

Ordinary Council Meeting

Notice of Meeting | 28th July 2022

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in the Council Chambers, 10 Jennaberring Road, Quairading, WA on Thursday 28th July 2022 commencing at 2.00 pm.

Public are able to attend this meeting.

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

Alternatively, Questions may be asked in Person.

MEETING AGENDA ATTACHED



Nicole Gibbs
CHIEF EXECUTIVE OFFICER

Date: 22nd July 2022

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SHIRE OF QUAIRADING

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at _____ pm.

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

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

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

Council Officers

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

Observers/Visitor

Apologies

Leave of Absence Previously Granted

ITEM 3 PUBLIC QUESTION TIME

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

ITEM 6 DECLARATIONS OF INTEREST

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

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

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

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

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

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 30th June 2022

OFFICER RECOMMENDATION

MOVED _____ SECONDED _____

That the minutes of the Ordinary Meeting of Council held on the 30th June 2022 be confirmed as a true and accurate.

____/____

VOTING REQUIREMENTS – Simple Majority

7.2 Business Arising

SHIRE OF QUAIRADING

The Ordinary Council minutes of meeting held on 30th June 2022 commencing at 2.00 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Shire President opened the Meeting at 2.00 pm.

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

1.1 Change to the order of business

OFFICER RECOMMENDATION

RESOLUTION: 187 -21/22

MOVED Cr Hayes SECONDED Cr Hippisley

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

CARRIED 6/0

1.2 COVID-19 Vaccination Policy Update

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

OFFICER RECOMMENDATION

MOVER NIL

AUDIT & RISK RECOMMENDATION: AR27 – 21/22

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

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

MOTION LAPSED

Motion lapsed due to Council preference for a more clearly worded alternative recommendation.

RESOLUTION: 188 -21/22**MOVED Cr Haythornthwaite SECONDED Cr Hippisley**

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

CARRIED 6/0

IN BRIEF

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

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

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

State Government COVID-19 Vaccination Mandates

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

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

POLICY IMPLICATIONS

COVID-19 Vaccination Policy.

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

No consultation is required to end this Policy.

RISK ASSESSMENT

	Option 1
Financial	N/A
Health	<p>High</p> <p><i>The ending of this Policy will mean unvaccinated staff will be able to be employed by and work at the Shire. COVID-19 is now out in the community and there are minimal restrictions in place, so the Shire needs to manage the situation by ensuring staff do not come to work if they are infected by the virus.</i></p>

Reputation	Low <i>The Shire should have minimal reputational issues as the ending of this Policy is in line with State mandates.</i>
Operations	Medium <i>While COVID-19 cases are on the rise, staff could be infected with the virus which could affect day-to-day operations if multiple staff are off unwell.</i>
Natural Environment	N/A

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

COMMENT

Nil.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr Peter Smith	Shire President
Cr Trevor Stacey	Deputy Shire President
Cr Becky Cowcill	
Cr Jo Hayes	
Cr Jo Haythornthwaite	
Cr Jonathan Hippiisley	

Council Officers

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

Observers/Visitor

Nil.

Apologies

Cr EJ Cheang

Leave of Absence Previously Granted

Nil.

ITEM 3 PUBLIC QUESTION TIME

Nil.

ITEM 4 DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/PETITIONS

Nil.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

5.1 Application for Leave of Absence – Cr Cheang

A written application for Leave of Absence has been received from Cr Cheang for the Ordinary Meeting of Council scheduled 30th June 2022. The Council, in accordance with Section 2.25 of the *Local Government Act 1995*, may by resolution grant Leave of Absence to an Elected Member.

OFFICER RECOMMENDATION

RESOLUTION: 189 -21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That Cr Cheang be granted Leave of Absence in accordance with Section 2.25 of the *Local Government Act 1995* from the Ordinary Meeting of Council scheduled for the 30th June 2022.

