Plan	19/04/2021	31/10/2021	In Progress
Adoption of Corporate Business Plan by Council		30/11/2021	Pending
<b>Long Term Financial Plan</b>			
Prepare New Draft Long Term Financial Plan and Presentation to Council		30/11/2021	Pending
Adoption of LTFP 2021-2031		31/12/2021	Pending

## 9.2 Strategic Community Plan 2021 – 2031

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

### 9.3 Organisational Culture and Capacity Building

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

<b>Meeting Date</b>	12 <sup>th</sup> October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	CEO Graeme Fardon
<b>Attachments</b>	(i) Workforce Plan – Organisational Structure (Current Status) – Under Separate Cover
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

**RECOMMENDATION: SP08-21/22**

**MOVED Cr Hippiisley SECONDED Cr Jo Haythornthwaite**

That the Strategic Planning Committee recommend to Council: -

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

**CARRIED 7/0**

#### IN BRIEF

- Council KPI requires the CEO's Monitoring and Reporting on organisational culture or capacity issues and potential areas for improvement and efficiency gains.
- Report details Employment Statistics from both the 2020/21 and 2021/22 (YTD) Financial Years and Recruiting Achievements and Challenges experienced by Management.

#### MATTER FOR CONSIDERATION

CEO's Status Report on the Organisational Structure and identified emerging trends in relation to Recruitment & Retention.

#### BACKGROUND

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

*Organisational Culture and Capacity Building – Reviewed Workforce Plan 2018 – 2022*

**RESOLUTION: 158-20/21**

1. *That Council accept the Reviewed Workforce Plan 2018-2022 – April 2021 as presented, with the inclusion of Traineeships.*
2. *That the Findings and Recommendations of the Workforce Plan Review Report be included in the 2021/2022 Draft Budget Workshops.*

The Workforce Plan was reviewed to determine workforce strategies that will allow the Shire to achieve its Strategic Community Plan and Corporate Business Plan objectives through consideration of:

- how the workforce will need to change over the short term to achieve immediate strategic priorities of Council
- who is responsible for managing key Shire projects and expected service levels;

- external factors that may influence the workforce;
- data about the current workforce and trends.
- Identifying "pressure points" where further Capacity needs to be funded and directed.

Council provided Funding in the 2021/22 Budget for the employment of several additional Full-time and Part-time positions in the areas of Customer Service, Building Maintenance Support and formalising the Resident Caretaker / Management of the Caravan Park & Cabins.

Also as part of the revised Workforce Plan, the Shire is currently developing a traineeship program, for a Youth Services Trainee budgeted to be employed and supported in the 2021/22 FY.

### The tables below give an overview of employee exits:-

During the 2020/2021 financial year, there were 23 resignations from the Shire.

No. of Employee	Gender		Employment Type			Business Unit
	Male	Female	FT	PT	C	
2	1	1		1	1	Community & Strategic Projects
10		10		3	7	Corporate Services (4x Childcare)
3		3		3		Medical Services
8	8		8			Works & Services
23	9	14	8	7	8	TOTAL

The Management Team have analysed the reasons for the Resignations so far this Year:-

- Transfer of 4 Child Care Centre Employees to REED Inc. Retirement
- Retirement
- Relocation out of the District
- Ill health preventing continuation of the person/s employment
- Family Commitments
- Performance Management issues
- Dissatisfaction with job or Conditions of Employment.

For 2021/2022 financial year to date, there have been 9 resignations from the Shire.

No. of Employee	Gender		Employment Type			Business Unit
	Male	Female	FT	PT	C	
4	2	2	2	1	1	Corporate Services
1		1		1		Medical Services
1	1		1			Office of the CEO
3	3		3			Works & Services
9	6	3	6	2	1	TOTAL

The Management Team have analysed the reasons for these Resignations, which include:-

- Retirement
- Relocation out of the District / Other Employment
- Ill health preventing continuation of the person/s employment.
- Performance Management issues
- Family Commitments

- Dissatisfaction with job or Conditions of Employment
- Staff member headhunted and offered better Work Conditions.

### **Recruitment Achievements**

The following Positions have been successfully filled since January 2021:-

Executive Manager Corporate Services

Senior Finance Officer

Chief Executive Officer

Reception & Patient Support Officer

Plant Operator-General Hand x 4

Medical Practice Manager

Casual Cleaners x 2

School Based Trainee (to February 2022)

### **Current Recruitment Underway (Attachment (i) - Marked \* in Yellow)**

Executive Manager of Works & Services

Head Gardener

Youth Engagement & Inclusion Officer (P/T)

Caravan Park Caretaker / Management Team

Relief Caravan Park Caretaker (P/T)

Acting Finance & Admin Officer (14 Month Contract for Parental Leave)

### **Yet to be Recruited**

Youth Services Trainee

Admin / Customer Services Officer

Building Maintenance Support (P/T)

### **Current Recruitment Trends**

- Employees are more transient than past generations
- Very tight Labour Market
- State & International Boundaries Restrictions due to COVID are impacting on the Number and Skills of Applicants
- Low numbers of Applications and only 2 local Applications received
- Very strong interest in the Caravan Park Caretaker / Management Positions (2 x P/T)
- Strong interest in the CEO's Position
- Requirement to advertise and recruit further afield
- Most other Rural & Regional Council are encountering the same issues.
- A number of Staff are travelling from adjoining Shires to Quairading
- Successful recruitments have required assistance with relocation expenses
- Increasing need for Council and Senior Management to assess future Staff Housing options as part of future Recruitment and Retention Strategy and Building Strategy

- Need to monitor and review Employment Conditions to ensure that Remuneration and Conditions are competitive with other LGA's and other relevant Industries.

## STATUTORY ENVIRONMENT

*Local Government Act 1995*

### 5.56. Planning for the future

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

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

## POLICY IMPLICATIONS

Nil – at this time

## FINANCIAL IMPLICATIONS

2021/22 – Council has budgeted for Employment of the Staff in the Adopted Workforce Plan.

Significant number of positions have recently been filled or are yet to be filled.

Management have been focussing.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

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

<b>2. ECONOMY</b>
2.4 Encourage local workforce participation

## 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. Risk may be increased if Recruitment Costs and Labour pressures result in increased Salaries & Wages. Management to monitor to ensure that any Budget Review implications are assessed and reported to Council.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Council has been viewed as an attractive Employer and the Community welcoming of new Employees.

Operation – Risk Matrix Rating is assessed as Medium. Workforce retention/recruitment poses a risk to the delivery of Projects and Services. The additional Positions funded by Council have not yet been able to be advertised and filled. Management's Priority has been on filling all current Positions.

Natural Environment – Risk Matrix Rating is assessed as Low.



## 9.4 Business Support Grant Program

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

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

<b>Meeting Date</b>	Strategic Planning October 2021
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	GPO Jen Green
<b>Attachments</b>	(i) Community Grant Assessment – Under separate cover (ii) Grant Applications – Under separate cover
<b>Owner/Applicant</b>	N/A
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

#### RECOMMENDATION: SP09-21/22

#### MOVED Cr Smith SECONDED Cr Davies

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 7/0**

### IN BRIEF

- Community Grant Process was reviewed, updated and endorsed by the Council in December 2020.
- Three Grant Applications were received for Round 2 to the value of \$3,128.04.
- Details of each Application have been provided for Committee Consideration and Recommendation to Council.
- All Applications were evaluated by the Grants Team based on criteria in the Grant Guidelines.

### MATTER FOR CONSIDERATION

- Evaluation of Community Grant Applications received by Grants and Projects Officer on the 30<sup>th</sup> September 2021.
- Allocation of Round 2 Grants in accordance with the 2021/22 Adopted Budget.

### BACKGROUND

At the December 2020 Council Meeting the Council adopted a revised Community Grants Policy and supporting documentation.

Round 2 of the Community Grants Program was opened on 3<sup>rd</sup> of August 2021 with Policy and Grant Application Forms forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

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

Closing date for the submission of Applications for Grant funding was the 30<sup>th</sup> September 2021.

One category of Grant Funding was promoted, being Grant 2 – Minor Projects \$500 to \$2,500.

A total of three Applications were received to the value \$3,128.04.

<b>Applicant</b>	<b>Amount Requested</b>
Quairading Rainmakers	\$2,500.00
Quairading Toy Library	\$371.37
Quairading Bowling Club	\$256.67
<b>Grand Total</b>	<b>\$3,128.04</b>

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995.*

## **POLICY IMPLICATIONS**

CS.3 Community Grants Policy.

## **FINANCIAL IMPLICATIONS**

2021/22 Budget Allocation for the Community Grants Program is \$37,845.00.

\$25,751.58 of Grant Funds have been allocated to date, leaving a Current Budget balance of \$12,093.42

Grant 1 (in-Kind) funding is still open throughout the year but are limited to \$500 per Organisation.

## **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.
- 1.2 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

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

- 5.1 Shire communication is consistent, engaging and responsive
- 5.3 Provide informed and transparent decision making that meets our legal obligations, and the needs of our diverse community

## **COMMUNITY CONSULTATION**

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

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

Financial - Risk Matrix Rating is assessed as Low. Will reduce risk to Council and the Clubs / Organisations 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. With the introduction of Policy and Scheme, this has increased transparency and accountability of Council, the clubs and organisations.

Operation – Risk Matrix Rating is assessed as Low

Natural Environment – Risk Matrix Rating is assessed as Low.

**COMMENT**

- Three grant applications were received and assessed.
- Assistance was provided to all number of clubs to ensure the applications were completed correctly.
- All grant applications met the selection criteria outlined in the Grant Guidelines.
- A Grant Writing Seminar was facilitated by the Shire during February (run by Tara Whitney from 'Whitney Grants') which helped build capacity for Clubs to complete competitive applications. It is planned to hold this workshop annually as part of the program.

## ITEM 10 ASSET MANAGEMENT PLAN

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### 10.1 Asset Management Plan Progress Report

#### *Progress Report on the finalisation of the Asset Management.*

The Chief Executive Officer has engaged Mr Stephen Grimmer to assist Council's Executive Management Team with finalising a consolidated Asset Management Plan following the completion of the Strategic Community Plan and Corporate Business Plan (4 Year Budget) and Long Term Financial Plan.

Project has been given High Priority to Complete and Present to Council.

## ITEM 11 EMERGING ISSUES

### 11.1 The Groves – Investigation into Future Infrastructure

Extract from the March 2021 Ordinary Council Meeting: -

*The Groves - Installation of ablutions and basic facilities*

*RESOLUTION: 139-20/21*

*That the Reconciliation Action Plan Committee Recommend to Council that: -*

*The installation of ablutions and basic facilities be investigated for "The Groves" area due to its historical and cultural significance to the Nyoongar Community in Quairading.*

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

#### Tentative Program Cycle

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

## 11.2 Tier 3 Rail / Ag Supply Chain Improvements Strategy

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

Petitions have been circulating at recent Field Days / Ag Shows and also on the Shire Office Front Counter.

The State Budget has recently been handed down with no announcement on funding for the Tier 3 Rail Network.

23/9/2021 - Tier 3 raised with MP's Rick Wilson and Steve Martin at Meeting with Shire Reps with minimal success.

The Meeting noted the Grain Truck Accident on the York – Merredin Road that occurred earlier today and that such accidents should be highlighted in the lobbying for the reinstatement and upgrade of the Rail Network.

## 11.3 Feedback from the Shire Stand at Quairading Agricultural Show

Cr McGuinness advised that a Visitor to the Shire Stand had queried why there was not an RV Dump Point within the Caravan Park.

The CEO advised that the Campervan & Motorhome Club of Australia (CMCA) had provided the single RV Dum Point and had recommended that it be located at the Tourist layby rather than within the Caravan Park, so as to maximise the travelling publics' use of the Facility without causing inconvenience and loss of amenity to patrons in the Caravan Park.

## 11.4 Horse Rodeo Show – 19<sup>th</sup> November 2021

Cr McGuinness sought further details on the proposed travelling Horse Handling / Rodeo Show scheduled for the 19<sup>th</sup> November 2021.

The CEO provided background on the approach to Council Staff by the travelling Show which has bookings in several other Wheatbelt Towns and preliminary arrangements are being made to host the Show on the overflow Area.

Discussion on the timing of the event and requirement for lighting ensued with the CEO asked to ascertain the feasibility of utilising a small area on the edge of the Football Oval under the new lights.

ITEM 12      NEXT MEETING DATE

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The next Strategic Planning Committee Meeting is scheduled to take place on Tuesday 8<sup>th</sup> February 2022 (to be confirmed) commencing at 5.00 pm at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 13      CLOSURE

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There being no further business, the Chairman closed the Meeting at 6.22 pm.

I certify the Minutes of the Strategic Planning Committee Meeting held on 12<sup>th</sup> October 2021 were confirmed on 8<sup>th</sup> February 2022 as recorded.

Confirmed..... 08/02/2021



**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**

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

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

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

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

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

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

*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.

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

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

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

*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.

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

### 3) Appointment of Fire Control Officers

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

*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.

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

### 4) Appointment of Fire Weather Monitors

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

*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

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

**VOTING REQUIREMENTS** – Simple Majority

#### 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.

## SHIRE OF QUAIRADING Bushfire Advisory Committee

The Bush Fire Advisory Committee Minutes of Meeting held on Wednesday 14<sup>th</sup> October 2021 commencing at 5:00 pm.

### ITEM 1      OPENING & ANNOUNCEMENTS

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The Chairperson welcomed everyone to the Meeting and declared the Meeting open at 5:00 pm.

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

### ITEM 2      ATTENDANCE AND APOLOGIES

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#### 2.1      Fire Control Officers / Weather Monitor

Mr N Gelmi	Chief Bush Fire Control Officer / Chairperson
Mr C Anderson	Fire Control Officer
Mr P Groves	Fire Control Officer
Mr S Hadlow	Fire Control Officer
Mr L Johnston	Fire Control Officer
Mr G Hughes	Fire Control Officer

#### 2.2      Shire

Cr W Davies	Shire President
Cr P Smith	Councillor
Mr G Fardon	Chief Executive Officer/FCO
Mr S Bell	Community Emergency Services Manager/FCO

#### 2.3      Invited Observers / Visitors

Mr G Rowles	Department of Fire and Emergency Services
Mr B Humfrey	Bushfire Risk Planning Coordinator

#### 2.4      Apologies

Mr J Smart	Deputy Chief Bush Fire Control Officer
Mr B Wilson	Fire Control Officer / Captain Quairading North BFB
Mr M Whyte	Fire Control Officer
Mr M Davies	Fire Control Officer
Mr A Duncan	Fire Control Officer / VFRS Captain / Central BFB Captain
Mr N Fraser	Fire Control Officer

## ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Bushfire Risk Planning Coordinator – Mr Brian Humfrey

Mr Humfrey provided an update on the Bushfire Risk Management Plan for the Shire of Quairading and advised that the Plan is nearing completion. The Draft Plan is currently with Quairading CEO and DFES in Perth for a review prior to being submitted to the Office of Bushfire Risk Management (OBRM) for endorsement and the Council for Acceptance.

370 Assets have currently been identified with varying risk levels.

Assets that have been identified as an extreme risk are required to be actioned within two years of the plan being endorsed by OBRM, and very high risks to be actioned within three years of the plan's endorsement.

## ITEM 4 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 4.1 Confirmation of Minutes – 15<sup>th</sup> April 2021

**RECOMMENDATION: BFAC1– 21/22**

**MOVED Mr Craig Anderson SECONDED Mr Linden Johnston**

That the minutes of the Bush Fire Advisory Committee Meeting held on 15<sup>th</sup> April 2021 be confirmed as a true and correct record of that Meeting, subject to the typographical error in item 7.5 being corrected.

**CARRIED**

### 4.2 Business Arising

#### Item 7.5

Mr Fardon informed of a typographical error stating the incorrect year, 2020/21, correction to 2021/22.

#### Item 8.3

Cr Davies asked about Brigade T-shirts.

Mr Bell informed that the expense for purchasing shirts for all members would be significant having been quoted \$15.95 per shirt with all members entitled to 2 shirts each, over the 6 brigades there are approximately 120 members.

Mr L Johnston suggested that shirts be purchased only for Fire Control Officers, with "FCO" displayed on the shirts.

Mr Bell commented on possibly purchasing shirts for those that attend deployments, and have the Brigade name/Local Government name embroidered on them.

Those present believed ordering for Fire Control Officers and volunteer personnel that attend Deployments would have merit. CESM Mr Bell to proceed to further research and organise.

## ITEM 5 CORRESPONDENCE

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### 5.1 Inward

No inward correspondence has been received.

### 5.2 Outward

No outgoing correspondence.

## ITEM 6 CBFCO / DCBFCO / FCO / CESM REPORTS

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### 6.1 CBFCO Report

Mr Gelmi reported having attended the recent District Operational Area Committee (DOAC) Meeting in Northam.

Fuel cards will be issued to Brigades this year, although remaining funds from the previous year will not be rolled over to the new cards.

### 6.2 DCBFCO Report

Mr Smart was not in attendance at this meeting and there was no report submitted.

### 6.3 FCO's Reports

There were no reports submitted from any of the FCO's.

### 6.4 CESM Report

#### Truck Servicing

Frontline Fire and Rescue Equipment have serviced all operational equipment on the fire appliances and repaired or replaced parts as required. All appliances are now fully operational.

The meeting questioned the high expense for the operational servicing and repairs of the appliances.

Mr Bell advised that the higher cost could be attributed to regular operational services on the pumps and firefighting equipment not having been carried out since the appliances were delivered to the District.

In the future, this servicing will be undertaken on a regular basis thereby minimising the additional expenses. The meeting noted that all costs for the servicing of the appliances are covered under the ESL Operating Grant funding.

#### Incident Report Books

All appliances now have incident report books in them and also the attendance book must be filled out for each incident attended by the appliance. The other two report books are required to be filled out by the primary brigade in attendance (these are being explained further at Brigade AGM's).

#### Vehicle Fault Report Books

Vehicle Fault Report books are now in all appliances and are to be used. This will enable the brigade and other relevant personnel to keep track of any issues that have been reported.

## **Personal Protective Clothing**

There is a reasonable supply of PPE currently in the Central BFB Shed and this will be made available to those who require during the season. There is some PPE located in each of the appliances as well.

Wearing the provided PPE is not mandatory, but recommended. The minimum standard to be worn at an incident is a long sleeve shirt, long pants and boots. Those who do not meet the minimum requirement (and there is no PPE available in the appliances at the time), will be asked to leave the fire ground.

## **6.5 Other Agency Reports**

Nil

## ITEM 7 ELECTION OF OFFICE BEARERS

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### 7.1 Appointment of Chief Bush Fire Control Officer

Mr Fardon thanked all FCO's for their service over the past year, and then declared all positions vacant.

Nominations were called for the position for Chief Bush Fire Control Officer

Mr S Hadlow nominated Mr N Gelmi

Mr L Johnston seconded this nomination

Mr N Gelmi accepted the nomination

There being no further nominations, Mr N Gelmi was elected unopposed.

#### **RECOMMENDATION: BFAC2- 21/22**

**MOVED Mr Stuart Hadlow    SECONDED Mr Linden Johnston**

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**



## 7.2 Appointment of Deputy Chief Bush Fire Control Officer

Nominations were called for the position for Deputy Chief Bush Fire Control Officer/s

Mr J Smart had informed the CESM that he is able to continue in the role of DCBFCO, and suggested that it remain as a dual appointment.

The general consensus of the Meeting was that this is a good idea to allow for an incoming and outgoing DCBFCO to overlap for a period.

Mr N Gelmi nominated Mr J Smart and Mr A Duncan

Mr C Anderson seconded this nomination

Mr J Smart accepted nomination by notice prior to the meeting

Mr A Duncan accepted nomination by notice prior to the meeting

There being no further nominations, John Smart and Adam Duncan were elected unopposed.

### **RECOMMENDATION: BFAC3- 21/22**

#### **MOVED Mr Nigel Gelmi SECONDED Mr Craig Anderson**

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**

### 7.3 Appointment of Fire Control Officers

Further to discussions from previous meetings, those Fire Control Officers who have not completed the required DFES FCO's course will be unable to be appointed as a FCO for the forthcoming year.

The Meeting noted that the FCO Training Course to be held in Quairading had to be rescheduled to prior to the 2022/2023 Fire Season.

#### Current FCO's: -

Mr N Gelmi, Mr J Smart, Mr P Groves, Mr M Whyte, Mr G A Fardon, Mr S 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.

Mr S Hadlow informed the Meeting that he is stepping down as an FCO and nominated Mr Thomas Hadlow.

#### **RECOMMENDATION: BFAC4- 21/22**

#### **MOVED Cr Wayne Davies SECONDED Mr Nigel Gelmi**

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 G A Fardon be appointed as a Fire Control Officer until his departure on 17<sup>th</sup> December 2021.

**CARRIED**

The appointment of the incoming CEO as a Fire Control Officer will be discussed with Ms Gibbs upon her commencement of employment with Council on the 1<sup>st</sup> December 2021.

## 7.4 Appointment of Fire Weather Monitors

The Role of the Fire Weather Monitors is to keep an eye on current weather conditions at the request of the Chief Bush Fire Control Officer or Deputy BFCO in the Chief's absence, in order to decide whether a harvest vehicle movement and hot works ban will be implemented at any given time on a day that is required should the weather conditions warrant it.