CARRIED 6/0

ITEM 6 DECLARATIONS OF INTEREST

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

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

- a. in a written notice given to the CEO before the meeting; or
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An employee who has an interest in any matter to be discussed at a council or committee meeting attended by the local government employee disclose the nature of the interest —

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

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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

OFFICER RECOMMENDATION

RESOLUTION: 190 -21/22

MOVED Cr Stacey SECONDED Cr Hayes

That the minutes of the Ordinary Meeting of Council held on the 26th May 2022 be confirmed as a true and accurate.

CARRIED 6/0

7.2 Business Arising

Nil.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

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

RESOLUTION: 191 -21/22**MOVED Cr Haythornthwaite SECONDED Cr Stacey**

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

CARRIED 6/0

8.2 Business Arising

Nil.

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

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

OFFICER RECOMMENDATION

RESOLUTION: 192 -21/22

MOVED Cr Hippisley SECONDED Cr Hayes

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

CARRIED 6/0

9.2 Business Arising

Nil.

9.1.1 Audit register – progress report

OFFICER RECOMMENDATION

RESOLUTION: 193 -21/22

MOVED Cr Hippisley SECONDED Cr Haythornthwaite

AUDIT & RISK COMMITTEE RECOMMENDATION: AR24 – 21/22

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

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

CARRIED 6/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Receipt of the audit register progress report to May 2022.

BACKGROUND

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

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

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Audit) Regulations 1996; Regulation 7

Local Government (Financial Management) Regulations 1996; Regulation 5

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has a budget allocation of \$30,000 in the 2021/2022 Budget for the conduct of the external audit function by the Office of the Auditor General, for the audit of the 2020/21 annual financial statements. It is anticipated that a budget of a similar amount is to be adopted each year but will be the subject of an annual estimate of audit fees provided by the OAG. Officers' efforts to undertake the improvements and report on progress has not been estimated or reported.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

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

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

COMMENT

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

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

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

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

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

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

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

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

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

DISCUSSION AFFECTING COUNCIL DECISION

There was no contentious or arbitrary comment or discussion.

9.1.2 Report on excess annual leave and long service leave

OFFICER RECOMMENDATION

RESOLUTION: 194 -21/22

MOVED Cr Cowcill SECONDED Cr Stacey

AUDIT & RISK COMMITTEE RECOMMENDATION: AR25 – 21/22

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

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

CARRIED 6/0

IN BRIEF

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

MATTER FOR CONSIDERATION

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

BACKGROUND

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Industry Award 2020

23.6 Excessive leave accruals: general provision

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

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

Local Government Act 1995

Local Government (Long Service Leave Regulations)

Local Government (Financial Management) Regulations 1996

National Employment Standards

Fair Work Act 2009.

POLICY IMPLICATIONS

Current Policy: Leave Management Policy (ORG.2)

FINANCIAL IMPLICATIONS

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

The annual budget treats current leave as accruals.

The annual and long service leave reserve funds any prior year Leave entitlements taken by staff or paid out.

The current liability for both types of Leave (if all claimed on 8th May 2022) is calculated at \$213,758. In June this is expected to reduce by \$65,257.70 with the termination of two employees who have significant annual and long service leave entitlements.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Financial exposure and therefore risk escalation occurs if Leave accruals are not monitored and managed. Adequate reserve balances reduce the risk of financial exposure.</i>
Health	N/A
Reputation	Low
Operations	Low

	<i>Impact to operations where employees with excess leave are requested to take leave. This can be mitigated by agreement of mutually acceptable timeframes for taking leave that are not during heavy workload times.</i>
Natural Environment	N/A

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

COMMENT

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

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

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

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

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

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

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

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

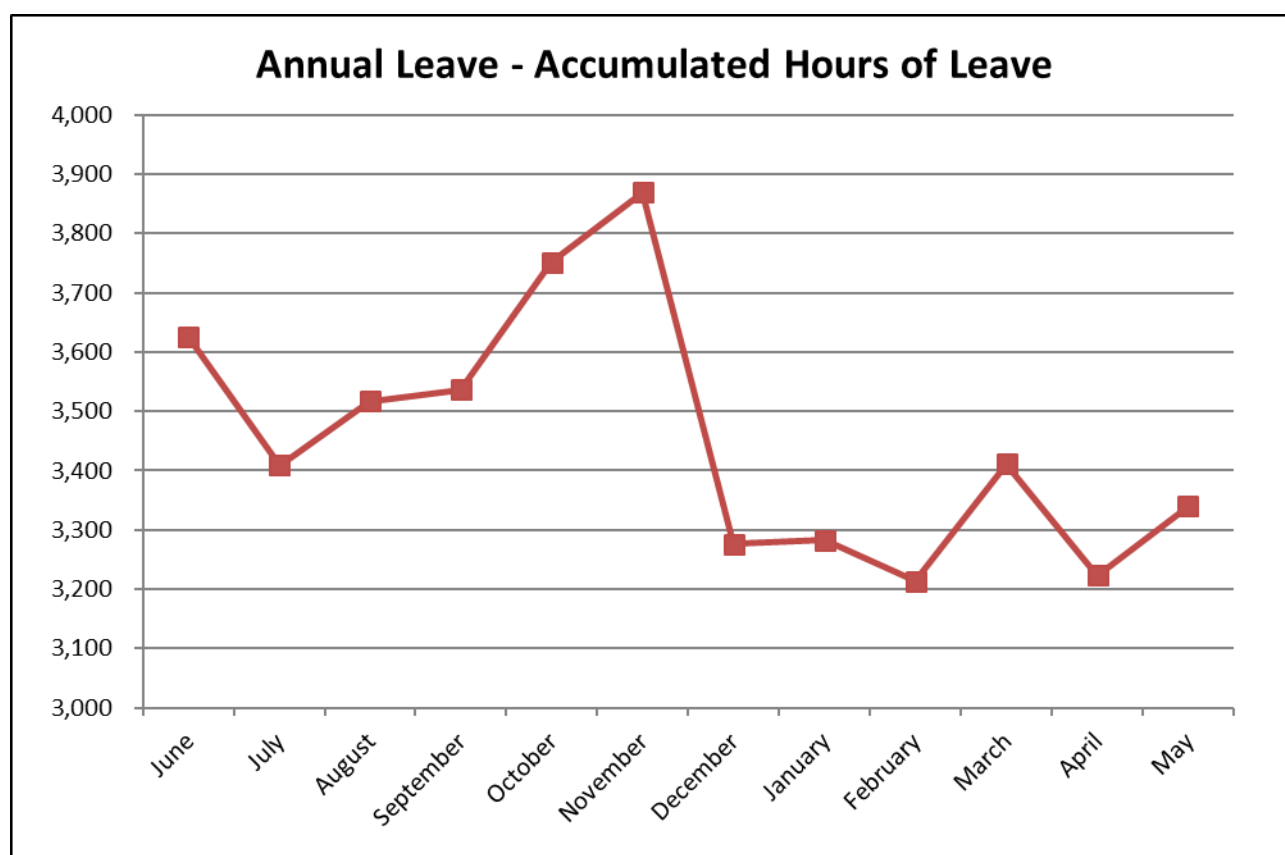
Three employee's long service leave accrual amount (hours) have increased. One employee's length of service has entitled them to start accruing long service leave. Three employees have received pay rate increases, increasing their LSL entitlement balance.