### Current FWM's: -

Town	Mr G A Fardon
North West Area	Mr J Smart
South West Area	Mr G Richards
South East Area	Mr G Hughes and Mr P Groves
North East Area	Mr B Wilson
Advisor	Mr S Bell

### RECOMMENDATION: BFAC5- 20/21

**MOVED Mr Stuart Hadlow    SECONDED Mr Linden Johnston**

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**

## ITEM 8 DISCUSSION POINTS

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### 8.1 Pre-Season Synopsis

Report Provided by Mr G Rowles from DFES (Attached)

### 8.2 Restricted Burning Period/Prohibited Burning Period (RBT/PBT)

The Meeting resolved to remain with the existing Gazetted dates which could be varied jointly by the CBFCO and the Shire President due to seasonal conditions.

### 8.3 Bush Fire Exercise/Training

#### Rural Firefighting Awareness Course

The Rural Firefighting Course is now available for use and is on the DFES eAcademy. Training utilising this course will commence next year.

#### Fire Control Officer Course

The course anticipated to be held in September was cancelled due to lack of availability of those who required to undertake the training, this is to be rescheduled to take place on a Monday in September 2022.

#### Local Brigade Training

Mr Bell informed that a training day will be taking place on Saturday 23<sup>rd</sup> September commencing at 8:30am at the Central Brigade facility, this will take approximately half a day.

### 8.5 Firebreak Inspections

The meeting resolved to support on-ground inspections this year.

All FCO's were requested to inspect their Locality and to report any Firebreak breaches to the CESM for further action by the Shire.

Mr Bell informed that the town site inspections had taken place on Wednesday 13<sup>th</sup> October.

Mr Johnston informed that the Sandalwood plantation workers are currently slashing their external firebreaks.

**ITEM 9 URGENT MATTERS FOR DISCUSSION**

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**Work Health and Safety Legislation**

Documentation on the new WHS legislation will be circulated to relevant personnel as it comes to hand. Currently the new Act is set to be in force from 1<sup>st</sup> January 2022.

Mr Fardon read out a Worksafe publication (Attached)

Mr Bell informed that he was currently updating Council’s Bushfire Policies and Procedures Manual for review and consideration.

**CESM Review**

Mr Fardon reported that he recently attended a CESM Review meeting in Northam at which there was discussion between the Councils in the Region on the increased workload surrounding Legislation and Policy changes, as well as the increased workload of actioning the Bushfire Risk Management Plans once they have been endorsed. Mr Fardon also commented on the future workload over 4 Councils & Communities.

**CEO’s Retirement**

Mr N Gelmi thanked Mr Fardon for his support of the Bushfire Brigades and Fire Control Officers during his 28 year term at the Shire of Quairading and wished him all the best for his future.

Mr Fardon advised that Mr Allan Rourke, Executive Manager of Works and Services is also departing on the 17<sup>th</sup> December 2021, the recruitment process is currently underway for this position.

Mr Fardon thanked Cr W Davies for his support to the BFAC and Brigades during his 10 years on Council. Cr W Davies further thanked Mr Fardon for his time and support.

**ITEM 10 NEXT MEETING DATE**

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The next Bush Fire Advisory Committee meeting is scheduled to take place in April 2022 (Date to be finalised in February 2022) commencing at 5:00pm in the Council Chambers.

**ITEM 11 CLOSURE**

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There being no further business, the Chairperson closed the meeting at 6:12 pm.

I certify the Minutes of the Bush Fire Advisory Committee Meeting held on 14<sup>th</sup> October 2021 were confirmed on \_\_\_\_\_ as recorded.

Confirmed.....\_/\_\_\_/2022

Quairading BFAC 14<sup>th</sup> October 2021

Seasonal outlook:

Maximum temperatures for November to January are likely to be above median for much of western and the Northern Interior of WA

Above median minimum temperatures for November to January are very likely for almost all of Australia

Bureau's *ENSO Outlook* has been raised to La Niña ALERT, which means around a 70% chance of La Niña forming. This is approximately triple the normal likelihood. This cooling of the tropical Pacific towards La Niña levels is likely contributing to the wetter than median outlooks.

November to January rainfall is likely to be above median for northern and south coastal WA. The rest of WA has roughly equal chances of above or below median rainfall (chance of exceeding the median is close to 50%)

The Region is now in the High Threat Period. The High Season appliances for the Region should start by 1<sup>st</sup> November. York 1x LT, and Narembeen 1 x 3.4 Northam will have 1 x 3.4 and 2 x LTs by end of December.

Reminder to contact the RDC for assistance at incidents

Covid – Refer to the Interim Operational Procedures (IOPs) Volunteer Hub

WHS legislation changes due to be implemented 1<sup>st</sup> January 2021. Relates to volunteer Brigades and LG responsibilities. (google it for details)

Volunteer ID Card roll out: there will be a staggered roll out across the region informing all brigades and units of the new ID Card process. This information/email will be sent to the Captains/Unit Managers as they are the ones responsible for approving ID Card requests.

Justin Corrigan will return from AL to the AO Lower Wheatbelt role 1<sup>st</sup> November.

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

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

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.

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

**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 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.

List of Accounts - September 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT9858	02/09/2021	QUAIRADING TYRE & BATTERY SUPPLIES	Q5122 -2 X EMFN150R BATTERIES PLUS FITTING AND TYRE LEAK INSPECTION	1,087.78	
EFT9859	02/09/2021	TELSTRA	PHONE USAGE AND CHARGES TO 15/08/2021	679.31	
EFT9860	02/09/2021	TOLL TRANSPORT PTY LTD	FREIGHT COSTS - MEDICAL PRACTICE AND CARAVAN PARK	28.56	
EFT9861	02/09/2021	LANDGATE	MINING TENEMENTS CHARGEABLE SCHEDULE NO. M2021/6 - 11/06/2021 TO 06/08/2021	66.80	
EFT9862	02/09/2021	WA TREASURY CORPORATION	STATE GOVT GUARANTEE FEE LOAN 119	8,096.35	
EFT9863	02/09/2021	QUAIRADING AGRI SERVICES	VARIOUS SUPPLIES - CLEANING	660.00	
EFT9864	02/09/2021	SURGICAL HOUSE	MEDICAL SUPPLIES	99.00	
EFT9865	02/09/2021	HITACHI CONSTRUCTION MACHINERY	Q4818 - REPAIR WORK REQUIRED FOR HITACHI EXCAVATOR - MULTI HEAD ATTACHMENT	1,841.13	
EFT9866	02/09/2021	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	PETROL FOR COMMUNITY CAR AUG 2021	246.02	FULLY
EFT9867	02/09/2021	AUDREY PARKER	RATES REFUNDED FOR ASSESSMENT A6119 123 MCLENNAN STREET QUAIRADING 6383 (PRIOR YEAR RATES)	60.50	
EFT9868	02/09/2021	PORTER CONSULTING ENGINEERS	CIVIL ENGINEERING CONSULTANCY SERVICES FOR LIGHT INDUSTRIAL SUBDIVISION - TO 27 AUGUST 2021	5,775.00	
EFT9869	02/09/2021	G J JONES PLUMBING	VARIOUS PLUMBING MAINTENANCE JOBS - MULTIPLE PROPERTIES	710.03	
EFT9870	02/09/2021	QUICK CORPORATE	VARIOUS STATIONERY SUPPLIES - ADMIN, MEDICAL AND CESM	1,982.10	PARTIALLY
EFT9871	02/09/2021	HARVEY NORMAN	DASH CAMERA FOR CESM VEHICLE	581.85	PARTIALLY
EFT9872	02/09/2021	GREAT SOUTHERN FUEL SUPPLIES	5000L DIESEL	6,737.39	
EFT9873	02/09/2021	SMITH'S SHELL SERVICE	TOWING CHARGES TO REMOVE HONDA SUV REGO 1DLN 713 FROM VERGE ON DOODENANNING - MAWSON ROAD	440.00	
EFT9874	02/09/2021	LG ASSIST	HEAD GARDENER ADVERT CLOSING 10 SEPTEMBER 2021	330.00	
EFT9875	02/09/2021	LIMITLESS PROMOTIONS	100 ANIMAL REGISTRATION TAGS - EXP 2024	140.00	
EFT9876	02/09/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES AUG 2021	514.25	
EFT9877	02/09/2021	KINGDOM MEDICALS TY LTD	PRE-EMPLOYMENT MEDICAL - MEDICAL PRACTICE STAFF	139.70	
EFT9878	02/09/2021	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	ULP FUEL PURCHASES - AUGUST 2021	185.92	
EFT9879	02/09/2021	LEAH HORTON	REFUND FOR VARIOUS EXPENSES - PRE-EMPLOYMENT MEDICAL, PHONE CASE, OFFICE SUPPLIES	402.32	
EFT9880	02/09/2021	ANDREW WALKER	REFUND OF CABIN BOOKING - CARAVAN PARK	137.50	FULLY
EFT9881	02/09/2021	BOC LIMITED	CONTAINER RENTAL FOR PERIOD OF 29/07/21 TO 28/08/2021	50.72	
EFT9882	08/09/2021	QUAIRADING TYRE & BATTERY SUPPLIES	DELIVERY OF 4X GAS BOTTLES AND AFTER HOURS CALL OUT - CARAVAN PARK	595.00	
EFT9883	08/09/2021	TELSTRA	PHONE USAGE AND CHARGES TO 19/08/2021	1,323.49	
EFT9884	08/09/2021	QUAIRADING AGRI SERVICES	VARIOUS SUPPLIES & RATES INCENTIVE PRIZE VOUCHER	851.68	
EFT9885	08/09/2021	QUAIRADING COMMUNITY RESOURCE CENTRE	COMMUNITY RESOURCE CENTRE BUILDING MANAGEMENT FEE 2021/22	5,055.51	
EFT9886	08/09/2021	QDG P & C ASSOCIATION	ROE TOURISM ASSOCIATION LUNCH CATERING 16/08/2021	525.00	FULLY
EFT9887	08/09/2021	SYNERGY	POWER USAGE AND SUPPLY 08/07/2021 TO 11/08/2021 - CARAVAN PARK AND SWIMMING POOL	903.72	
EFT9888	08/09/2021	WESTRAC PTY LTD	Q368 - MIRROR AND FREIGHT FOR CATERPILLAR LOADER	240.22	
EFT9889	08/09/2021	CIVIC LEGAL	LEGAL SERVICES - PREPARATION OF NEW CEO EMPLOYMENT CONTRACT	4,950.00	
EFT9890	08/09/2021	REGIONAL DEVELOPMENT AUSTRALIA (RDA) WHEATBELT	ANNUAL SUBSCRIPTION GRANT GURU (YEAR 2 OF 3 YEAR SUBSCRIPTION)	852.50	
EFT9891	08/09/2021	QUICK CORPORATE	STATIONERY SUPPLIES	244.48	
EFT9892	08/09/2021	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2021/2022 RADIO ADVERTISING AUG 2021 ON NORTHAM MMM	99.00	
EFT9893	08/09/2021	DORMAKABA AUSTRALIA PTY LTD	AUTOMATIC DOOR SERVICING & REPAIRS - ADMIN CENTRE, CRC & SURGERY	434.18	
EFT9894	08/09/2021	CWB ELECTRICAL & A/C	TO REMOVE FAULTY AIR CONDITIONER UNIT AND REPLACE WITH NEW UNIT - 28 REID STREET	5,302.90	
EFT9895	08/09/2021	OFFICEWORKS	SAMSUNG GALAXY S21 128GB 5G GREY - STAFF PHONE AND VARIOUS SUPPLIES FOR CARAVAN PARK	1,536.83	
EFT9896	08/09/2021	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES FOR AUG 2021	1,928.63	
EFT9897	08/09/2021	QUAIRADING BOOK POST (2020)	MONTHLY FEE FOR LIBRARY SERVICES AUG 2021, LETTER POSTAGE INCLUDING RATES NOTICES	3,052.39	
EFT9898	08/09/2021	BRYAN RURAL SERVICE	GUTTER CLEANING VARIOUS SHIRE RESIDENTIAL PROPERTIES AND ARTHUR KELLY VILLAGE	1,881.00	
EFT9899-9912	15/09/2021	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS - SEPTEMBER 2021	27,213.60	
EFT9913	17/09/2021	QUAIRADING TYRE & BATTERY SUPPLIES	Q3870 - REPAIR, STRIP AND FIT TYRE FOR HINO TIP TRUCK	64.59	
EFT9914	17/09/2021	AVON WASTE	WASTE & RECYCLING SERVICE AUG 2021	11,045.72	
EFT9915	17/09/2021	QUAIRADING FARMERS CO-OP	VARIOUS PURCHASES FOR AUGUST 2021	930.41	

## List of Accounts - September 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT9916	17/09/2021	TELSTRA	PHONE USAGE AND CHARGES TO 03/09/2021	90.50	
EFT9917	17/09/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES - WORKS MINOR PLANT	23.74	
EFT9918	17/09/2021	AWARD SECURITY	MONITORING OF SECURITY ALARM 01/10/21 FOR 13 WEEKS (JULY, AUG AND SEP 2021)	414.70	
EFT9919	17/09/2021	QUAIRADING COMMUNITY RESOURCE CENTRE	VARIOUS COMMUNITY RESOURCE SERVICES AUG 2021 - PRINTING, PHOTOCOPY/LAMINATING, CLEANING, HIRE FEES, GYM AND WEBSITE MANAGEMENT	2,095.96	
EFT9920	17/09/2021	SURGICAL HOUSE	VARIOUS MEDICAL SUPPLIES FOR MEDICAL PRACTICE	43.89	
EFT9921	17/09/2021	QUAIRADING MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL   PLANT OPERATOR-GENERAL HAND	139.70	
EFT9922	17/09/2021	QUAIRADING FOOTBALL CLUB	BOND REFUND PORTABLE TOILET & COMMUNITY BUS BOND (LESS MILEAGE FEE)	310.90	FULLY
EFT9923	17/09/2021	CONSTRUCTION TRAINING FUND	BCITF COLLECTED FOR AUG 2021	51.75	FULLY
EFT9924	17/09/2021	QUAIRADING DISTRICT BOWLING CLUB	REFUND OF BUS BOND FROM 2020/2021 HIRE	150.00	FULLY
EFT9925	17/09/2021	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	FUEL FOR COMMUNITY CAR - JUL 2021	175.00	FULLY
EFT9926	17/09/2021	QUAIRADING AGRICULTURAL SOCIETY INC	100TH QUAIRADING AG SHOW STAND - 9 OCTOBER 2021	50.00	
EFT9927	17/09/2021	WATER CORPORATION	WATER USAGE AND CHARGES - TOAPIN WEIR TOILET	71.47	
EFT9928	17/09/2021	MARNHAM'S MECHANICAL SERVICES	VARIOUS PLANT SERVICING - CATERPILLAR GRADER, MULTI TYRED ROLLER, HINO TIP TRUCK, PEDESTRIAN ROLLER	4,860.49	
EFT9929	17/09/2021	SYNERGY	POWER USAGE AND CHARGES 08/09/2021 TO 01/09/2021 AT VARIOUS LOCATIONS	15,080.17	
EFT9930	17/09/2021	SARAH CAPORN	REIMBURSEMENT FOR SUPPLIES FOR CABINS - CARAVAN PARK	94.00	
EFT9931	17/09/2021	PETER ROBERT YORK	VARIOUS MAINTENANCE WORKS TO SHIRE HALL, 50A SUBURBAN, GENTS LAYBY TOILET AND COMMUNITY HALL	640.00	
EFT9932	17/09/2021	QUICK CORPORATE	KYOCERA LASER TONER - MEDICAL PRACTICE STATIONERY	76.58	
EFT9933	17/09/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2021/22 ESL QUARTER 1 PAYMENT	21,683.19	FULLY
EFT9934	17/09/2021	RICHARD BLEAKLEY	REIMBURSEMENT OF VARIOUS EXPENSES - POSTER FRAMES FOR CARAVAN PARK AND HDMI ADAPTERS	228.64	
EFT9935	17/09/2021	WORKWEAR GROUP (PACIFIC BRANDS)	STAFF UNIFORMS - ADMIN	177.68	
EFT9936	17/09/2021	OMNIBUS SERVICES PTY LTD	Q458 - REPAIR AUTOMATIC STEP FOR BUS	148.50	
EFT9937	17/09/2021	DAVID COLLARD	CABIN BOND REFUND - CARAVAN PARK	200.00	FULLY
EFT9938	17/09/2021	MARKETFORCE	WEST AUSTRALIAN - HEAD GARDENER ADVERT SAT 28/08/2021	1,101.39	
EFT9939	17/09/2021	BIOMEDICAL ENGINEERING	ANNUAL SERVICING OF ELECTRICAL EQUIPMENT AT MEDICAL PRACTICE - 06/07/2021	385.00	
EFT9940	17/09/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	BUILDING SERVICES LEVY (BSL) COLLECTED FOR AUG 2021	113.30	FULLY
EFT9941	17/09/2021	CWB ELECTRICAL & A/C	BOND REFUND - LEASE OF FACTORY UNITS	1,088.00	FULLY
EFT9942	17/09/2021	SHERRIN RENTALS PTY LTD	DRY HIRE MULTI ROLLER FOR WINTER GRADING FOR 20 DAYS OF RURAL ROAD MAINTENANCE	5,060.00	
EFT9943	17/09/2021	NUTRIEN AG SOLUTIONS	CEMENT AND HERBICIDE SUPPLIES	796.40	
EFT9944	17/09/2021	GODFREY COLBUNG	BOND REFUND - TOWN HALL HIRE 11/09/2021	875.00	FULLY
EFT9945	17/09/2021	RESONLINE PTY LTD	ROOM MANAGER MONTHLY SERVICE FEE - AUGUST 2021	220.00	
EFT9946	17/09/2021	AFGRI EQUIPMENT AUSTRALIA TRADING AS AFGRI	COUPLINGS FOR NISSAN TRUCK AND HYDRAULIC HOSE FOR HITACHI EXCAVATOR	169.33	
EFT9947	17/09/2021	RINGA CIVIL	LOT 1 AND LOT 75 WINMAR ROAD CLAIM 2 - WORK COMPLETED TO 31 AUGUST 2021 FOR LIA SUBDIVISION	130,145.40	
EFT9948	17/09/2021	THE PARTITION COMPANY	1 X 5 PANEL DISPLAY BOARD ROOM DIVIDER FOR TOWN HALL	1,969.00	
EFT9949	17/09/2021	SEASONS FUNERALS HOMES	BOND REFUND TOWN HALL - BLURTON FUNERAL	875.00	FULLY
EFT9950	17/09/2021	ERICA HOLLAND	REFUND OF PART CABIN BOOKING - CARAVAN PARK	330.00	FULLY
EFT9951	24/09/2021	O'HARE NOMINEES PTY LTD	GRAVEL PURCHASES AND PUSHING UP GRAVEL FOR CARTER - DOODENANNING RD AND DOODENANNING - MAWSON RD	10,876.00	PARTIALLY
EFT9952	24/09/2021	QUAIRADING TYRE & BATTERY SUPPLIES	REPAIR TRACTOR RIM AND TYRE Q754 & SUPPLY AND FIT 4 X NEW TYRES FOR BUS, 45KG LP GAS AND DELIVERY	1,630.04	
EFT9953	24/09/2021	TELSTRA	PHONE USAGE AND CHARGES 02/09/2021 TO 01/10/2021 - VARIOUS PHONES INCLUDING MEDICAL	272.40	
EFT9954	24/09/2021	TOLL TRANSPORT PTY LTD	VARIOUS FREIGHT CHARGES - AUGUST 2021	162.22	
EFT9955	24/09/2021	AWARD SECURITY	50 SWIPE CARDS FOR COMMUNITY GYM	568.70	
EFT9956	24/09/2021	SURGICAL HOUSE	MEDICAL SUPPLIES - MEDICAL PRACTICE	33.22	
EFT9957	24/09/2021	QDG LADIES HOCKEY CLUB	BOND REFUND FOR 2021 SEASON - HOCKEY CLUB	825.00	FULLY
EFT9958	24/09/2021	ST JOHN AMBULANCE AUSTRALIA - BELMONT	CPR REFRESHER TRAINING - 4 STAFF	264.00	