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

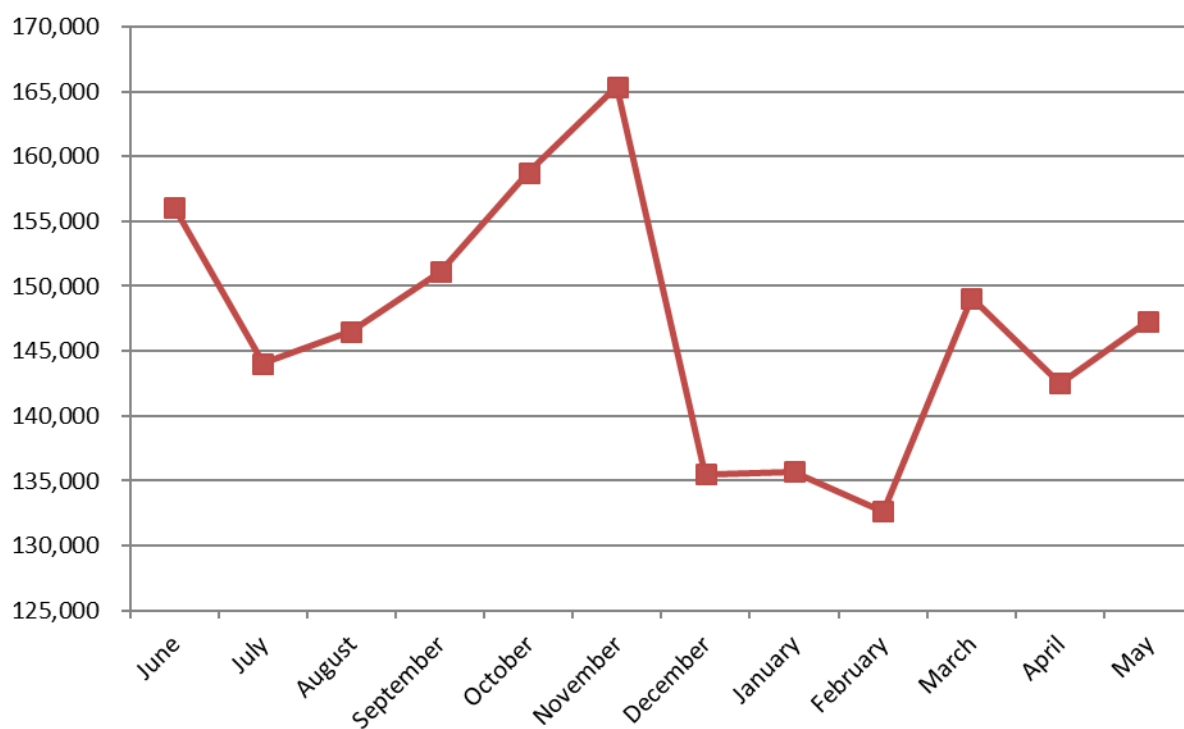
There are two upcoming separations, expected to be processed in June 2022. Both these employees have current annual leave and long service leave accrual entitlements, with the expected combined payouts (and reduction in liability) to be \$36,496.17 for long service leave and \$28,761.53 for annual leave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

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

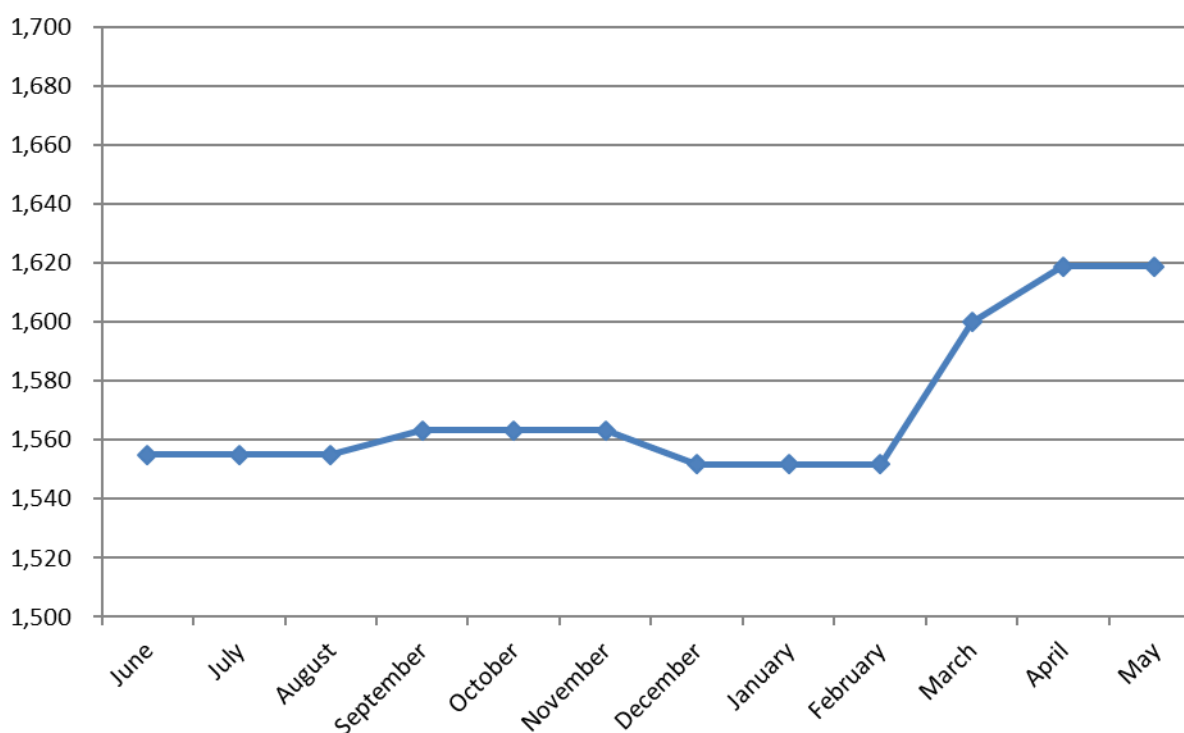
Month	LSL Hours	LSL \$	A/L Hours	A/L \$
June	1,555	63,101	3,625	156,032
July	1,555	63,101	3,409	144,028
August	1,555	63,101	3,517	146,512
September	1,563	63,373	3,536	151,124
October	1,563	63,373	3,751	158,754
November	1,563	63,373	3,869	165,350
December	1,552	58,708	3,276	135,510
January	1,552	58,708	3,282	135,728
February	1,552	58,708	3,213	132,665
March	1,600	65,929	3,412	149,101
April	1,619	66,465	3,223	142,510
May	1,619	66,465	3,340	147,293