## List of Accounts - September 2021

Chq/EFT	Date	Name	Description	Amount	Funded
EFT9959	24/09/2021	BENT NAIL BUILDING & MAINTENANCE	DRY HIRE OF MINI EXCAVATOR FOR CEMETERY, EXCAVATOR/DINGO HIRE PLUS LABOUR AT CARAVAN PARK, FINAL GRAVEL EARTHWORKS FOR CARAVAN PARK	3,389.43	PARTIALLY
EFT9960	24/09/2021	PETER ROBERT YORK	MAINTENANCE WORKS TO VARIOUS SHIRE PROPERTIES; MAIN HALL, LAYBY TOILET, COMMUNITY BUILDING AND CARAVAN PARK	288.00	
EFT9961	24/09/2021	WESTRAC PTY LTD	Q240 - VARIOUS PARTS FOR CATERPILLAR GRADER	45.55	
EFT9962	24/09/2021	QUAIRADING BELLES NETBALL CLUB	BOND REFUND FOR 2021 SEASON	825.00	FULLY
EFT9963	24/09/2021	REDBACK CONFERENCING PTY LTD	TELECONFERENCE MEETING CHARGES - AUGUST 2021	100.54	
EFT9964	24/09/2021	ALLFILTERS PTY LTD	WATER FILTERS FOR ADMIN AND MEDICAL PRACTICE	288.08	
EFT9965	24/09/2021	QUAIRADING BADMINTON CLUB	BOND REFUND FOR 2021 SEASON	200.00	FULLY
EFT9966	24/09/2021	DIGGING DOCKER	INSTALL BINS IN THE MAIN STREET, LETTER BOXES AT UNIT 7 AND 8 ARTHUR KELLY VILLAGE AND BOLLARDS AT OVAL	1,000.00	
EFT9967	24/09/2021	DAVID GRAY & CO PTY LTD	NEW BINS WITH LIDS AND SECURITY LOCK	563.64	
EFT9968	24/09/2021	COUNTRY FORD (WHEATBELT MOTORS)	Q458 - 72,000KM SERVICE FUSO BUS	536.80	
EFT9969	24/09/2021	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES SEPT 2021	701.25	
EFT9970	24/09/2021	BROWNLEY'S PLUMBING & GAS	PLUMBING WORKS TO SHIRE HALL AND CARAVAN PARK CABIN 3, BLOCKED DRAINS AND SEWER MAINS	1,100.00	
EFT9971	24/09/2021	TODD JOHNSTON SIGNWRITING	TOAPIN WEIR SIGNAGE - FRAMES	450.00	
EFT9972	24/09/2021	BRITTANY HADLOW	REIMBURSEMENT FOR NEW KETTLE AT CARAVAN PARK	42.00	
EFT9973	24/09/2021	CWB ELECTRICAL & A/C	ELECTRICAL WORKS TO VARIOUS SHIRE PROPERTIES	3,602.47	
EFT9974	24/09/2021	KATE WALKER	REFUND: UNUSED CHILDCARE PAYMENTS (PREVIOUS CHQ PAYING THIS HAS BEEN CANCELLED)	6.00	FULLY
EFT9975	24/09/2021	FARMARAMA PTY LTD	KWIKSET CEMENT	528.00	
EFT9976	24/09/2021	150SQUARE PTY LTD	DEVELOPMENT OF AN ADVERSE EVENTS MANAGEMENT PLAN AS PER GRANT AGREEMENT	440.00	
EFT9977	24/09/2021	ANGIE ROE PHOTOGRAPHY	PHOTOGRAPHY AND VIDEOGRAPHY OF TOWN FACILITIES AND ATTRACTIONS	3,665.00	
EFT9978	24/09/2021	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	ULP FUEL PURCHASES FOR THE MONTH OF SEPTEMBER 2021	292.28	
EFT9979	24/09/2021	ALLAN DAVIES & TREVOR CHUDLEIGH ARCHITECTS	CONSULT ON FUTURE PLANNING TO ADD SHOWER AT TOWN HALL - STAGE 1 INITIAL SITE VISIT AND REPORTING	660.00	
EFT9980	24/09/2021	T-QUIP - TURF EQUIPMENT SOLUTIONS	PURCHASE OF NEW PERUZZO PANTHER 1800 GROUND DUMP - INCL HD MOWER FLAILS, VERTIMOWING BLADES, 24 MONTH WARRANTY AND ON-SITE OPERATOR INDUCTION	20,790.00	
EFT9981	24/09/2021	NORMAN PICKETT	BOND REFUND - PICKETT TOWN HALL HIRE FOR FUNERAL	675.00	FULLY
EFT9982	24/09/2021	COURTNEY GILBERT	REFUND - CABIN BOOKING CANCELLATION - CARAVAN PARK	135.00	FULLY
EFT9983-9995	29/09/2021	PAYCLEAR SERVICES	SUPERANNUATION CONTRIBUTIONS - SEPTEMBER 2021	17,649.58	
23858	08/09/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	571.70	FULLY
23859	08/09/2021	CHEQUE CANCELLED	SYSTEM ERROR (CHEQUE FOR \$0 RAISED)	-	
23860	15/09/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	635.00	FULLY
23861	15/09/2021	CHEQUE CANCELLED	SYSTEM ERROR (CHEQUE FOR \$0 RAISED)	-	
23862	21/09/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	696.00	FULLY
23863	29/09/2021	SHIRE OF QUAIRADING	FLOAT FOR CONTAINER SCHEME	677.00	FULLY
				<b>365,142.66</b>	

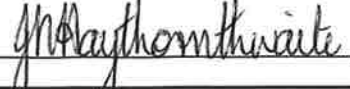
<b>TRANSPORT TAKINGS FOR THE MONTH ENDING</b>		
<b>SEPTEMBER 2021</b>		<b>Attachment 11.1.2</b>
<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT \$</b>
30/08/2021	TRANSPORT TAKINGS	3,391.25
31/08/2021	TRANSPORT TAKINGS	399.00
1/09/2021	TRANSPORT TAKINGS	1,911.50
2/09/2021	TRANSPORT TAKINGS	2,235.30
3/09/2021	TRANSPORT TAKINGS	1,310.25
6/09/2021	TRANSPORT TAKINGS	1,357.05
7/09/2021	TRANSPORT TAKINGS	3,494.40
8/09/2021	TRANSPORT TAKINGS	1,594.50
9/09/2021	TRANSPORT TAKINGS	537.10
10/09/2021	TRANSPORT TAKINGS	3,250.10
13/09/2021	TRANSPORT TAKINGS	993.60
14/09/2021	TRANSPORT TAKINGS	310.60
15/09/2021	TRANSPORT TAKINGS	3,605.50
16/09/2021	TRANSPORT TAKINGS	3,992.75
17/09/2021	TRANSPORT TAKINGS	573.00
20/09/2021	TRANSPORT TAKINGS	700.65
21/09/2021	TRANSPORT TAKINGS	835.75
22/09/2021	TRANSPORT TAKINGS	684.95
23/09/2021	TRANSPORT TAKINGS	920.60
24/09/2021	TRANSPORT TAKINGS	1,507.25
28/09/2021	TRANSPORT TAKINGS	7,492.45
<b>ACTUAL TOTAL TAKINGS IN SEPTEMBER FROM BANK</b>		<b>41,097.55</b>
<b>SEPTEMBER TAKINGS IN OCTOBER</b>		
29/09/2021	TRANSPORT TAKINGS	3,090.80
30/09/2021	TRANSPORT TAKINGS	1,708.10
<b>AMOUNTS YET TO BE DRAWN</b>		<b>4,798.90</b>

BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
	<b>Sub Total:</b>	<b>672.93</b>	
28 SEP	<b>Miscellaneous Transactions</b> TRANSFER CLOSING BALANCE TO BILLING ACCT	672.93 -	
	<b>Sub Total:</b>	<b>672.93 -</b>	
	<b>Grand Total:</b>	<b>0.00</b>	

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

Cardholder Signature  Date 6/10/2021

Transactions examined and approved.

Manager/Supervisor Signature  Date 21/10/2021

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

To help you learn how you can protect your card against unauthorised transactions, you can find more information at [westpac.com.au/businessdispute](http://westpac.com.au/businessdispute)

#### Complaints

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

Online: [www.afca.org.au](http://www.afca.org.au)

Email: [info@afca.org.au](mailto:info@afca.org.au)

Phone 1800 931 678

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

**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>	
30 AUG 2021	28 SEP 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	672.93	0.00	0.00	672.93 -	0.00	0.00	0.00

EFFECTIVE FROM 19 NOVEMBER 2021, THE CASH ADVANCE FEE ON YOUR BUSINESS CREDIT CARD IS CHANGING FROM \$2.50 OR 2% OF THE TRANSACTION (WHICHEVER IS HIGHER) TO 3% OF THE TRANSACTION.

**BusinessChoice Everyday Mastercard®**

Date of Transaction	Description	Debits/Credits	Cardholder Comments
01 SEP	<b>Purchases</b> DWER - WATER PERTH AUS	2006 50.00	Veg Cleaning Apphc Old Beverley East Rd.
09 SEP	GOVERNMENT SERVICES NOT ELSE FAST PRINTING GROUP SURRY HILLS AUS	0522 232.43	Other minor exp. Members of Council
23 SEP	MISCELLANEOUS PUBLISHING AND SEEK AU 43068779 MELBOURNE AUS	5052 390.50	Advertising - PW.
	ADVERTISING SERVICES		



## 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

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

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

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

**VOTING REQUIREMENTS** – Simple Majority

### 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.



## SHIRE OF QUAIRADING

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

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Key Terms and Descriptions - Nature or Type Descriptions

Statement of Financial Activity by Nature or Type

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Note 3 Receivables

Note 4 Other Current Assets

Note 5 Payables

Note 6 Rating Revenue

Note 7 Disposal of Assets

Note 8 Capital Acquisitions

Note 9 Borrowings

Note 10 Reserves

Note 11 Other Current Liabilities

Note 12 Operating Grants and Contributions

*Not Presented*

Note 13 Non-Operating Grants and Contributions

*Not Presented*

Note 14 Bonds & Deposits and Trust Fund

*Not Presented*

Note 15 Explanation of Material Variances

Note 16 Budget Amendments

Note 17 Caravan Park

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**SHIRE OF QUAIRADING**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 31 AUGUST 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 /	Amended	Amended	YTD Actual	Variance
	Completed	Annual Budget	YTD Budget		(Under)/Over
<b>Significant Projects</b>					
INDUSTRIAL LOTS - PHASE 1	66%	775,500	513,000	513,044	(44)
DOODENANNING - MAWSON ROAD RESEAL <sup>2</sup>	0%	176,774	0	0	0
OLD BEVERLEY EAST ROAD - CARRY FORWARD	0%	70,257	0	0	0
MT STIRLING RD - RESHEETING	0%	136,857	0	0	0
CARTER - DOODENANNING ROAD <sup>2</sup>	0%	78,662	0	0	0
DOODENANNING - MAWSON (R2R) CONSTRUCTION	0%	357,950	0	0	0
WINMAR (JUNCTION) RD DRAINAGE (R2R) <sup>2</sup>	100%	64,450	64,450	64,450	0
QUAIRADING - CORRIGIN ROAD RRG	0%	606,079	0	0	0
GROVES ROAD ACCESS	0%	38,406	0	0	0
LIVINGSTONE RD - RESHEETING	52%	101,847	52,590	52,590	0
WSFN STAGE 4 - QUAIRADING-CUNDERDIN (INCLUDES STAG	0%	301,186	0	0	0
COMMUNITY PARK AND TRAIL DESIGN	2%	720,000	15,000	15,901	(901)
HALL CAR PARK UPGRADE	0%	328,000	0	0	0
<b>Grants, Subsidies and Contributions</b>					
Operating Grants, Subsidies and Contributions	35%	1,093,711	397,058	384,118	(12,940)
Non-operating Grants, Subsidies and Contributions	10%	2,822,245	288,746	291,683	2,937
	17%	3,915,956	685,804	675,801	(10,003)
Rates Levied	100%	2,370,754	2,371,338	2,359,054	(12,284)

*% Compares current ytd actuals to annual budget*

		Prior Year 31	Current Year
		August 2020	31 August 2021
<b>Financial Position</b>			
Adjusted Net Current Assets	81%	\$ 3,925,069	\$ 3,179,469
Cash and Equivalent - Unrestricted	75%	\$ 1,990,295	\$ 1,497,238
Cash and Equivalent - Restricted	116%	\$ 3,095,619	\$ 3,576,363
Receivables - Rates	105%	\$ 2,374,478	\$ 2,499,890
Receivables - Other	121%	\$ 133,763	\$ 162,022
Payables	178%	\$ 299,708	\$ 532,792

*% 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 AUGUST 2021**

## SUMMARY INFORMATION

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 August 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

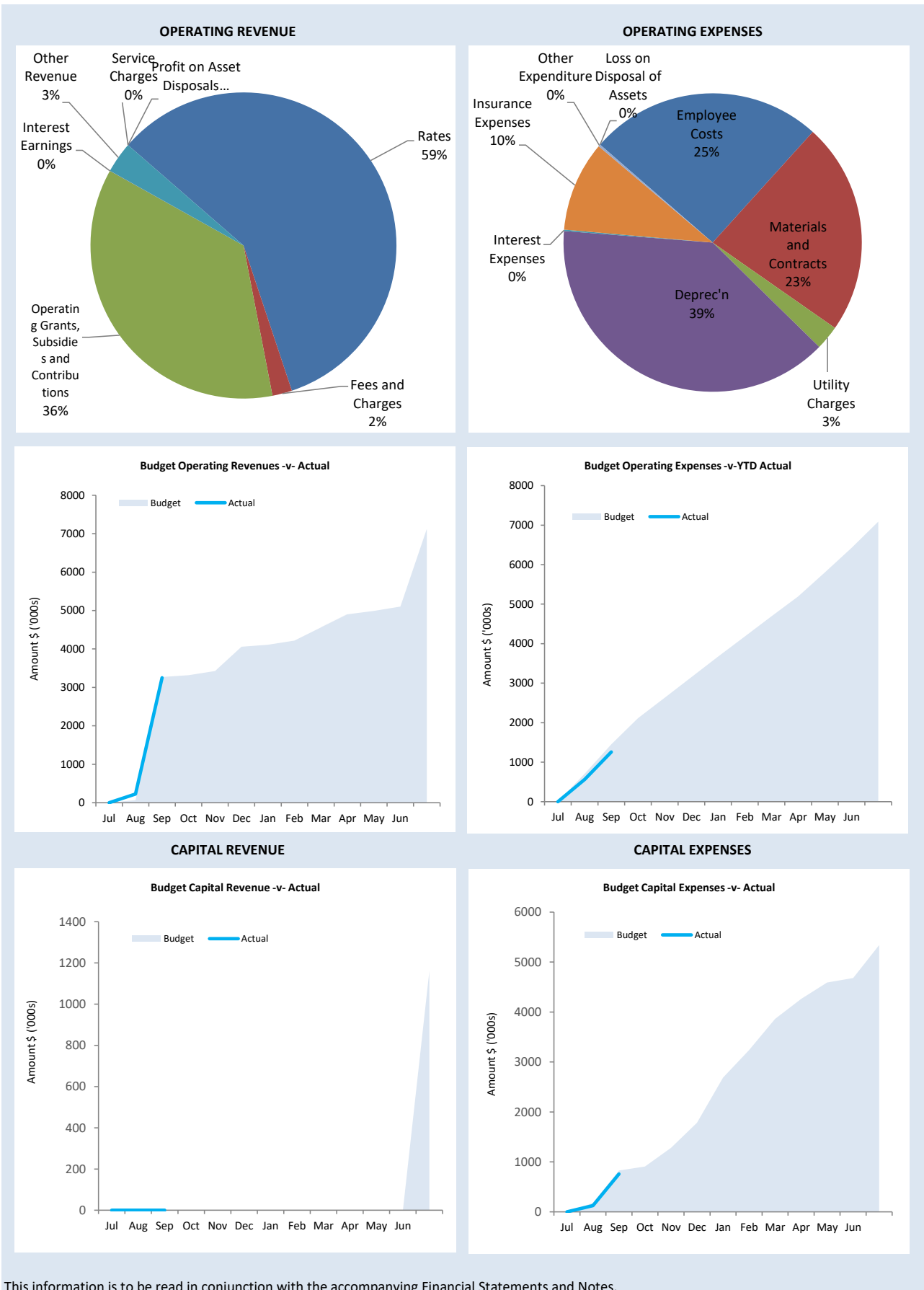
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 AUGUST 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 AUGUST 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 AUGUST 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	1,457,567	1,457,567	1,457,567	0	0%		
<b>Revenue from operating activities</b>									
Governance		3,469	3,469	3,052	4,178	1,126	37%	▲	
General Purpose Funding - Rates	6	2,370,755	2,370,754	2,371,338	2,359,054	(12,284)	(1%)	▼	
General Purpose Funding - Other		917,150	917,151	243,359	233,808	(9,550)	(4%)	▼	
Law, Order and Public Safety		195,531	195,531	43,955	28,660	(15,295)	(35%)	▼	S
Health		10,879	10,879	1,813	236	(1,577)	(87%)	▼	
Education and Welfare		49,559	49,559	8,260	8,567	308	4%	▲	
Housing		116,695	116,695	19,449	18,700	(749)	(4%)	▼	
Community Amenities		158,291	158,291	26,382	28,790	2,408	9%	▲	
Recreation and Culture		23,021	23,021	1,920	329	(1,592)	(83%)	▼	
Transport		165,653	165,653	148,986	149,003	17	0%	▲	
Economic Services		239,696	239,696	103,697	110,605	6,908	7%	▲	
Other Property and Services		52,438	52,438	8,740	18,057	9,317	107%	▲	
		<b>4,303,137</b>	<b>4,303,137</b>	<b>2,980,953</b>	<b>2,959,988</b>				
<b>Expenditure from operating activities</b>									
Governance		(753,845)	(753,845)	(177,252)	(199,275)	(22,023)	(12%)	▼	S
General Purpose Funding		(67,880)	(67,880)	(9,897)	(8,501)	1,396	14%	▲	
Law, Order and Public Safety		(354,161)	(354,161)	(72,607)	(83,718)	(11,111)	(15%)	▼	S
Health		(301,387)	(301,387)	(49,862)	(41,746)	8,116	16%	▲	
Education and Welfare		(225,350)	(225,350)	(33,865)	(39,199)	(5,334)	(16%)	▼	
Housing		(186,230)	(186,230)	(31,038)	(17,662)	13,377	43%	▲	S
Community Amenities		(506,888)	(506,888)	(80,390)	(92,838)	(12,447)	(15%)	▼	S
Recreation and Culture		(953,176)	(953,176)	(169,204)	(175,879)	(6,675)	(4%)	▼	
Transport		(2,839,212)	(2,839,212)	(602,677)	(565,429)	37,248	6%	▲	
Economic Services		(861,800)	(861,800)	(144,564)	(121,162)	23,402	16%	▲	S
Other Property and Services		(37,729)	(37,729)	(80,849)	87,549	168,398	208%	▲	S
		<b>(7,087,658)</b>	<b>(7,087,658)</b>	<b>(1,452,205)</b>	<b>(1,257,860)</b>				
<b>Operating activities excluded from budget</b>									
Add back Depreciation		2,630,828	2,630,828	438,471	490,812	52,341	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	46	46		▲	
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			
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>1,967,219</b>	<b>2,192,987</b>				
<b>Investing Activities</b>									
Non-operating Grants, Subsidies and Contributions	13	2,822,245	2,822,245	288,746	291,683	2,937	1%	▲	
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)	(159,580)	(109,614)	49,966	31%	▲	S
Plant and Equipment	8	(388,000)	(388,000)	0	0	0			
Furniture and Equipment	8	(38,000)	(38,000)	(3,000)	(1,790)	1,210	40%	▲	
Infrastructure Assets - Roads	8	(1,936,346)	(1,936,346)	(117,040)	(117,040)	0	0%	▲	
Infrastructure Assets - Drainage	8	0	0	0	0	0			
Infrastructure Assets - Footpaths	8	(179,418)	(179,418)	0	0	0			
Infrastructure Assets - Other	8	(1,136,805)	(1,136,805)	(15,500)	(15,956)	(456)	(3%)	▼	
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>(519,374)</b>	<b>(465,760)</b>				
<b>Financing Activities</b>									
Proceeds from New Debentures	9	0	0	0	0	0			
Repayment of Debentures	9	(64,386)	(64,386)	(10,732)	(9,228)	1,504	14%	▲	
Repayment of Lease Financing	9	(33,321)	(33,321)	(5,554)	(4,329)	1,225	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)	(2,334)	(997)	1,337	57%	▲	
<b>Amount attributable to financing activities</b>		<b>303,732</b>	<b>303,732</b>	<b>(18,620)</b>	<b>(5,325)</b>				
<b>Closing Funding Surplus(Deficit)</b>	1	<b>30,001</b>	<b>18,651</b>	<b>2,886,792</b>	<b>3,179,469</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 AUGUST 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 AUGUST 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	1,457,567	1,457,567	1,457,567	0	0%	
<b>Revenue from operating activities</b>								
Rates	6	2,370,755	2,370,754	2,371,338	2,359,054	(12,284)	(1%)	▼
Operating Grants, Subsidies and Contributions	12	1,093,711	1,093,711	397,058	384,118	(12,940)	(3%)	▼
Fees and Charges		461,897	461,897	76,816	84,118	7,302	10%	▲
Service Charges		0	0	0	0	0		
Interest Earnings		36,026	36,026	8,504	633	(7,871)	(93%)	▼
Other Revenue		340,749	340,749	127,235	132,064	4,829	4%	▲
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>2,980,953</b>	<b>2,959,988</b>			
<b>Expenditure from operating activities</b>								
Employee Costs		(2,215,419)	(2,215,419)	(471,036)	(319,435)	151,601	32%	▲ S
Materials and Contracts		(1,620,043)	(1,620,043)	(341,928)	(290,070)	51,858	15%	▲ S
Utility Charges		(227,690)	(227,690)	(37,948)	(33,206)	4,743	12%	▲
Depreciation on Non-Current Assets		(2,630,828)	(2,630,828)	(438,471)	(490,812)	(52,341)	(12%)	▼ S
Interest Expenses		(12,856)	(12,856)	(2,143)	1,877	4,019	188%	▲
Insurance Expenses		(191,024)	(191,024)	(107,754)	(123,375)	(15,621)	(14%)	▼ S
Other Expenditure		(119,798)	(119,798)	(52,926)	(2,838)	50,087	95%	▲ S
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>(1,452,205)</b>	<b>(1,257,860)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		2,630,828	2,630,828	438,471	490,812	52,341	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	46	46		▲
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		
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>1,967,219</b>	<b>2,192,987</b>			
<b>Investing activities</b>								
Non-Operating Grants, Subsidies and Contributions	13	2,822,245	2,822,245	288,746	291,683	2,937	1%	▲
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)	(159,580)	(109,614)	49,966	31%	▲ S
Plant and Equipment	8	(388,000)	(388,000)	0	0	0		
Furniture and Equipment	8	(38,000)	(38,000)	(3,000)	(1,790)	1,210	40%	▲
Infrastructure Assets - Roads	8	(1,936,346)	(1,936,346)	(117,040)	(117,040)	0	0%	▲
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	(179,418)	(179,418)	0	0	0		
Infrastructure Assets - Other	8	(1,136,805)	(1,136,805)	(15,500)	(15,956)	(456)	(3%)	▼
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>(519,374)</b>	<b>(465,760)</b>			
<b>Financing Activities</b>								
Proceeds from New Debentures		0	0	0	0	0		
Repayment of Debentures	9	(64,386)	(64,386)	(10,732)	(9,228)	1,504	14%	▲
Repayment of Lease Financing	9	(33,321)	(33,321)	(5,554)	(4,329)	1,225	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)	(2,334)	(997)	1,337	57%	▲
<b>Amount attributable to financing activities</b>		<b>303,732</b>	<b>303,732</b>	<b>(18,620)</b>	<b>(5,325)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1	<b>30,001</b>	<b>18,650</b>	<b>2,886,792</b>	<b>3,179,469</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 AUGUST 2021

## OPERATING ACTIVITIES

## NOTE 1

## ADJUSTED NET CURRENT ASSETS

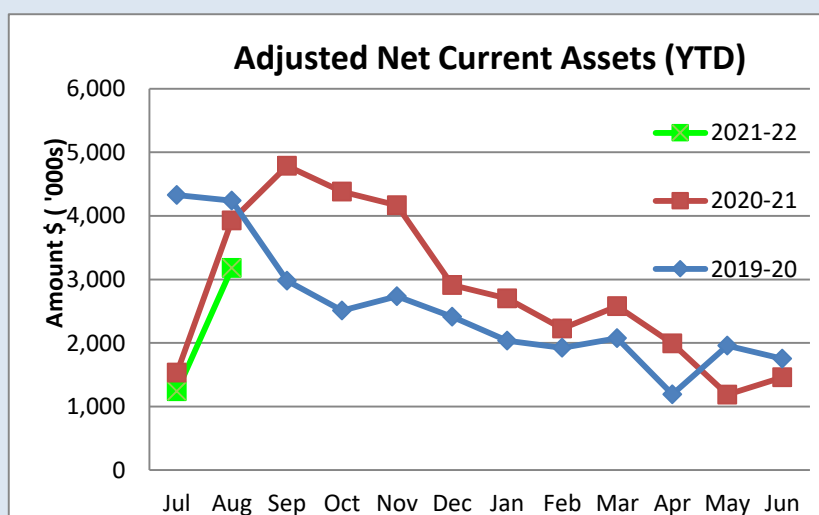
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2021	This Time Last Year 31/08/2020	Year to Date Actual 31/08/2021
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,240,301	1,990,295	1,497,238
Cash Restricted - Reserves	2	3,575,367	3,095,619	3,576,363
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	210,963	2,374,478	2,499,890
Receivables - Other	3	96,482	133,763	162,022
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	9,478	10,399
		<u>6,147,522</u>	<u>7,632,102</u>	<u>7,752,732</u>
<b>Less: Current Liabilities</b>				
Payables	5	(642,247)	(299,708)	(532,792)
Contract Liabilities	11	(256,454)	(54,509)	(256,454)
Bonds & Deposits	14	(94,222)	(98,262)	(95,264)
Loan Liability	9	(73,614)	(89,493)	(64,387)
Lease Liability	9	(29,058)	(3,139)	(24,729)
Provisions	11	(276,993)	(336,198)	(276,993)
		<u>(1,372,589)</u>	<u>(881,308)</u>	<u>(1,250,619)</u>
Less: Cash Reserves	10	(3,575,367)	(3,095,619)	(3,576,363)
Add Back: Component of Leave Liability not Required to be funded		166,273	205,731	166,319
Add Back: Loan and Lease Liability		102,672	92,632	89,116
Less : Loan Receivable - clubs/institutions		(10,944)	(28,469)	(1,716)
<b>Net Current Funding Position</b>		<b>1,457,567</b>	<b>3,925,069</b>	<b>3,179,469</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)

**\$3.18 M**

Last Year YTD

Surplus(Deficit)

**\$3.93 M**

## SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2021OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

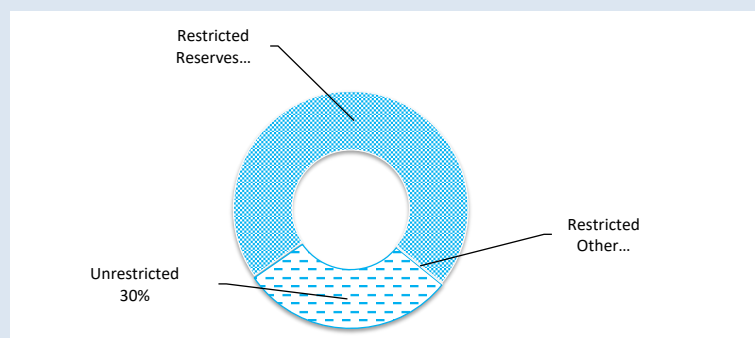
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
CASH ON HAND	1,400			1,400	Cash on Hand	Nil	On Hand
<b>At Call Deposits</b>							
CASH AT BANK MUNI A/C [000001]	440,033			440,033	Westpac		Ongoing
MUNICIPAL 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]	20,354			20,354	Westpac		Ongoing
CDS CONTAINER REFUND	2,400			2,400	Westpac		Ongoing
RESERVE FUND BANK - ON CALL A/C [129083]		54,541		54,541	Westpac	0.01%	Ongoing
TRUST FUND BANK			0	0	Westpac		Ongoing
<b>Term Deposits</b>							
MUNICIPAL FUNDS - TERM DEPOSIT # 1 [164217]	308,019			308,019	Westpac	0.22%	5/09/2021
MUNICIPAL FUNDS - TERM DEPOSIT # 2 [166730]	304,547			304,547	Westpac	0.23%	3/09/2021
RESERVE FUNDS - TERM DEPOSIT # 1 [164065]		961,819		961,819	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]		1,036,788		1,036,788	Westpac	0.22%	12/10/2021
RESERVE FUNDS - TERM DEPOSIT # 4 [160427]		901,886		901,886	Westpac	0.23%	3/09/2021
<b>Investments</b>							
<b>Total</b>	<b>1,497,238</b>	<b>3,576,363</b>	<b>0</b>	<b>5,073,602</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>\$5.07 M</b>	<b>\$3.58 M</b>

## SHIRE OF QUAIRADING

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

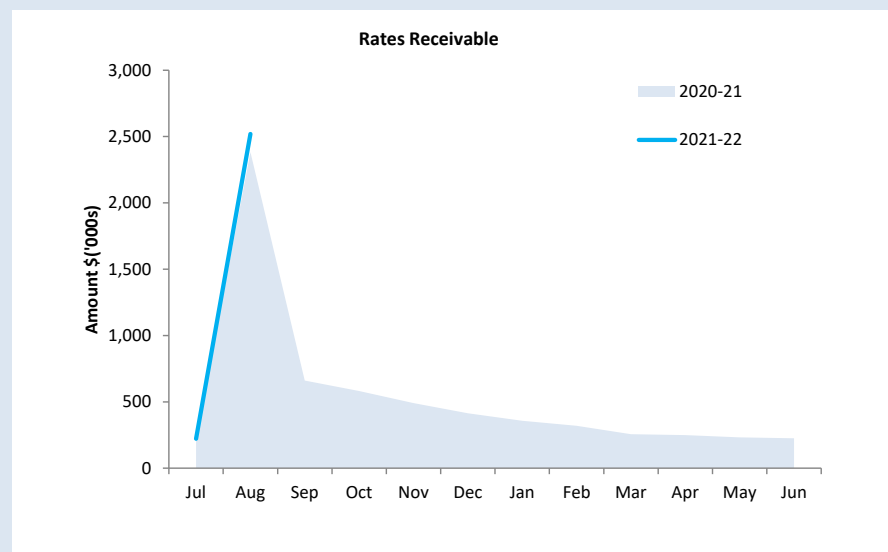
Receivables - Rates & Rubbish	30 June 2021	31 Aug 21
	\$	\$
Opening Arrears Previous Years	237,130	225,236
Levied this year	2,423,221	2,379,494
Less Collections to date	(2,435,115)	(85,196)
Equals Current Outstanding	225,236	2,519,534
<b>Net Rates Collectable</b>	<b>225,236</b>	<b>2,519,534</b>
% Collected	91.53%	3.27%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	9,918	1,294	25,138	893	37,243
Percentage	27%	3%	67%	2%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					37,243
Receivables - Other					124,779
<b>Total Receivables General Outstanding</b>					<b>162,022</b>

Amounts shown above include GST (where applicable)

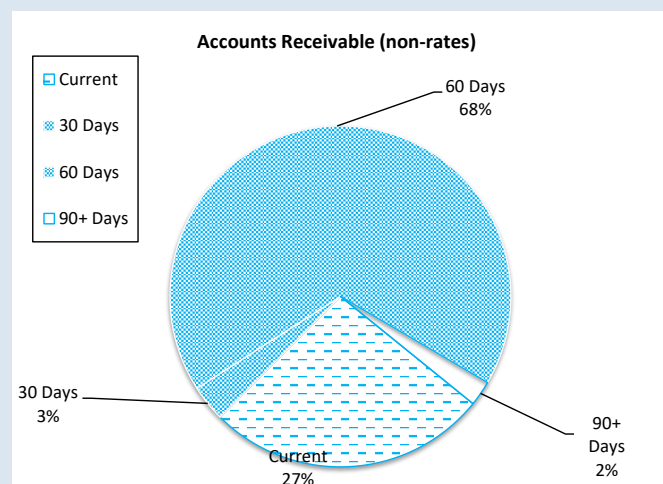
## KEY INFORMATION

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



## SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due

**\$162,022**

Over 30 Days

**73%**

Over 90 Days

**2%**

Collected

**3%**

Rates Due

**\$2,519,534**

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

OPERATING ACTIVITIES  
 NOTE 4  
 OTHER CURRENT ASSETS

	Opening Balance 1 Jul 2021	Asset Increase	Asset Reduction	Closing Balance 31 Aug 2021
	\$	\$	\$	\$
<b>Other Current Assets</b>				
<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	5,317	0	10,399
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>17,219</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 AUGUST 2021**

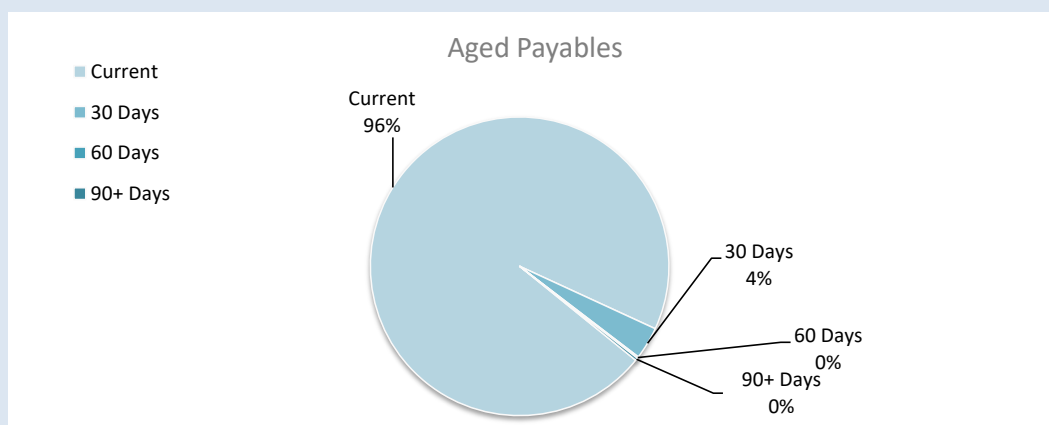
**OPERATING ACTIVITIES**  
**NOTE 5**  
**Payables**

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	266,250	9,743	(486)	760	276,268
Percentage	96.4%	3.5%	-0.2%	0.3%	
<b>Balance per Trial Balance</b>					
Sundry creditors - General					276,268
Other creditors					50,978
Accruals/Income in Advance					114,643
ATO liabilities					90,904
Other accruals/payables					0
<b>Total Payables General Outstanding</b>					<b>532,792</b>

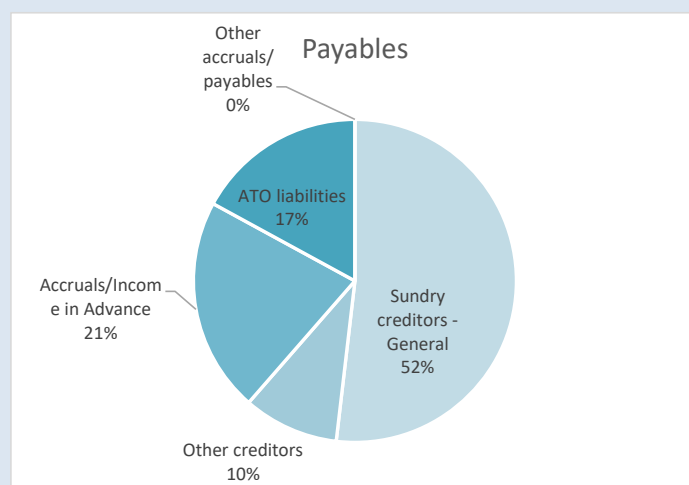
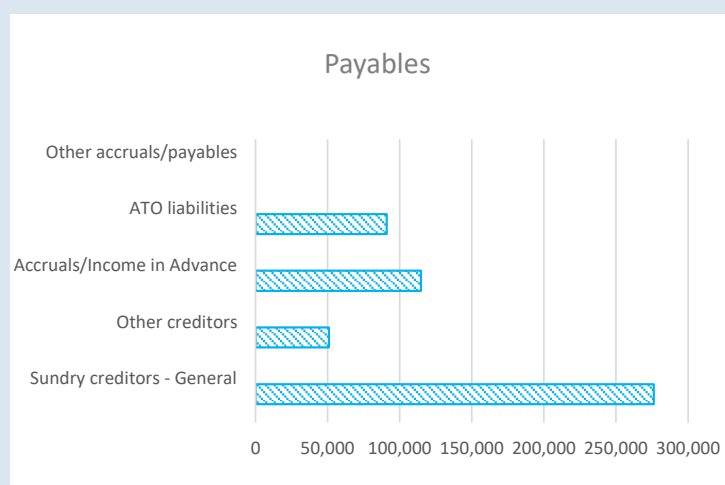
Amounts shown above include GST (where applicable)

**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>\$532,792</b>
<b>Over 30 Days</b>
<b>4%</b>
<b>Over 90 Days</b>
<b>0.3%</b>





NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2021

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

RATE TYPE	Rate in	Number of Properties	Rateable Value	Budget				YTD Actual			
				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							(700)				0
<b>Total Rates</b>							<b>2,370,754</b>				<b>2,359,054</b>

## SHIRE OF QUAIRADING

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 AUGUST 2021

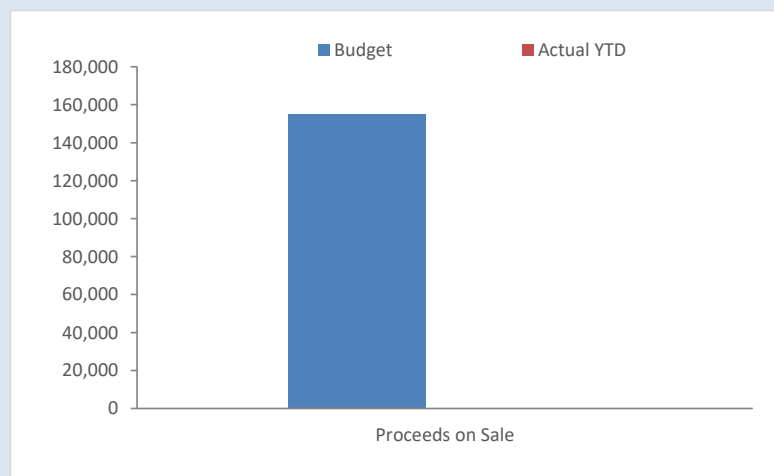
## OPERATING ACTIVITIES

## 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 AUGUST 2021

## INVESTING ACTIVITIES

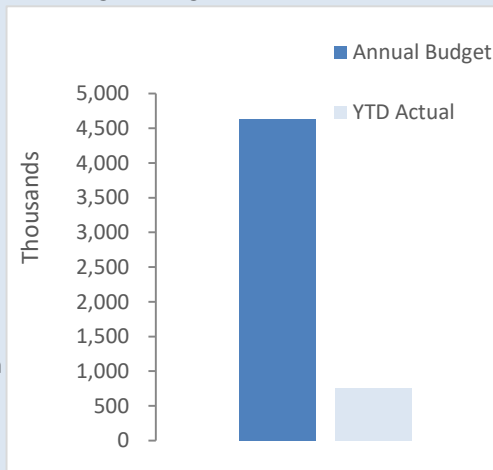
### NOTE 8

### CAPITAL ACQUISITIONS

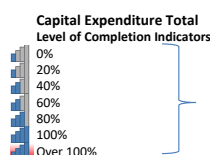
Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	775,500	513,000	775,500	<b>513,044</b>	44
Land and Buildings	183,200	159,580	183,200	<b>109,614</b>	(49,966)
Plant and Equipment	388,000	0	388,000	<b>0</b>	0
Furniture and Equipment	38,000	3,000	38,000	<b>1,790</b>	(1,210)
Infrastructure Assets - Roads	1,936,346	117,040	1,936,346	<b>117,040</b>	(0)
Infrastructure Assets - Footpaths	179,418	0	179,418	<b>0</b>	0
Infrastructure Assets - Other	1,136,805	15,500	1,136,805	<b>15,956</b>	456
<b>Capital Expenditure Totals</b>	<b>4,637,269</b>	<b>808,120</b>	<b>4,637,269</b>	<b>757,443</b>	<b>(50,677)</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,822,245	288,746	2,822,245	<b>291,683</b>	2,937
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>519,374</b>	<b>654,585</b>	<b>465,760</b>	<b>(53,615)</b>
<b>Capital Funding Total</b>	<b>4,637,269</b>	<b>808,120</b>	<b>4,637,269</b>	<b>757,443</b>	<b>(50,677)</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**

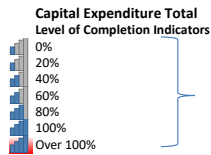
Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$4.64 M</b>	<b>\$0.76 M</b>	<b>16%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$2.82 M</b>	<b>\$0.29 M</b>	<b>10%</b>



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

% of  
Completion

		Balance Sheet			Adopted			Amended		Variance
		Account Number	Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	(Under)/Over	
					\$	\$	\$	\$	\$	
<b>Assets</b>										
<b>Land Held for Resale</b>										
<b>Community Amenities</b>										
0.66					(775,500)	(775,500)	(513,000)	(513,044)	(44)	
		2601	133							
					(775,500)	(775,500)	(513,000)	(513,044)	(44)	
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>										
0.49					(62,100)	(62,100)	(61,680)	(30,454)	31,226	
		9576	151							
		<b>Total - Education &amp; Welfare</b>			<b>(62,100)</b>	<b>(62,100)</b>	<b>(61,680)</b>	<b>(30,454)</b>	<b>31,226</b>	
<b>Economic Services</b>										
0.77					(39,300)	(39,300)	(34,700)	(30,213)	4,487	
0.60		9596	151							
					(81,800)	(81,800)	(63,200)	(48,947)	14,253	
		9597	151							
		<b>Total - Economic Services</b>			<b>(121,100)</b>	<b>(121,100)</b>	<b>(97,900)</b>	<b>(79,160)</b>	<b>18,740</b>	
0.60		<b>Total - Buildings</b>			<b>(183,200)</b>	<b>(183,200)</b>	<b>(159,580)</b>	<b>(109,614)</b>	<b>49,966</b>	
<b>Plant &amp; Equipment</b>										
<b>Governance</b>										
0.00					(50,000)	(50,000)	0	0	0	
0.00		9000	153							
					(38,000)	(38,000)	0	0	0	
		9001	153							
		<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					(45,000)	(45,000)	0	0	0	
0.00		9702	153							
0.00					(50,000)	(50,000)	0	0	0	
0.00		9703	153							
0.00					(180,000)	(180,000)	0	0	0	
0.00		9761	153							
0.00					(25,000)	(25,000)	0	0	0	
0.00		9762	153							
		<b>Total - Transport</b>			<b>(300,000)</b>	<b>(300,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
0.00		<b>Total - Plant &amp; Equipment</b>			<b>(388,000)</b>	<b>(388,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Furniture &amp; Equipment</b>										
<b>Recreation &amp; Culture</b>										
0.09					(20,000)	(20,000)	(2,000)	(1,790)	210	
		9599	155							
		<b>Total - Recreation &amp; Culture</b>			<b>(20,000)</b>	<b>(20,000)</b>	<b>(2,000)</b>	<b>(1,790)</b>	<b>210</b>	
<b>Other Property &amp; Services</b>										
0.00					(18,000)	(18,000)	(1,000)	0	1,000	
		9306	155							
		<b>Total - Other Property &amp; Services</b>			<b>(18,000)</b>	<b>(18,000)</b>	<b>(1,000)</b>	<b>0</b>	<b>1,000</b>	
0.05		<b>Total - Furniture &amp; Equipment</b>			<b>(38,000)</b>	<b>(38,000)</b>	<b>(3,000)</b>	<b>(1,790)</b>	<b>1,210</b>	
<b>Infrastructure - Roads</b>										
<b>Transport</b>										
0.00				1C027	(176,774)	(176,774)	0	0	0	
0.00		3604	161							
0.00				C006	(70,257)	(70,257)	0	0	0	
0.00		3604	161							
0.00				C012	(136,857)	(136,857)	0	0	0	
0.00		3604	161							
0.00				C026	(78,662)	(78,662)	0	0	0	
0.00		3604	161							
0.00				C027	(357,950)	(357,950)	0	0	0	
0.00		3604	161							
1.00				C133	(64,450)	(64,450)	(64,450)	(64,450)	0	
0.00		3604	161							
0.00				C166	(606,079)	(606,079)	0	0	0	
0.00		3604	161							
0.00				C190	(38,406)	(38,406)	0	0	0	
0.00		3604	161							
0.00				C195	(3,878)	(3,878)	0	0	0	
0.52		3604	161							
0.00				C198	(101,847)	(101,847)	(52,590)	(52,590)	0	
0.00		3604	161							
0.00				WSFN4	(301,186)	(301,186)	0	0	0	
0.00		3604	161							
		<b>Total - Transport</b>			<b>(1,936,346)</b>	<b>(1,936,346)</b>	<b>(117,040)</b>	<b>(117,040)</b>	<b>0</b>	
0.06		<b>Total - Infrastructure - Roads</b>			<b>(1,936,346)</b>	<b>(1,936,346)</b>	<b>(117,040)</b>	<b>(117,040)</b>	<b>0</b>	
<b>Infrastructure - Footpaths</b>										
<b>Transport</b>										
0.00				F003	(105,498)	(105,498)	0	0	0	
0.00		3707	163							
0.00				F004	(73,920)	(73,920)	0	0	0	
0.00		3707	163							
		<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>	
<b>Infrastructure - Other</b>										
<b>Community Amenities</b>										
0.00					(10,000)	(10,000)	0	0	0	
		9843	165							
		<b>Total - Community Amenities</b>			<b>(10,000)</b>	<b>(10,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recreation And Culture</b>										
0.00					(50,000)	(50,000)	(500)	0	500	
0.02		9842	165							
0.00					(720,000)	(720,000)	(15,000)	(15,901)	(901)	
0.00		9838	165							
0.00					(5,000)	(5,000)	0	0	0	
0.00		9839	165							
0.00					(17,300)	(17,300)	0	0	0	
0.00		9844	165							



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.

	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over
				Annual Budget	Annual Budget	YTD Budget	Total YTD	
Assets				\$	\$	\$	\$	\$
<b>Total - Recreation And Culture</b>				<b>(792,300)</b>	<b>(792,300)</b>	<b>(15,500)</b>	<b>(15,901)</b>	<b>(401)</b>
<b>Transport</b>								
0.00	9845	165		(3,720)	(3,720)	0	0	0
0.00	9829	165		(328,000)	(328,000)	0	0	0
0.00	9820	165		(2,785)	(2,785)	0	0	0
<b>Total - Transport</b>				<b>(334,505)</b>	<b>(334,505)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Economic Services</b>								
1.00	9514	165	9514	0	0	0	(55)	(55)
<b>Total - Economic Services</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>(55)</b>	<b>(55)</b>
0.01	<b>Total - Infrastructure - Other</b>			<b>(1,136,805)</b>	<b>(1,136,805)</b>	<b>(15,500)</b>	<b>(15,956)</b>	<b>(456)</b>
0.16	<b>Grand Total</b>			<b>(4,637,269)</b>	<b>(4,637,269)</b>	<b>(808,120)</b>	<b>(757,443)</b>	<b>50,677</b>

SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 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	0	14,338	14,338	128,885	114,547	114,547	-606	1,855	1,855
	470,758	0	0	0	0	62,670	62,670	470,758	408,088	408,088	(1,934)	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	9,228	64,386	64,386	474,261	419,102	419,102	(1,955)	12,009	12,009
Current loan borrowings	73,614							64,387					
Non-current loan borrowings	409,874							409,874					
	483,488							474,261					

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	4,329	29,779	29,779	65,124	39,674	39,674	78	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	4,329	33,321	33,321	75,016	46,024	46,024	78	847	847
<b>Total</b>	79,345	0	0	0	4,329	33,321	33,321	75,016	46,024	46,024	78	847	847
Current financing borrowings	29,058							24,729					
Non-current financing borrowings	50,287							50,287					
	79,345							75,016					

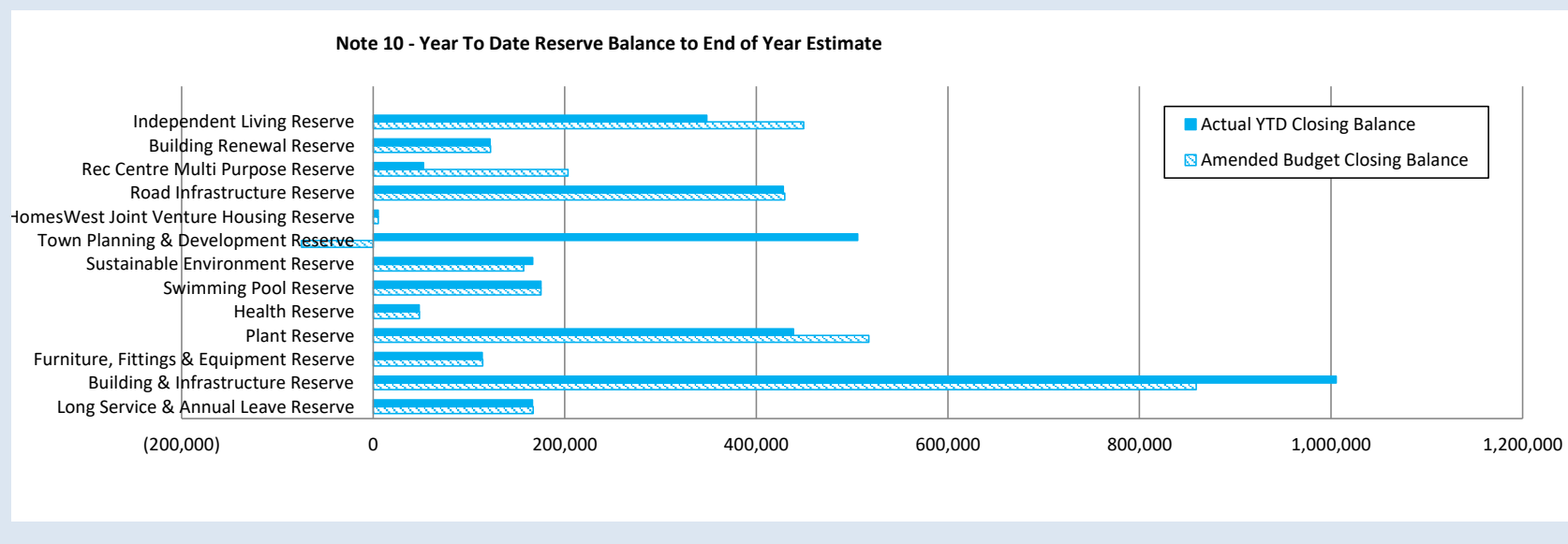
OPERATING ACTIVITIES  
 NOTE 10  
 CASH BACKED RESEVES

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	46	0	0	0	0	166,915	166,319
Building & Infrastructure Reserve	1,005,220	3,209	280	0	0	(149,139)	0	859,290	1,005,500
Furniture, Fittings & Equipment Reserve	113,811	439	32	0	0	0	0	114,250	113,843
Plant Reserve	438,580	1,893	122	340,000	0	(263,000)	0	517,473	438,703
Health Reserve	48,120	186	13	0	0	0	0	48,306	48,134
Swimming Pool Reserve	175,264	1	0	0	0	0	0	175,265	175,264
Sustainable Environment Reserve	166,380	642	46	0	0	(10,000)	0	157,022	166,426
Town Planning & Development Reserve	505,724	2,629	141	0	0	(583,300)	0	(74,947)	505,865
HomesWest Joint Venture Housing Reserve	5,266	20	1	0	0	0	0	5,286	5,267
Road Infrastructure Reserve	427,983	1,652	119	0	0	0	0	429,635	428,102
Rec Centre Multi Purpose Reserve	52,527	875	63	150,000	0	0	0	203,402	52,591
Building Renewal Reserve	122,047	471	34	0	0	0	0	122,518	122,081
Independent Living Reserve	348,172	1,341	97	100,000	0	0	0	449,513	348,269
	<b>3,575,367</b>	<b>14,000</b>	<b>997</b>	<b>590,000</b>	<b>0</b>	<b>(1,005,439)</b>	<b>0</b>	<b>3,173,928</b>	<b>3,576,363</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 AUGUST 2021

OPERATING ACTIVITIES  
 NOTE 11  
 OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2021	Liability Increase	Liability Reduction	Closing Balance 31 Aug 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>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
<b>Total current unspent grants, contributions and reimbursements</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Provisions</b>					
Annual leave		177,142	0	0	177,142
Long service leave		99,851	0	0	99,851
<b>Total Provisions</b>		<b>276,993</b>	<b>0</b>	<b>0</b>	<b>276,993</b>
<b>Total Other Current Liabilities</b>					<b>276,993</b>
<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 AUGUST 2021NOTE 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. ▼

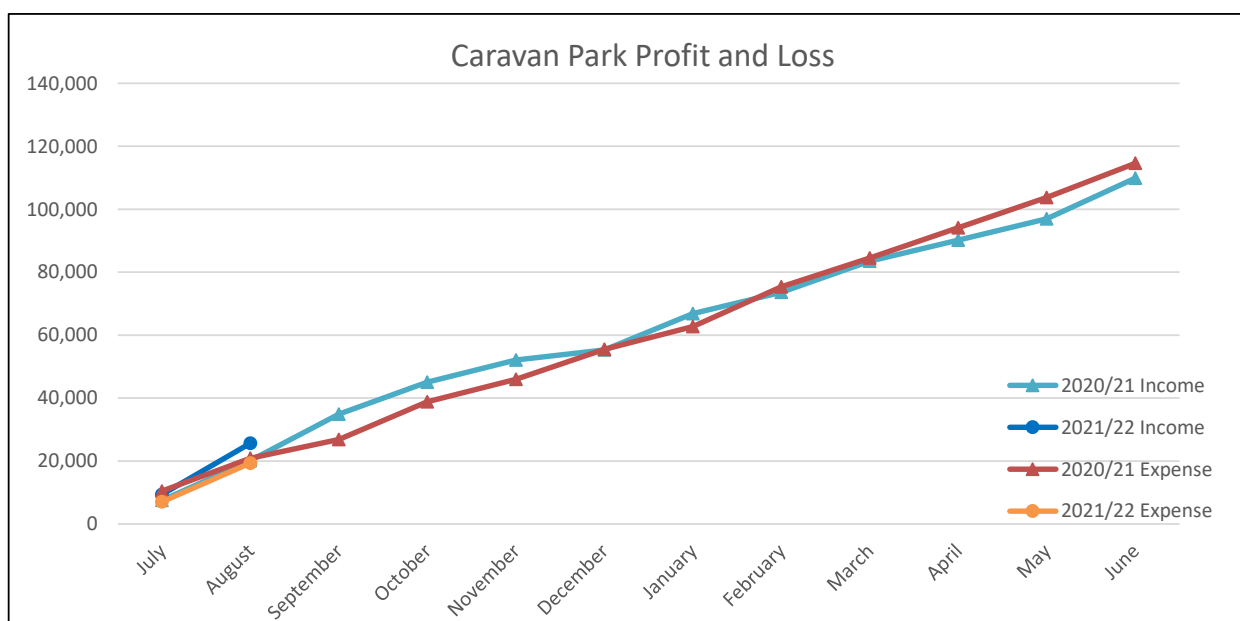
Reporting Program	Var. \$	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
<b>Revenue from operating activities</b>	\$	%				
Law, Order and Public Safety	(15,295)	(35%)	▼	S	Timing	CESM contribution income received before budget phasing and ESL operating grant income budgeted to come in but not received.
<b>Expenditure from operating activities</b>						
Governance	(22,023)	(12%)	▼	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.
Law, Order and Public Safety	(11,111)	(15%)	▼	S	Timing	Insurance relating to fire brigade building, plant & equipment and public liability incurred before budget.
Housing	13,377	43%	▲	S	Timing	Timing of allocation and recovery of housing costs throughout the programs.
Community Amenities	(12,447)	(15%)	▼	S	Timing	Unspent NRM grant funding refunded which was unbudgeted. Timing of administration costs allocated.
Economic Services	23,402	16%	▲	S	Timing	Timing of expenditure under this program generally less than the budget phasing
Other Property and Services	168,398	208%	▲	S	Timing	Timing of recovery of administration costs allocated, particularly the recovery of insurance expenses in August.
<b>Investing Activities</b>						
Land and Buildings	49,966	31%	▲	S	Timing	Timing of building capital expenditure running behind budget.



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

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

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	Current Budget	VAR %
<b>INCOME</b>				
Caravan Park Charges*	133	\$ 13,513.55	\$ 36,000.00	38%
Cabin and Unit Charges*	106	\$ 12,153.64	\$ 75,000.00	16%
<b>TOTAL INCOME</b>	<b>239</b>	<b>\$ 25,667.19</b>	<b>\$ 111,000.00</b>	<b>23%</b>
<b>EXPENDITURE</b>				
<b>Caravan Park</b>				
Wages inc O/H		\$ 8,878.86	\$ 37,473.84	24%
Materials & Insurance		\$ 3,524.65	\$ 7,747.68	45%
Utilities & Other Costs		\$ 386.73	\$ 54,242.16	1%
<b>Caravan Park Total</b>		<b>\$ 12,790.24</b>	<b>\$ 99,463.68</b>	<b>13%</b>
<b>Cabins (3x 2 bedroom Cabins)</b>				
Wages inc O/H		\$ 3,919.59	\$ 15,549.96	25%
Materials & Insurance		\$ 1,050.61	\$ 8,807.76	12%
Utilities & Other Costs		\$ 353.08	\$ 24,233.40	1%
<b>Cabins Total</b>		<b>\$ 5,323.28</b>	<b>\$ 48,591.12</b>	<b>11%</b>
<b>Units (4x 1 bedroom units)</b>				
Wages inc O/H		\$ -	\$ 0.01	0%
Materials & Insurance		\$ -	\$ 3,264.12	0%
Utilities & Other Costs		\$ -	\$ 6,000.00	0%
<b>Units Total</b>		<b>\$ -</b>	<b>\$ 9,264.13</b>	<b>0%</b>
<b>Caretaker Reception</b>				
Wages inc O/H		\$ 969.68	\$ 13,117.32	7%
Materials & Insurance		\$ 290.23	\$ 2,554.44	11%
Utilities & Other Costs		\$ -	\$ 14,350.44	0%
<b>Caravan Park Total</b>		<b>\$ 1,259.91</b>	<b>\$ 30,022.20</b>	<b>4%</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 19,373.43</b>	<b>\$ 187,341.13</b>	<b>10%</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>\$ 6,293.76</b>	<b>-\$ 76,341.13</b>	<b>-8%</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 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

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

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

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

**VOTING REQUIREMENTS** – Simple Majority

#### 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.



## SHIRE OF QUAIRADING

### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 September 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 30 SEPTEMBER 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	14%	70,257.00	10,000	10,028	(28)
MT STIRLING RD - RESHEETING	0%	136,857.15	0	0	0
CARTER - DOODENANNING ROAD <sup>2</sup>	5%	78,661.93	4,000	3,750	250
DOODENANNING - MAWSON (R2R) CONSTRUCTION	4%	357,949.75	13,000	13,077	(78)
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 STAG	0%	301,185.99	0	0	0
COMMUNITY PARK AND TRAIL DESIGN	2%	720,000.00	15,000	15,990	(990)
HALL CAR PARK UPGRADE	1%	328,000.00	2,000	1,900	100
<b>Grants, Subsidies and Contributions</b>					
Operating Grants, Subsidies and Contributions	35%	1,093,711	399,403	380,929	(18,474)
Non-operating Grants, Subsidies and Contributions	10%	2,822,245	288,746	291,683	2,937
	17%	3,915,956	688,149	672,612	(15,537)
Rates Levied	100%	2,370,754	2,371,280	2,371,454	174

*% Compares current ytd actuals to annual budget*

		Prior Year 30 September 2020	Current Year 30 September 2021
<b>Financial Position</b>			
Adjusted Net Current Assets	59%	\$ 4,785,438	\$ 2,819,630
Cash and Equivalent - Unrestricted	61%	\$ 4,699,279	\$ 2,844,230
Cash and Equivalent - Restricted	115%	\$ 3,098,350	\$ 3,577,420
Receivables - Rates	107%	\$ 643,872	\$ 686,612
Receivables - Other	105%	\$ 182,485	\$ 192,075
Payables	99%	\$ 466,295	\$ 459,901

*% 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 30 SEPTEMBER 2021**

## SUMMARY INFORMATION

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 September 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

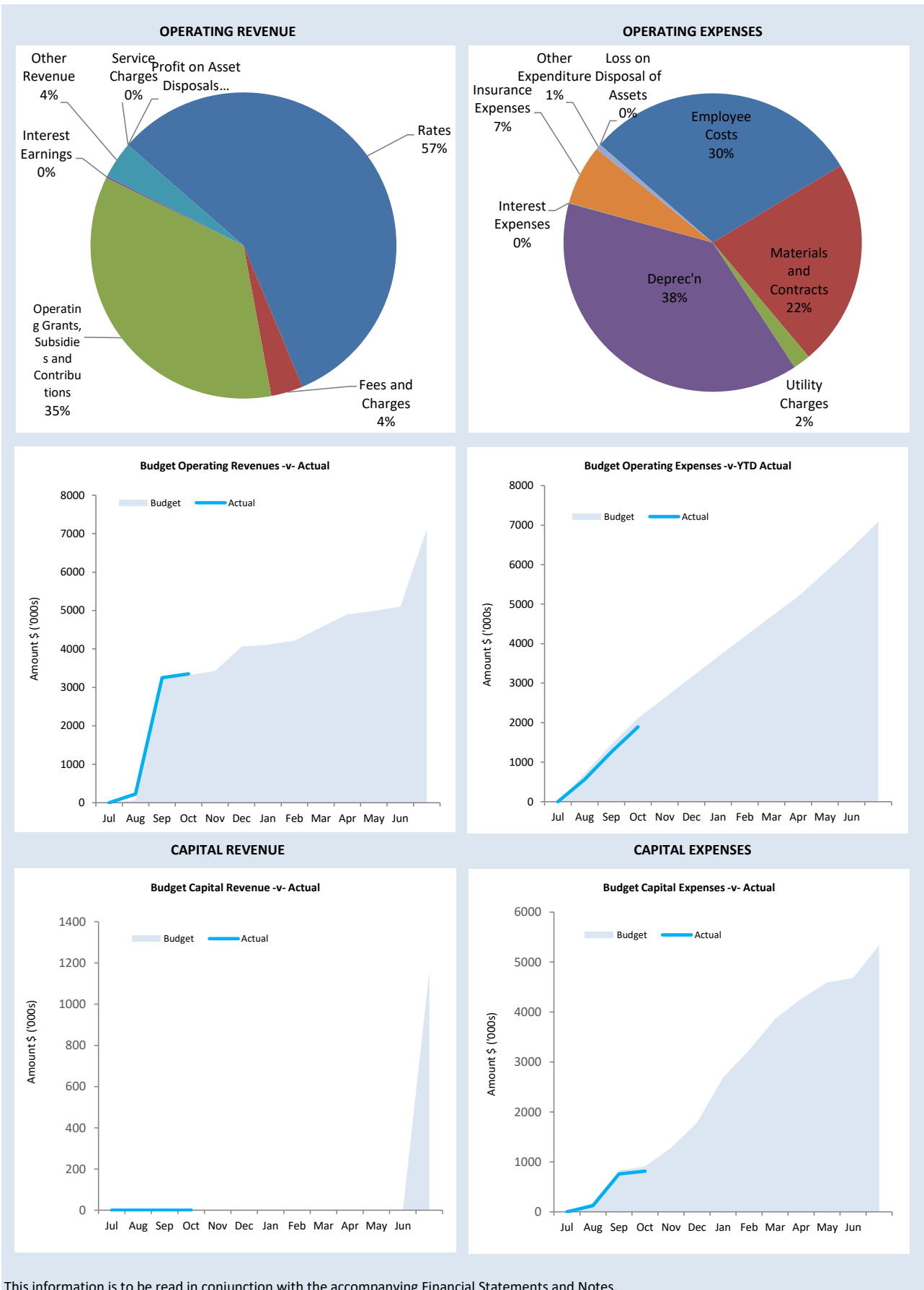
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions 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 30 SEPTEMBER 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 30 SEPTEMBER 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 30 SEPTEMBER 2021

STATUTORY REPORTING PROGRAMS

Note	Amended		Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
	Adopted Annual Budget	Annual Budget (d)						
	\$	\$	\$	\$	\$	%		
<b>Opening Funding Surplus(Deficit)</b>	1	1,468,917	1,457,567	1,457,567	1,457,567	0	0%	
<b>Revenue from operating activities</b>								
Governance		3,469	3,469	3,094	0	(3,094)	(100%)	▼
General Purpose Funding - Rates	6	2,370,755	2,370,754	2,371,280	2,371,454	174	0%	▲
General Purpose Funding - Other		917,150	917,151	246,476	242,205	(4,271)	(2%)	▲
Law, Order and Public Safety		195,531	195,531	44,722	29,381	(15,341)	(34%)	▼
Health		10,879	10,879	2,720	10,621	7,901	291%	▲
Education and Welfare		49,559	49,559	12,390	13,236	846	7%	▲
Housing		116,695	116,695	29,174	28,258	(916)	(3%)	▼
Community Amenities		158,291	158,291	39,573	50,931	11,358	29%	▲
Recreation and Culture		23,021	23,021	2,880	1,778	(1,102)	(38%)	▼
Transport		165,653	165,653	150,653	150,702	49	0%	▲
Economic Services		239,696	239,696	115,546	128,827	13,281	11%	▲
Other Property and Services		52,438	52,438	13,110	33,846	20,736	158%	▲
		<b>4,303,137</b>	<b>4,303,137</b>	<b>3,031,617</b>	<b>3,061,239</b>			
<b>Expenditure from operating activities</b>								
Governance		(753,845)	(753,845)	(280,045)	(213,367)	66,677	24%	▲
General Purpose Funding		(67,880)	(67,880)	(14,845)	(8,187)	6,658	45%	▲
Law, Order and Public Safety		(354,161)	(354,161)	(99,536)	(125,643)	(26,107)	(26%)	▼
Health		(301,387)	(301,387)	(74,793)	(69,093)	5,700	8%	▲
Education and Welfare		(225,350)	(225,350)	(50,797)	(49,346)	1,452	3%	▲
Housing		(186,230)	(186,230)	(46,557)	(29,661)	16,896	36%	▲
Community Amenities		(506,888)	(506,888)	(119,335)	(126,647)	(7,311)	(6%)	▼
Recreation and Culture		(953,176)	(953,176)	(238,306)	(222,403)	15,904	7%	▲
Transport		(2,839,212)	(2,839,212)	(890,298)	(808,241)	82,057	9%	▲
Economic Services		(861,800)	(861,800)	(220,099)	(151,921)	68,178	31%	▲
Other Property and Services		(37,729)	(37,729)	(77,387)	(87,673)	(10,286)	(13%)	▼
		<b>(7,087,658)</b>	<b>(7,087,658)</b>	<b>(2,111,998)</b>	<b>(1,892,180)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		2,630,828	2,630,828	657,707	729,045	71,338	11%	▲
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	95	95		▲
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		
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>1,577,326</b>	<b>1,898,200</b>			
<b>Investing Activities</b>								
Non-operating Grants, Subsidies and Contributions	13	2,822,245	2,822,245	288,746	291,683	2,937	1%	▲
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)	(175,200)	(115,885)	59,315	34%	▲
Plant and Equipment	8	(388,000)	(388,000)	(25,000)	(18,900)	6,100	24%	▲
Furniture and Equipment	8	(38,000)	(38,000)	(4,000)	(1,790)	2,210	55%	▲
Infrastructure Assets - Roads	8	(1,936,346)	(1,936,346)	(144,040)	(143,895)	145	0%	▲
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	(179,418)	(179,418)	0	0	0		
Infrastructure Assets - Other	8	(1,136,805)	(1,136,805)	(18,000)	(18,614)	(614)	(3%)	▼
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>(590,494)</b>	<b>(520,445)</b>			
<b>Financing Activities</b>								
Proceeds from New Debentures	9	0	0	0	0	0		
Repayment of Debentures	9	(64,386)	(64,386)	(16,098)	(16,370)	(272)	(2%)	▼
Repayment of Lease Financing	9	(33,321)	(33,321)	(8,331)	(6,496)	1,835	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)	(3,501)	(2,053)	1,448	41%	▲
<b>Amount attributable to financing activities</b>		<b>303,732</b>	<b>303,732</b>	<b>(27,930)</b>	<b>(15,692)</b>			
<b>Closing Funding Surplus(Deficit)</b>	1	<b>30,001</b>	<b>18,651</b>	<b>2,416,469</b>	<b>2,819,630</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 30 SEPTEMBER 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 30 SEPTEMBER 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	1,457,567	1,457,567	1,457,567	0	0%	
<b>Revenue from operating activities</b>								
Rates	6	2,370,755	2,370,754	2,371,280	2,371,454	174	0%	▲
Operating Grants, Subsidies and Contributions	12	1,093,711	1,093,711	399,403	380,929	(18,474)	(5%)	▼
Fees and Charges		461,897	461,897	114,374	139,922	25,548	22%	▲ S
Service Charges		0	0	0	0	0		
Interest Earnings		36,026	36,026	11,256	7,249	(4,007)	(36%)	▼
Other Revenue		340,749	340,749	135,303	161,685	26,382	19%	▲ S
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>3,031,617</b>	<b>3,061,239</b>			
<b>Expenditure from operating activities</b>								
Employee Costs		(2,215,419)	(2,215,419)	(686,915)	(568,407)	118,508	17%	▲ S
Materials and Contracts		(1,620,043)	(1,620,043)	(529,498)	(425,369)	104,129	20%	▲ S
Utility Charges		(227,690)	(227,690)	(56,923)	(35,669)	21,253	37%	▲ S
Depreciation on Non-Current Assets		(2,630,828)	(2,630,828)	(657,707)	(729,045)	(71,338)	(11%)	▼ S
Interest Expenses		(12,856)	(12,856)	(3,214)	887	4,101	128%	▲
Insurance Expenses		(191,024)	(191,024)	(114,854)	(123,375)	(8,521)	(7%)	▼
Other Expenditure		(119,798)	(119,798)	(62,888)	(11,202)	51,687	82%	▲ S
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>(2,111,998)</b>	<b>(1,892,180)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		2,630,828	2,630,828	657,707	729,045	71,338	11%	▲ 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	95	95		▲
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		
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>1,577,326</b>	<b>1,898,200</b>			
<b>Investing activities</b>								
Non-Operating Grants, Subsidies and Contributions	13	2,822,245	2,822,245	288,746	291,683	2,937	1%	▲
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)	(175,200)	(115,885)	59,315	34%	▲ S
Plant and Equipment	8	(388,000)	(388,000)	(25,000)	(18,900)	6,100	24%	▲
Furniture and Equipment	8	(38,000)	(38,000)	(4,000)	(1,790)	2,210	55%	▲
Infrastructure Assets - Roads	8	(1,936,346)	(1,936,346)	(144,040)	(143,895)	145	0%	▲
Infrastructure Assets - Drainage	8	0	0	0	0	0		
Infrastructure Assets - Footpaths	8	(179,418)	(179,418)	0	0	0		
Infrastructure Assets - Other	8	(1,136,805)	(1,136,805)	(18,000)	(18,614)	(614)	(3%)	▼
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>(590,494)</b>	<b>(520,445)</b>			
<b>Financing Activities</b>								
Proceeds from New Debentures		0	0	0	0	0		
Repayment of Debentures	9	(64,386)	(64,386)	(16,098)	(16,370)	(272)	(2%)	▼
Repayment of Lease Financing	9	(33,321)	(33,321)	(8,331)	(6,496)	1,835	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)	(3,501)	(2,053)	1,448	41%	▲
<b>Amount attributable to financing activities</b>		<b>303,732</b>	<b>303,732</b>	<b>(27,930)</b>	<b>(15,692)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1	<b>30,001</b>	<b>18,650</b>	<b>2,416,469</b>	<b>2,819,630</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 30 SEPTEMBER 2021OPERATING ACTIVITIES  
NOTE 1  
ADJUSTED NET CURRENT ASSETS

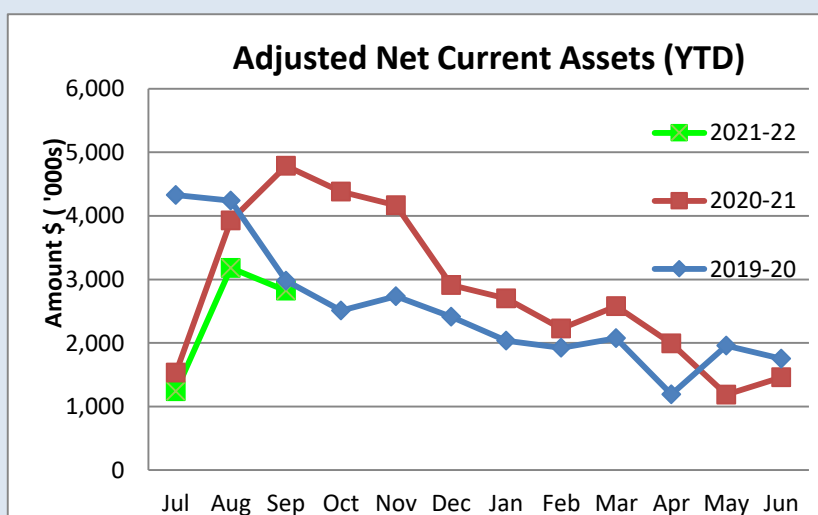
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2021	This Time Last Year 30/09/2020	Year to Date Actual 30/09/2021
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,240,301	4,699,279	2,844,230
Cash Restricted - Reserves	2	3,575,367	3,098,350	3,577,420
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	210,963	643,872	686,612
Receivables - Other	3	96,482	182,485	192,075
Other Financial Assets	3	10,944	37,268	1,716
Other Assets Other Than Inventories	4	8,384	0	5,104
Inventories	4	5,082	8,450	10,152
		<u>6,147,522</u>	<u>8,669,704</u>	<u>7,317,309</u>
<b>Less: Current Liabilities</b>				
Payables	5	(642,247)	(466,295)	(459,901)
Contract Liabilities	11	(256,454)	(54,509)	(256,454)
Bonds & Deposits	14	(94,222)	(97,377)	(91,562)
Loan Liability	9	(73,614)	(82,455)	(57,244)
Lease Liability	9	(29,058)	(2,130)	(22,562)
Provisions	11	(276,993)	(336,198)	(276,993)
		<u>(1,372,589)</u>	<u>(1,038,965)</u>	<u>(1,164,717)</u>
Less: Cash Reserves	10	(3,575,367)	(3,098,350)	(3,577,420)
Add Back: Component of Leave Liability not Required to be funded		166,273	205,731	166,368
Add Back: Loan and Lease Liability		102,672	84,585	79,806
Less : Loan Receivable - clubs/institutions		(10,944)	(37,268)	(1,716)
<b>Net Current Funding Position</b>		<b>1,457,567</b>	<b>4,785,438</b>	<b>2,819,630</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)

**\$2.82 M**

Last Year YTD

Surplus(Deficit)

**\$4.79 M**

## SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

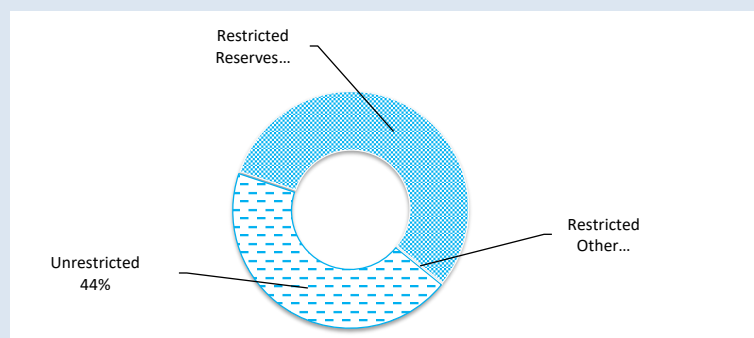
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
CASH ON HAND	1,400			1,400	Cash on Hand	Nil	On Hand
<b>At Call Deposits</b>							
CASH AT BANK MUNI A/C [000001]	1,807,698			1,807,698	Westpac		Ongoing
MUNICIPAL 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	1,733			1,733	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]		1,036,788		1,036,788	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>2,844,230</b>	<b>3,577,420</b>	<b>0</b>	<b>6,421,650</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>\$6.42 M</b>	<b>\$3.58 M</b>



## SHIRE OF QUAIRADING

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2021OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2021	30 Sep 21
	\$	\$
Opening Arrears Previous Years	237,130	225,236
Levied this year	2,423,221	2,388,925
Less Collections to date	(2,435,115)	(1,903,887)
Equals Current Outstanding	225,236	710,274
<b>Net Rates Collectable</b>	<b>225,236</b>	<b>710,274</b>
% Collected	91.53%	72.83%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	25,675	2,481	575	25,872	54,603
Percentage	47%	5%	1%	47%	
<b>Balance per Trial Balance</b>					
Sundry Debtors					54,603
Receivables - Other					137,471
<b>Total Receivables General Outstanding</b>					<b>192,075</b>

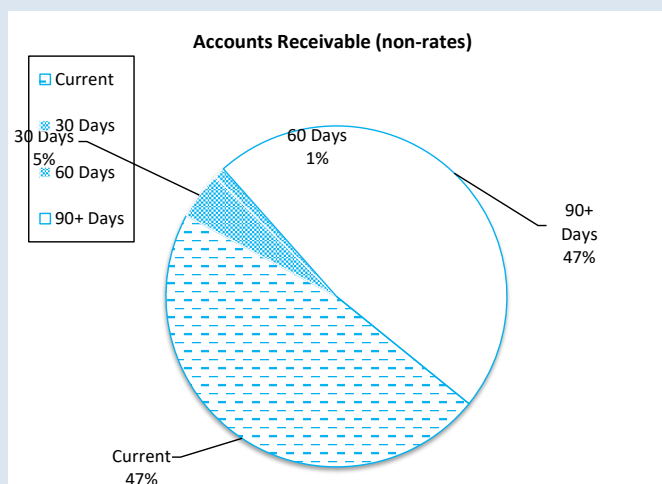
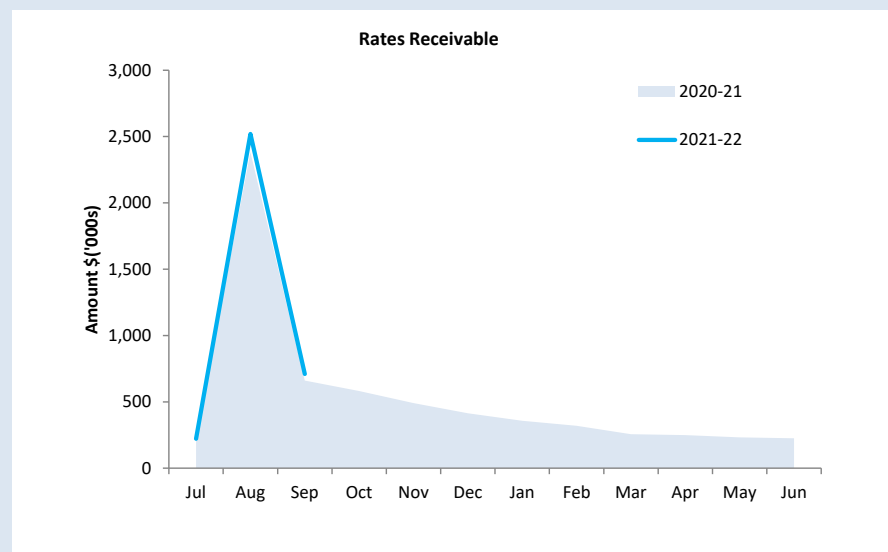
Amounts shown above include GST (where applicable)

## KEY INFORMATION

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

## SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due

**\$192,075**

Over 30 Days

**53%**

Over 90 Days

**47%**

Collected

**73%**

Rates Due

**\$710,274**

SHIRE OF QUAIRADING  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 30 SEPTEMBER 2021

OPERATING ACTIVITIES  
 NOTE 4  
 OTHER CURRENT ASSETS

	Opening Balance 1 Jul 2021	Asset Increase	Asset Reduction	Closing Balance 30 Sep 2021
	\$	\$	\$	\$
<b>Other Current Assets</b>				
<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	5,070	0	10,152
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>16,972</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 30 SEPTEMBER 2021**

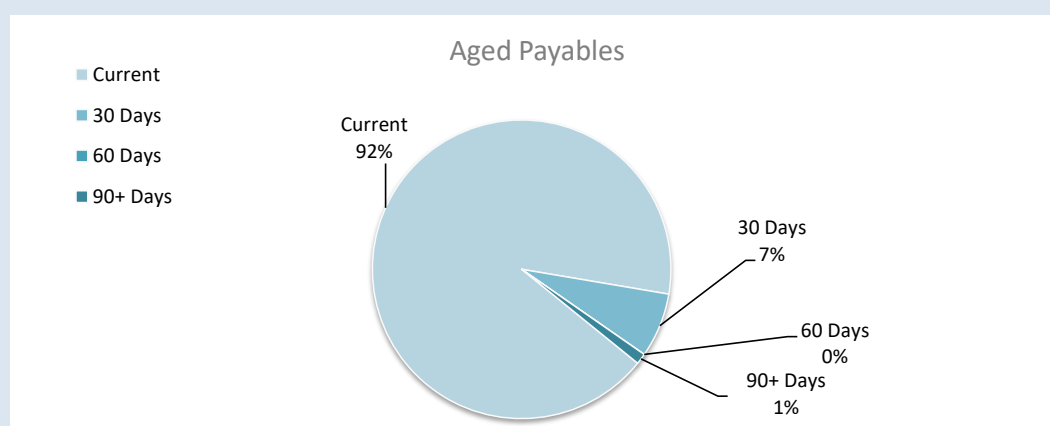
**OPERATING ACTIVITIES**  
**NOTE 5**  
**Payables**

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	151,860	11,570	0	1,935	165,365
Percentage	91.8%	7%	0%	1.2%	
<b>Balance per Trial Balance</b>					
Sundry creditors - General					165,365
Other creditors					50,972
Accruals/Income in Advance					102,011
ATO liabilities					141,553
Other accruals/payables					0
<b>Total Payables General Outstanding</b>					<b>459,901</b>

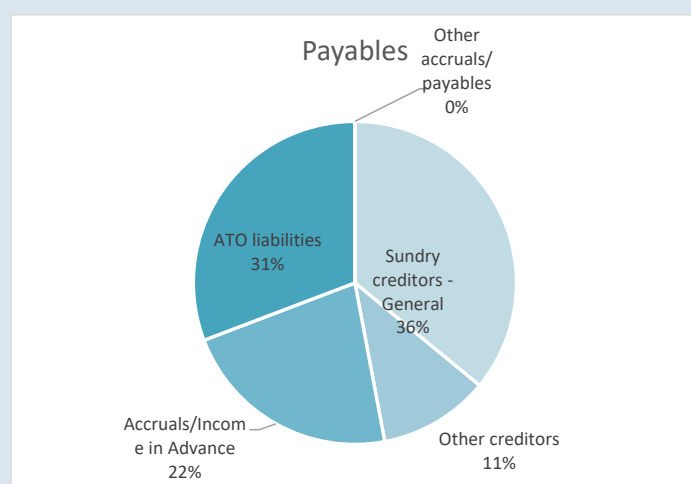
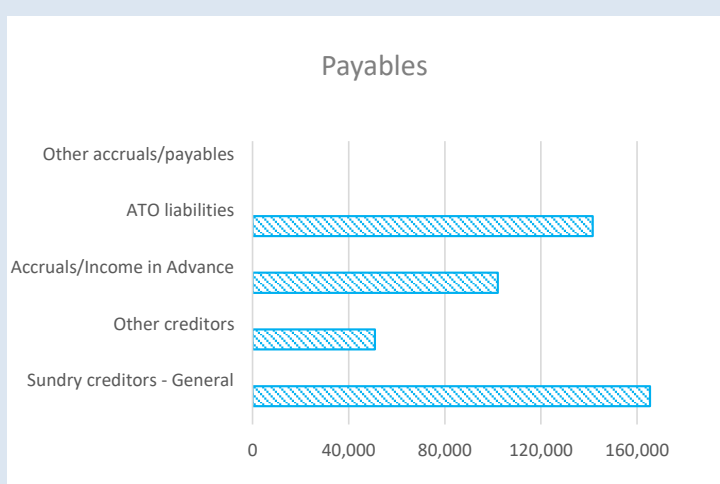
Amounts shown above include GST (where applicable)

**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>\$459,901</b>
<b>Over 30 Days</b>
<b>8%</b>
<b>Over 90 Days</b>
<b>1.2%</b>



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

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

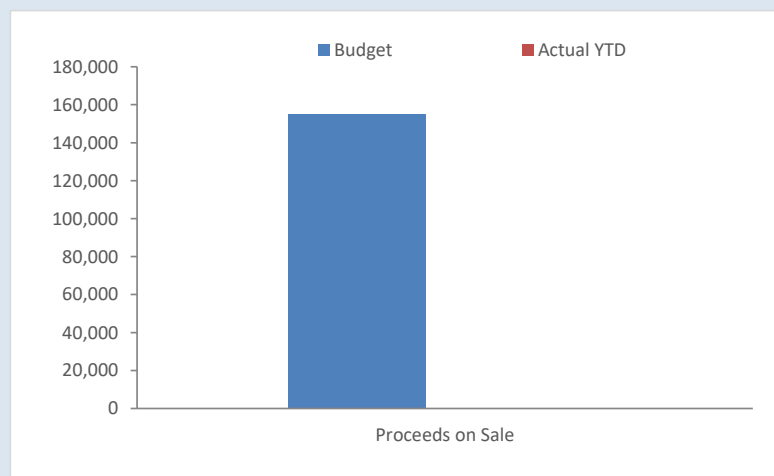
RATE TYPE	Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>General Rate</b>											
<b>Gross rental valuations</b>											
GRV - Residential	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 30 SEPTEMBER 2021OPERATING 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 30 SEPTEMBER 2021

## INVESTING ACTIVITIES

## NOTE 8

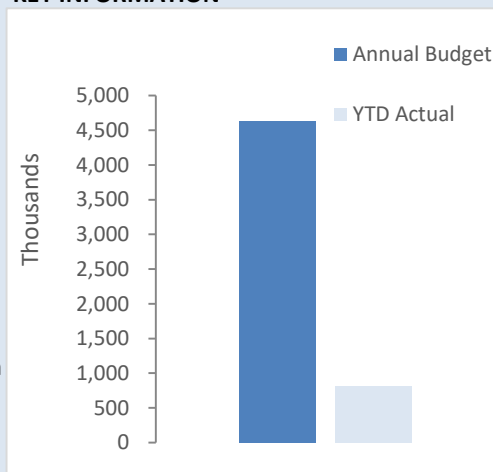
## CAPITAL ACQUISITIONS

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	513,044	44
Land and Buildings	183,200	175,200	183,200	115,885	(59,315)
Plant and Equipment	388,000	25,000	388,000	18,900	(6,100)
Furniture and Equipment	38,000	4,000	38,000	1,790	(2,210)
Infrastructure Assets - Roads	1,936,346	144,040	1,936,346	143,895	(145)
Infrastructure Assets - Footpaths	179,418	0	179,418	0	0
Infrastructure Assets - Other	1,136,805	18,000	1,136,805	18,614	614
<b>Capital Expenditure Totals</b>	<b>4,637,269</b>	<b>879,240</b>	<b>4,637,269</b>	<b>812,128</b>	<b>(67,112)</b>
<b>Capital acquisitions funded by:</b>					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	2,822,245	288,746	2,822,245	291,683	2,937
Borrowings	0	0	0	0	0
Other (Disposals & C/Fwd)	155,000	0	155,000	0	0
Council contribution - Cash Backed Reserves					
Various Reserves	1,005,439	0	1,005,439	0	0
Council contribution - operations	654,585	590,494	654,585	520,445	(70,049)
<b>Capital Funding Total</b>	<b>4,637,269</b>	<b>879,240</b>	<b>4,637,269</b>	<b>812,128</b>	<b>(67,112)</b>

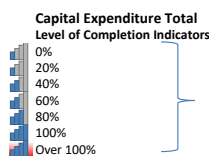
## SIGNIFICANT ACCOUNTING POLICIES

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>\$0.81 M</b>	<b>18%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$2.82 M</b>	<b>\$0.29 M</b>	<b>10%</b>

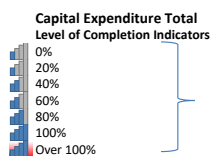


Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

% of Completion

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

	Account Number	Sheet Category	Job Number	Adopted		Amended		Total YTD	Variance (Under)/Over	
				Annual Budget	Annual Budget	YTD Budget	Total YTD			
<b>Assets</b>				\$	\$	\$	\$	\$		
<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>										
0.49		YOUTH CENTRE UPGRADES	9576	151	(62,100)	(62,100)	(62,100)	(30,617)	31,483	
		<b>Total - Education &amp; Welfare</b>			<b>(62,100)</b>	<b>(62,100)</b>	<b>(62,100)</b>	<b>(30,617)</b>	<b>31,483</b>	
<b>Economic Services</b>										
0.86		CARAVAN PARK UNITS	9596	151	(39,300)	(39,300)	(36,300)	(33,879)	2,421	
0.63		CARETAKER COTTAGE	9597	151	(81,800)	(81,800)	(76,800)	(51,389)	25,411	
		<b>Total - Economic Services</b>			<b>(121,100)</b>	<b>(121,100)</b>	<b>(113,100)</b>	<b>(85,268)</b>	<b>27,832</b>	
0.63		<b>Total - Buildings</b>			<b>(183,200)</b>	<b>(183,200)</b>	<b>(175,200)</b>	<b>(115,885)</b>	<b>59,315</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>										
0.09		TOWN HALL TABLE & CHAIRS	9599	155	(20,000)	(20,000)	(2,000)	(1,790)	210	
		<b>Total - Recreation &amp; Culture</b>			<b>(20,000)</b>	<b>(20,000)</b>	<b>(2,000)</b>	<b>(1,790)</b>	<b>210</b>	
<b>Other Property &amp; Services</b>										
0.00		IT - NEW COMPUTERS	9306	155	(18,000)	(18,000)	(2,000)	0	2,000	
		<b>Total - Other Property &amp; Services</b>			<b>(18,000)</b>	<b>(18,000)</b>	<b>(2,000)</b>	<b>0</b>	<b>2,000</b>	
0.05		<b>Total - Furniture &amp; Equipment</b>			<b>(38,000)</b>	<b>(38,000)</b>	<b>(4,000)</b>	<b>(1,790)</b>	<b>2,210</b>	
<b>Infrastructure - Roads</b>										
<b>Transport</b>										
0.00		DOODENANNING - MAWSON ROAD RESEAL	3604	161	1C027	(176,774)	(176,774)	0	0	
0.14		OLD BEVERLEY EAST ROAD - CARRY FORWARD	3604	161	C006	(70,257)	(70,257)	(10,000)	(10,028)	(28)
0.00		MT STIRLING RD - RESHEETING	3604	161	C012	(136,857)	(136,857)	0	0	
0.05		CARTER - DOODENANNING ROAD	3604	161	C026	(78,662)	(78,662)	(4,000)	(3,750)	250
0.04		DOODENANNING - MAWSON (R2R) CONSTRUCTION	3604	161	C027	(357,950)	(357,950)	(13,000)	(13,077)	(78)
1.00		WINMAR (UNION) 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	
0.00		GROVES ROAD ACCESS	3604	161	C190	(38,406)	(38,406)	0	0	
0.00		AKV Road Upgrade	3604	161	C195	(3,878)	(3,878)	0	0	
0.52		LIVINGSTONE RD - RESHEETING	3604	161	C198	(101,847)	(101,847)	(52,590)	(52,590)	0
0.00		WSFN STAGE 4 - QUAIRADING-CUNDERDIN (INCLUDES STAGE 3)	3604	161	WSFN4	(301,186)	(301,186)	0	0	
		<b>Total - Transport</b>			<b>(1,936,346)</b>	<b>(1,936,346)</b>	<b>(144,040)</b>	<b>(143,895)</b>	<b>145</b>	
0.07		<b>Total - Infrastructure - Roads</b>			<b>(1,936,346)</b>	<b>(1,936,346)</b>	<b>(144,040)</b>	<b>(143,895)</b>	<b>145</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	
0.00		MCLENNAN ST (WOOD ST - HEAL ST) FOOTPATH	3707	163	F004	(73,920)	(73,920)	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>	
<b>Infrastructure - Other</b>										
<b>Community Amenities</b>										
0.00		ELECTRIC CAR CHARGING STATION	9843	165		(10,000)	(10,000)	0	0	
		<b>Total - Community Amenities</b>			<b>(10,000)</b>	<b>(10,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Recreation And Culture</b>										
0.01		POOL HEATING	9842	165		(50,000)	(50,000)	(1,000)	(614)	386
0.02		COMMUNITY PARK AND TRAIL DESIGN	9838	165		(720,000)	(720,000)	(15,000)	(15,990)	(990)
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



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.

	Account Number	Balance Sheet Category	Job Number	Adopted		Amended		Variance (Under)/Over
				Annual Budget	Annual Budget	YTD Budget	Total YTD	
Assets				\$	\$	\$	\$	\$
<b>Total - Recreation And Culture</b>				<b>(792,300)</b>	<b>(792,300)</b>	<b>(16,000)</b>	<b>(16,604)</b>	<b>(604)</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>
<b>Economic Services</b>								
1.00	TOWN CLOCK	9514	165	9514	0	0	(110)	(110)
<b>Total - Economic Services</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>(110)</b>	<b>(110)</b>
0.02	<b>Total - Infrastructure - Other</b>			<b>(1,136,805)</b>	<b>(1,136,805)</b>	<b>(18,000)</b>	<b>(18,614)</b>	<b>(614)</b>
0.18	<b>Grand Total</b>			<b>(4,637,269)</b>	<b>(4,637,269)</b>	<b>(879,240)</b>	<b>(812,128)</b>	<b>67,112</b>



SHIRE OF QUAIRADING  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 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	6,496	29,779	29,779	62,957	39,674	39,674	114	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	6,496	33,321	33,321	72,849	46,024	46,024	114	847	847
<b>Total</b>	79,345	0	0	0	6,496	33,321	33,321	72,849	46,024	46,024	114	847	847
Current financing borrowings	29,058							22,562					
Non-current financing borrowings	50,287							50,287					
	79,345							72,849					

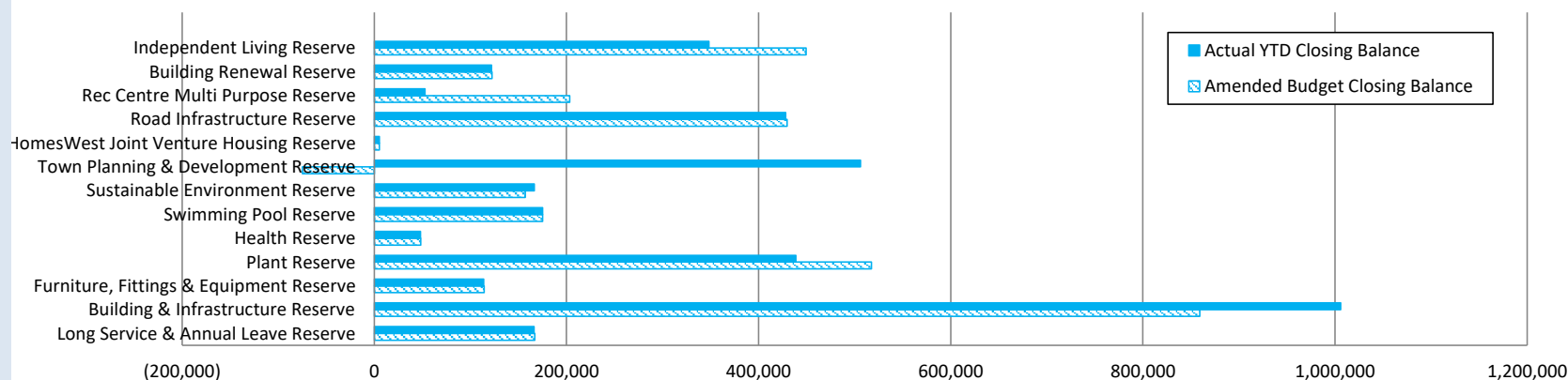
OPERATING ACTIVITIES  
 NOTE 10  
 CASH BACKED RESEVES

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	95	0	0	0	0	166,915	166,368
Building & Infrastructure Reserve	1,005,220	3,209	577	0	0	(149,139)	0	859,290	1,005,797
Furniture, Fittings & Equipment Reserve	113,811	439	65	0	0	0	0	114,250	113,877
Plant Reserve	438,580	1,893	252	340,000	0	(263,000)	0	517,473	438,832
Health Reserve	48,120	186	28	0	0	0	0	48,306	48,148
Swimming Pool Reserve	175,264	1	0	0	0	0	0	175,265	175,264
Sustainable Environment Reserve	166,380	642	96	0	0	(10,000)	0	157,022	166,475
Town Planning & Development Reserve	505,724	2,629	290	0	0	(583,300)	0	(74,947)	506,015
HomesWest Joint Venture Housing Reserve	5,266	20	3	0	0	0	0	5,286	5,269
Road Infrastructure Reserve	427,983	1,652	246	0	0	0	0	429,635	428,229
Rec Centre Multi Purpose Reserve	52,527	875	131	150,000	0	0	0	203,402	52,658
Building Renewal Reserve	122,047	471	70	0	0	0	0	122,518	122,117
Independent Living Reserve	348,172	1,341	200	100,000	0	0	0	449,513	348,372
	<b>3,575,367</b>	<b>14,000</b>	<b>2,053</b>	<b>590,000</b>	<b>0</b>	<b>(1,005,439)</b>	<b>0</b>	<b>3,173,928</b>	<b>3,577,420</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 30 SEPTEMBER 2021

OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2021	Liability Increase	Liability Reduction	Closing Balance 30 Sep 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>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Less non-current unspent grants, contributions and reimbursements		0	0	0	0
<b>Total current unspent grants, contributions and reimbursements</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Provisions</b>					
Annual leave		177,142	0	0	177,142
Long service leave		99,851	0	0	99,851
<b>Total Provisions</b>		<b>276,993</b>	<b>0</b>	<b>0</b>	<b>276,993</b>
<b>Total Other Current Liabilities</b>					<b>276,993</b>
<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 30 SEPTEMBER 2021NOTE 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. ▼

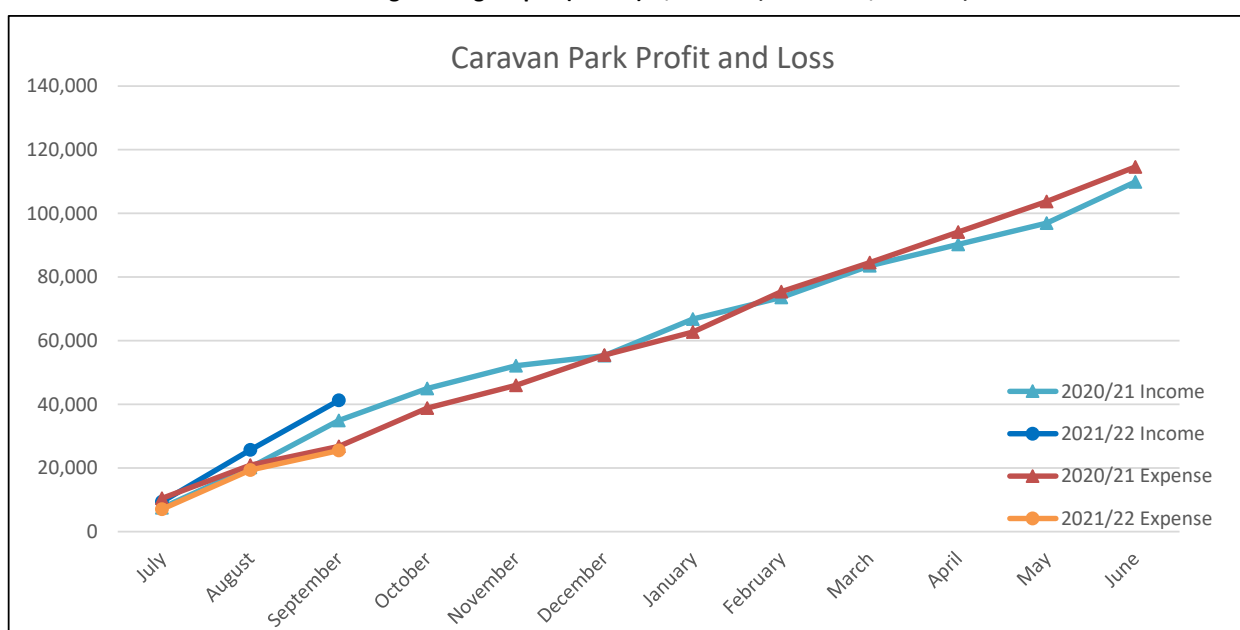
Reporting Program	Var. \$	Var. %	Significant		Timing/ Permanent	Explanation of Variance
			Var. ▲▼	Var. S		
<b>Revenue from operating activities</b>	\$	%				
Law, Order and Public Safety	(15,341)	(34%)	▼	S	Timing	CESM contribution income received before budget phasing and ESL operating grant income budgeted to come in but not received.
Community Amenities	11,358	29%	▲	S	Timing	Waste Facility Rental income received before budget phasing and increased income from Cemetery charges above budgeted income estimate.
Economic Services	13,281	11%	▲	S	Timing	Income from Caravan Park charges higher than budgeted.
Other Property and Services	20,736	158%	▲	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	66,677	24%	▲	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	(26,107)	(26%)	▼	S	Timing	Insurance relating to fire brigade building, plant & equipment and public liability incurred before budget.
Housing	16,896	36%	▲	S	Timing	Timing of allocation and recovery of housing costs throughout the programs.
Economic Services	68,178	31%	▲	S	Timing	Timing of expenditure under this program generally less than the budget phasing, specifically in relation to Skeleton Weed and Caravan Park expenses.
<b>Investing Activities</b>						
Land and Buildings	59,315	34%	▲	S	Timing	Timing of building capital expenditure running behind budget.



SHIRE OF QUAIRADING  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 30 SEPTEMBER 2021

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

Caravan Park Profit and Loss	YTD Bookings	YTD Actual	Current Budget	VAR %
<b>INCOME</b>				
Caravan Park Charges*	248	\$ 18,089.82	\$ 36,000.00	50%
Cabin and Unit Charges*	192	\$ 23,156.85	\$ 75,000.00	31%
<b>TOTAL INCOME</b>	<b>440</b>	<b>\$ 41,246.67</b>	<b>\$ 111,000.00</b>	<b>37%</b>
<b>EXPENDITURE</b>				
<b>Caravan Park</b>				
Wages inc O/H		\$ 9,058.11	\$ 37,473.84	24%
Materials & Insurance		\$ 4,726.89	\$ 7,747.68	61%
Utilities & Other Costs		\$ 386.73	\$ 54,242.16	1%
<b>Caravan Park Total</b>		<b>\$ 14,171.73</b>	<b>\$ 99,463.68</b>	<b>14%</b>
<b>Cabins (3x 2 bedroom Cabins)</b>				
Wages inc O/H		\$ 7,480.41	\$ 15,549.96	48%
Materials & Insurance		\$ 1,454.26	\$ 8,807.76	17%
Utilities & Other Costs		\$ 353.08	\$ 24,233.40	1%
<b>Cabins Total</b>		<b>\$ 9,287.75</b>	<b>\$ 48,591.12</b>	<b>19%</b>
<b>Units (4x 1 bedroom units)</b>				
Wages inc O/H		\$ 555.61	\$ 0.01	5556100%
Materials & Insurance		\$ -	\$ 3,264.12	0%
Utilities & Other Costs		\$ -	\$ 6,000.00	0%
<b>Units Total</b>		<b>\$ 555.61</b>	<b>\$ 9,264.13</b>	<b>6%</b>
<b>Caretaker Reception</b>				
Wages inc O/H		\$ 982.48	\$ 13,117.32	7%
Materials & Insurance		\$ 485.47	\$ 2,554.44	19%
Utilities & Other Costs		\$ -	\$ 14,350.44	0%
<b>Caravan Park Total</b>		<b>\$ 1,467.95</b>	<b>\$ 30,022.20</b>	<b>5%</b>
<b>TOTAL EXPENDITURE</b>		<b>\$ 25,483.04</b>	<b>\$ 187,341.13</b>	<b>14%</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>\$ 15,763.63</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

## 11.4 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>	Nil

### OFFICER RECOMMENDATION

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

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.

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

**VOTING REQUIREMENTS** - Absolute Majority

### 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 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.



Chief Executive Officer  
Shire of Quairading  
PO Box 38  
QUAIRADING WA 6383

20<sup>th</sup> October 2021

Dear Graeme,

I am writing this letter, in my capacity as chairperson of the Quairading Community Gym, to consider a request for a discounted membership.

The Quairading Fire Brigade are looking into ways to encourage community members to join the Brigade as volunteers. One initiative, that they are hoping will be received favourably, is to offer a membership discount for the gym as an incentive.

We believe this is a fantastic idea as it encourages community participation, volunteer work and certainly added exposure for the community gym. It also aligns well with the positive mental health program "Act, Belong, Commit" by keeping active, connecting with others and engaging in activities that provide meaning and purpose.

As the Shire determine the gym fees, we are asking for a 10-15% discount for a 12 month membership. This is to be offered to individuals who sign up and complete their training as Quairading Fire Brigade volunteers. We see this as an ongoing incentive and one that would greatly benefit the Quairading community.

We hope this suggestion is approved and look forward to welcoming new volunteers as members to our gym.

With kind regards,

Lisa Powell  
Gym Committee Chairperson.

**From:** [Graeme Fardon](#)  
**To:** [Powell & Co Admin](#)  
**Subject:** RE: Gym membership  
**Date:** Wednesday, 20 October 2021 6:11:41 PM

---

Good Evening Lisa

Thanks for your email on behalf of the Gym Committee.

I think this is a great initiative and one that I will be taking to Council to Consider.

I also believe that this Proposal should be extended to include Members of the SJA to have equity in the treatment of our essential Emergency Service Volunteers. Are you agreeable for me to propose this to Council.

Regards

[Graeme Fardon](#)  
CHIEF EXECUTIVE OFFICER  
T: 9645 2400 | M: 0429 451 001 | E: [ceo@quairading.wa.gov.au](mailto:ceo@quairading.wa.gov.au)  
PO Box 38, 10 Jennaberring Road, Quairading WA 6383



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**From:** Powell & Co Admin <[admin@powellco.com.au](mailto:admin@powellco.com.au)>  
**Sent:** Wednesday, 20 October 2021 5:59 PM  
**To:** Graeme Fardon <[ceo@quairading.wa.gov.au](mailto:ceo@quairading.wa.gov.au)>  
**Cc:** [traceypatton1964@hotmail.com](mailto:traceypatton1964@hotmail.com)  
**Subject:** Gym membership

Dear Graeme,

Please find a letter attached in regard to membership and a request from the Quairading Fire Brigade.

With kind regards,

*Lisa Powell*

PO Box 8, Quairading.  
Western Australia 6383  
Mobile : 0427641196  
Email : [admin@powellco.com.au](mailto:admin@powellco.com.au)



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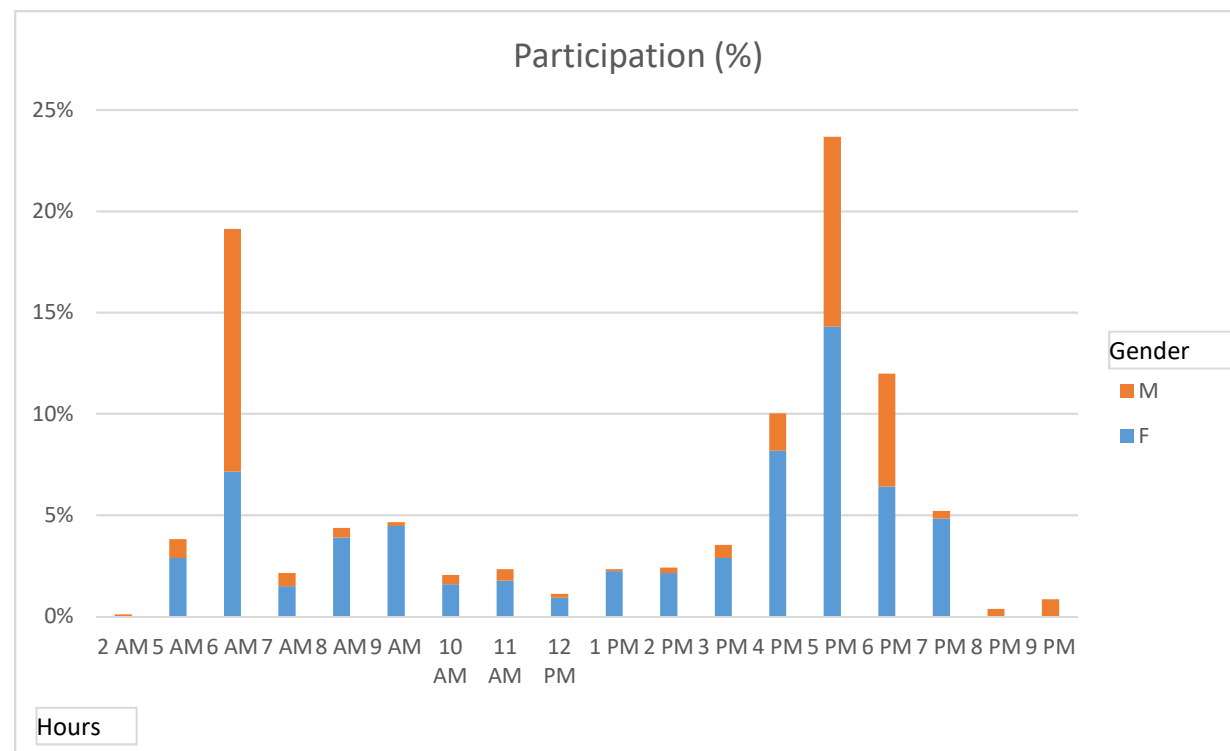
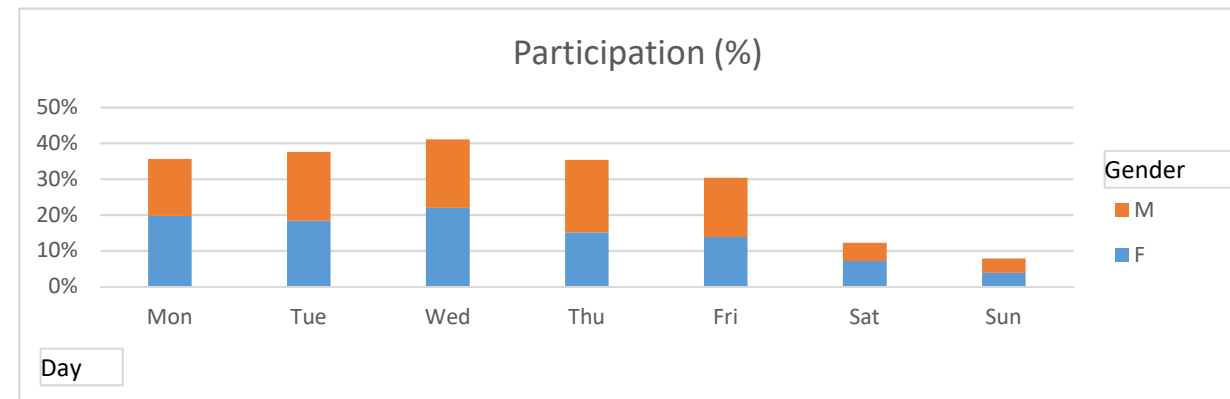
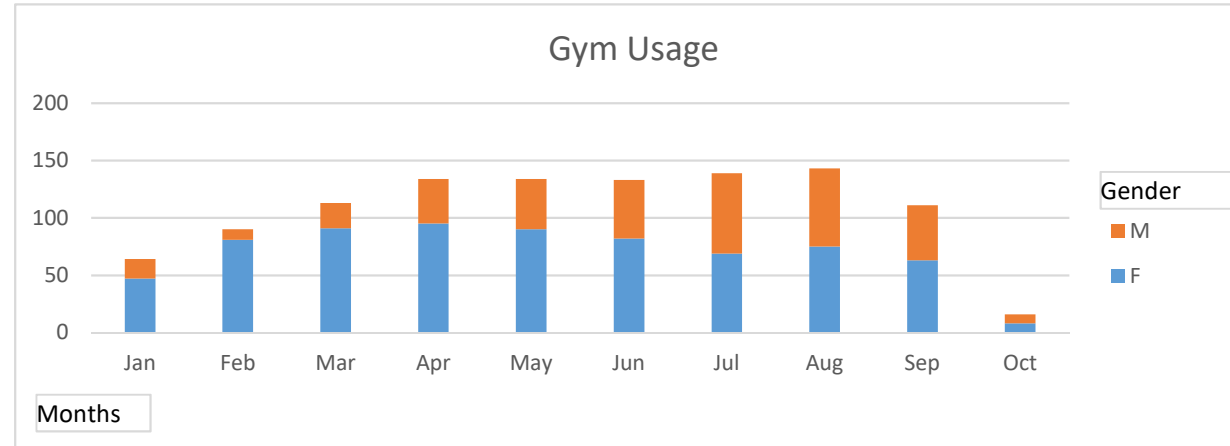
# Gym Usage (2021)

Membership Subscription (Mths)			
Gender	3	12	Grand Total
F	22	33	55
M	15	14	29
<b>Grand Total</b>	<b>37</b>	<b>47</b>	<b>84</b>

Usage Gender			
Row Labels	F	M	Grand Total
Jan	47	17	64
Feb	81	9	90
Mar	91	22	113
Apr	95	39	134
May	90	44	134
Jun	82	51	133
Jul	69	70	139
Aug	75	68	143
Sep	63	48	111
Oct	8	8	16
<b>Grand Total</b>	<b>701</b>	<b>376</b>	<b>1,077</b>

Usage Participation Rate			
Day	F	M	Grand Total
Mon	20%	16%	18%
Tue	18%	19%	19%
Wed	22%	19%	21%
Thu	15%	20%	17%
Fri	14%	16%	15%
Sat	7%	5%	6%
Sun	4%	4%	4%
<b>Grand Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Usage Participation Rate			
Time	F	M	Grand Total
2 AM	0%	0%	0%
5 AM	3%	1%	4%
6 AM	7%	12%	19%
7 AM	1%	1%	2%
8 AM	4%	0%	4%
9 AM	4%	0%	5%
10 AM	2%	0%	2%
11 AM	2%	1%	2%
12 PM	1%	0%	1%
1 PM	2%	0%	2%
2 PM	2%	0%	2%
3 PM	3%	1%	4%
4 PM	8%	2%	10%
5 PM	14%	9%	24%
6 PM	6%	6%	12%
7 PM	5%	0%	5%
8 PM	0%	0%	0%
9 PM	0%	1%	1%
<b>Grand Total</b>	<b>65%</b>	<b>35%</b>	<b>100%</b>



## 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

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

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
4. Establish the Local Emergency Management Committee (LEMC) and appoints  
Two Elected Members.
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.

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

**VOTING REQUIREMENTS** – Absolute Majority

#### OFFICER RECOMMENDATION 2

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

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.
2. Medical Executive Advisory Committee
  - a) Two Elected Members and CEO;
  - b) One Proxy Elected Member.
3. Old School Working Group  
Two Elected Members.

*Continues on next page*



4. Quairading District Sport & Recreational Council  
Two Elected Members.
5. Quairading Tourism Working Group  
Two Elected Members.
6. Reconciliation Action Plan Advisory Committee (RAP)
  - a) One Elected Member;
  - b) One Proxy Elected Member
  - c) CEO or Delegated Executive Officer.
7. School Liaison Portfolio  
One Elected Member.

---

### VOTING REQUIREMENTS – Simple Majority

#### 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**

<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

<b>1. COMMUNITY</b>
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

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

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

**VOTING REQUIREMENTS** – Absolute Majority

## 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

<p><b>MOVED</b> _____ <b>SECONDED</b> _____</p> <p>That Council, in accordance with Regulation 26 of the <i>Planning and Development (Development Assessment Panels) Regulations 2011</i> nominates the following Elected Members as local government members and alternative members for the Regional Joint Development Assessment Panel (JDAP):</p> <ol style="list-style-type: none"> <li>Cr _____ and Cr _____ as the Shire of Quairading local government members on the Regional Joint Development Assessment Panel;</li> <li>Cr _____ and Cr _____ as the Shire of Quairading Regional Joint Development Assessment Panel first and second Alternate Members.</li> </ol> <p style="text-align: right;">____/____</p>
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**VOTING REQUIREMENTS** –Simple Majority

### 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 19<sup>th</sup> 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

### 5. GOVERNANCE AND LEADERSHIP

5.1 Shire communication is consistent, engaging and responsive

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

## COMMUNITY CONSULTATION

No consultation 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.



Our Ref: DP/12/00609  
Enquiries: DAP Secretariat  
Telephone: 6551 9919

Dear Local Government CEO,

## **DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT NOMINATIONS**

Following the upcoming local government elections to be held on 16 October 2021, there may be a change in your local government DAP membership if the composition of your council changes. All existing local government DAP members are currently appointed for a term ending 26 January 2022. Prior to this expiry date, your local government will need to nominate four (4) DAP members for appointment by the Minister for Planning.

Representation of local interests is a key aspect of the DAPs system. Under regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* your local council is requested to nominate, as soon as possible following the elections, four elected council members to sit as DAP members for your local government. Using the attached form, nominations should be submitted via email to the DAPs Secretariat at [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au).

All local government councils are requested to provide nominations for local government DAP members by Friday 19 November 2021, to ensure local interests are represented in future DAP determinations. If you are unable to provide nominations by the above date, please contact the DAPs Secretariat to discuss alternative arrangements and implications. Once nominations are received, the Minister will appoint local government DAP members for the term ending 26 January 2024.

The McGowan Government launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government board and committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your local government nominations in supporting this important election commitment. Further information about OnBoardWA can be found at <http://www.onboardwa.jobs.wa.gov.au>.

The WA Government is committed to continue implementing the Action Plan for Planning Reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aims to provide a more robust DAP process that promotes consistency and transparency in decision-making. Please note that the local government membership configuration on the DAP will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat on (08) 6551 9919 or email [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au). Further information is available online at <https://www.dplh.wa.gov.au/daps>.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jodi Cant', with a stylized flourish at the end.

Jodi Cant  
Director General

16 September 2021



## DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION

Please complete the form and submit to [daps@dplh.wa.gov.au](mailto:daps@dplh.wa.gov.au).

<b>Local Government</b>	
<b>DAP Name</b>	

	Member 1	Member 2
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		
<b>Date of Birth</b>		
<b>Sex</b>		
<b>*Employer Name/s</b>		
<b>*Position/s</b>		
<b>*Employment Status</b>	Full Time      Part Time/Casual - Specify hours per week	Full Time      Part Time/Casual - Specify hours per week
<b>*Eligibility for Payment</b>	Yes              No	Yes              No

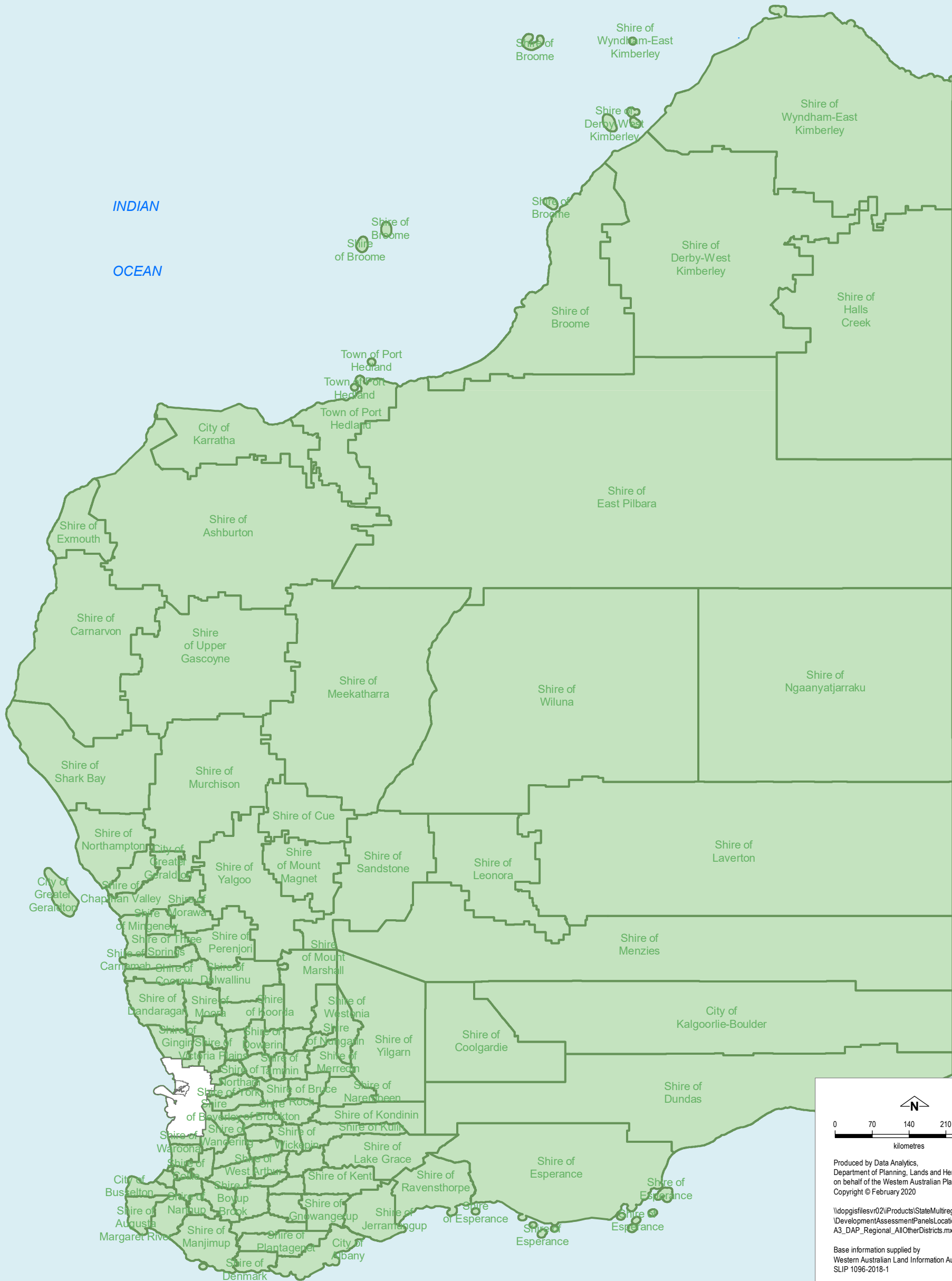
	Alternate Member 1	Alternate Member 2
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		
<b>Date of Birth</b>		
<b>Sex</b>		
<b>*Employer Name/s</b>		
<b>*Position/s</b>		
<b>*Employment Status</b>	Full Time      Part Time/Casual - Specify hours per week	Full Time      Part Time/Casual - Specify hours per week
<b>*Eligibility for Payment</b>	Yes              No	Yes              No

*\* The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the [Premier's Circular 2019/07](#).*

LOCAL GOVERNMENT CONTACT DETAILS – MINUTE TAKER			
<b>Name</b>			
<b>Phone</b>		<b>Email</b>	

# Regional Area

## Joint Development Assessment Panel



0 70 140 210 280  
kilometres

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on behalf of the Western Australian Planning Commission  
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\DevelopmentAssessmentPanels\LocationPlans\  
A3\_DAP\_Regional\_AllOtherDistricts.mxd

Base information supplied by  
Western Australian Land Information Authority  
SLIP 1096-2018-1

**Legend**

- Local government Boundary
- Extent of joint development assessment panel





## Premier's Circular

Number:	2019/07
Issue Date:	05/12/2019
Review Date:	30/06/2021

### TITLE

STATE GOVERNMENT BOARDS AND COMMITTEES

### POLICY

A State Government board or committee is a body:

- (i) established for the purpose of informing government policy or strategy;
- (ii) providing oversight and appropriate governance of some government functions and activities; or
- (iii) where members are paid a fee (other than reimbursements for travel expenses).

This includes sub-committees that fall within that definition.

All establishments, abolitions, changes in name, appointments and reappointments to State Government boards and committees are matters for Cabinet consideration.

Prior to establishing a board or committee, agencies should consider whether alternative forms of consultative bodies, such as an interagency working group, can be utilised. Agencies should also regularly review the ongoing need for a board or committee.

### DIVERSITY IN REPRESENTATION

All board and committee appointments should reflect the diversity of the community, and contribute towards the Government's target of 50 per cent representation of women. Diverse representation is particularly valuable among board and committee Chairs.

As a matter of sound governance practice the membership of individuals should not exceed ten years. When refreshing membership, staggered appointments can be a useful tool in retaining corporate knowledge while introducing fresh perspectives.

Additional considerations to take in account when seeking a nominee include:

- What will be the focus of the board or committee during the next term, and what skillsets will be required to effectively undertake this work?
- What skills and experience would be valuable, beyond that of subject matter experience?

- Would the board or committee benefit from new appointees with fresh insights?
- Does the relevant legislation permit a maximum of ten years membership for individuals and/or staggering appointment terms?

## REMUNERATION

The authority to pay fees to State Government board and committee members may derive from legislation, or a decision of Cabinet. Unless the relevant legislation provides otherwise, the rate of any fee is recommended by the Public Sector Commissioner.

A member of a State Government board or committee is not eligible for remuneration (other than reimbursements for travel expenses) if they are:

- (i) on the public payroll, including all current full time State, Commonwealth and Local Government employees; Members of Parliament; current and retired judicial officers (except Magistrates); and current non-academic employees of public academic institutions; or
- (ii) a person who was a Member of Parliament within the last 12 months.

Persons who are eligible for remuneration include:

- (i) part time public sector employees, where the relevant Minister is satisfied that the work relating to the board or committee will occur outside of their employment, and all other potential conflicts of interest are appropriately managed;
- (ii) University academics, defined as someone engaged primarily for the purpose of providing educational services and not administrative or other services; and
- (iii) elected Local Government councillors.

Remuneration of board and committee members should be reported in an agency's Annual Report.

For guidance on travelling expenses for board and committee members refer to the Public Sector Commission.

## ELIGIBILITY

Section 102 of the *Public Sector Management Act 1994* requires public sector employees to obtain the prior permission of their employing authority to engage in activities unconnected with their functions.

As a general guide, an individual should not sit on more than two (2) State Government boards and committees.

In order to exercise due diligence, agencies facilitating appointments to boards or committees should undertake pre-appointment screening controls such as verification of qualifications, fiduciary responsibilities, and conflicts of interest. Agencies should consider the level of pre-screening required in the context of the purpose and function of the board or committee.

## ENQUIRIES

The Department of the Premier and Cabinet provides advice on this Circular and maintains the OnBoardWA Register, which holds information supplied by board and committee applicants.

Members of the public interested in serving on a State Government board or committee are able to register their interest through [OnBoardWA](#)

The Public Sector Commission provides recommendations for the remuneration of board and committee members, as well as publishes the principles for good governance of boards and committees, which is available online at the [Public Sector Commission](#)

## BACKGROUND

This Circular defines what constitutes a Government board or committee, and provides guidance on selecting and remunerating appointees. A State Government Boards and Committees Register can be found at [OnBoardWA](#)

Nominees should be sourced from the OnBoardWA Register, and reflect the Government's commitment to diversity and gender equality. Agencies are encouraged to maintain forward plans for board vacancies, to ensure sufficient time to identify the most appropriate nominees.

Mark McGowan MLA  
**PREMIER**

For enquiries contact:	Anita Rudeforth 6552 5738 (policy and database advice) Department of the Premier and Cabinet  OnBoardWA Register: <a href="mailto:boards@dpc.wa.gov.au">boards@dpc.wa.gov.au</a>  Public Sector Commission (for remuneration matters) 6552 8500 <a href="mailto:gbc@psc.wa.gov.au">gbc@psc.wa.gov.au</a>
Other relevant Circulars:	N/A
Circular/s replaced by this Circular:	2017/08

## 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

<p><b>MOVED</b> _____ <b>SECONDED</b> _____</p> <p>1. That Council accepts the Officer's Report on the October Business Support Grants and supports the Grant Assessment Document.</p> <p>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).</p> <p style="text-align: right;">____/____</p>
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### VOTING REQUIREMENTS – Simple Majority

### IN BRIEF

- The Business Support Grants Process and Policy was endorsed by Council in February 2021.
- The Business Support Grants Program was launched on the 2<sup>nd</sup> 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

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*No matters for consideration.*

## ITEM 14      MATTERS FOR CONSIDERATION – WORKS

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*No matters for consideration.*



ITEM 15 URGENT COUNCILLORS' BUSINESS

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

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*No matters for consideration.*

**ITEM 17      NEXT MEETING DATE**

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The next Ordinary Meeting of Council is scheduled to take place on Thursday 25<sup>th</sup> November 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.