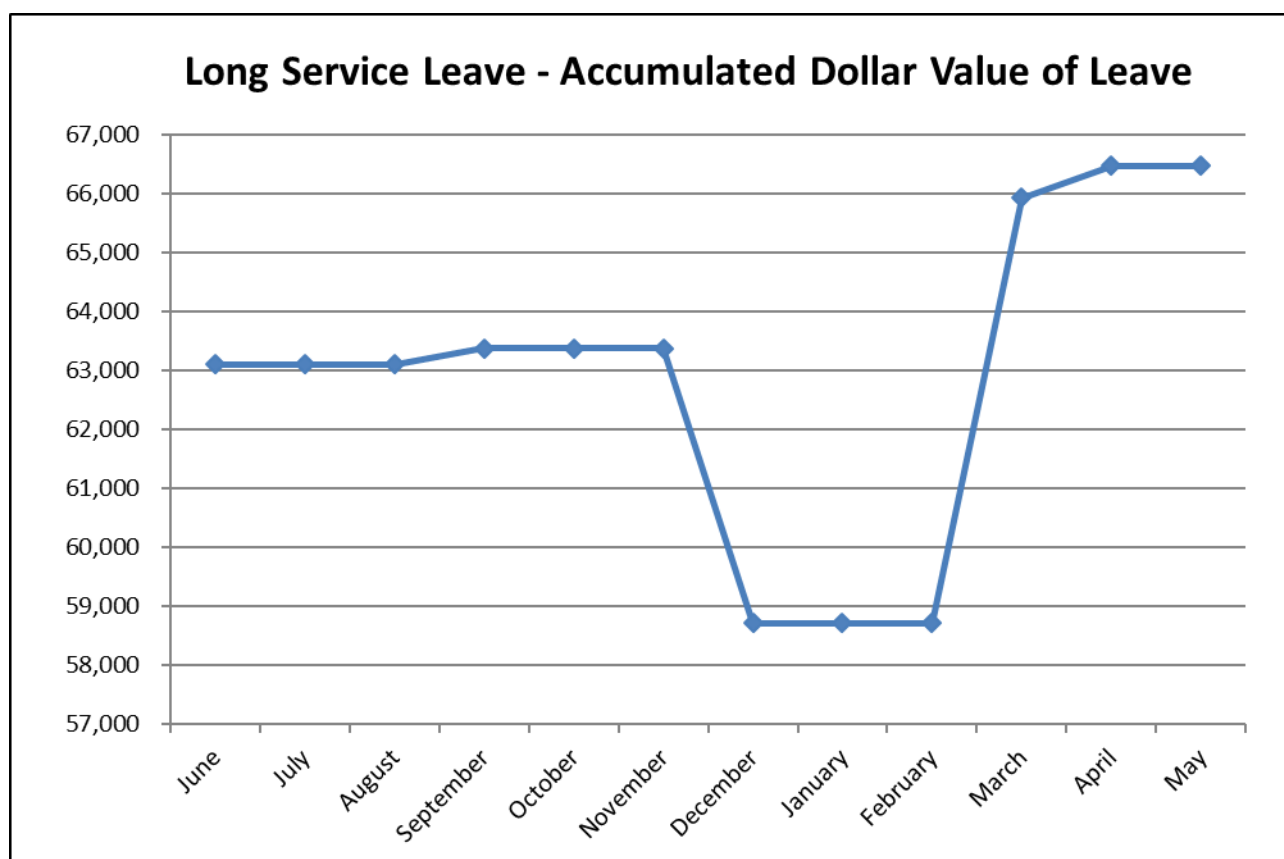


Annual Leave - Accumulated Dollar Value of Leave



Long Service Leave - Accumulated Hours of Leave





DISCUSSION AFFECTING COUNCIL DECISION

Cr Hayes asked if Council has a Leave Management Policy that outlines how and when the Shire pays out leave.

Mrs Horton said Council does have a Leave Management Policy that complies with the Award and the Fair Work Act 2009 with regards to purchasing (paying out) annual or long service leave. An employee can request to have two weeks of annual leave paid out if they are left with four weeks annual leave. The Shire does not generally approve purchasing leave as all staff must have four weeks annual leave to ensure compliance with the Work Health & Safety Act 2020.

Cr Hippisley asked if staff can be compelled to take leave if they accumulate too much. Mrs Horton advised that when staff accumulate eight weeks annual leave they **must** take a certain amount.

To give background, Cr Haythornthwaite said a regular leave liability report was originally requested by Council because at that time some staff had up to 16 weeks annual leave.

9.1.3 Light Industrial Area

OFFICER RECOMMENDATION

RESOLUTION: 195 -21/22

MOVED Cr Hayes SECONDED Cr Cowcill

AUDIT & RISK COMMITTEE RECOMMENDATION: AR26 – 21/22

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

1. Council note the information provided to the Audit & Risk Committee.
2. Council provide authority to the CEO to negotiate a purchase price for the 2x Light Industrial Blocks for price ranging between \$35,000 - \$40,000 with the guideline of \$40,000 per lot or \$70,000 for two.

CARRIED 6/0

IN BRIEF

On 09 February 2021 Council adopted the following motion:

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

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

MATTER FOR CONSIDERATION

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

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

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

BACKGROUND

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

“That the Strategic Planning Committee recommend to Council: -

1. That Council proceed with Stage 1 of the Light Industry Area Subdivision with the development of two (2) Lots and the Mains Power Substation at a Projected Total Cost of \$714,023 (including Costs to date)
2. The Project be staged over the 2020/2021 and 2021/2022 Financial Years.
3. That Council research External Grant opportunities for the funding of the development of Stage 2 of the Subdivision.”

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

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

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

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

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

STATUTORY ENVIRONMENT

Local Government 1995

Planning and Development Act 2005

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy: Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.3 Economy: Shire engages stakeholders and partners to help capture local economic development initiatives
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

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

RISK ASSESSMENT

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

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

COMMENT

Nil.

DISCUSSION AFFECTING COUNCIL DECISION

Ms Gibbs reaffirmed that Council could either negotiate the sale of the two blocks from an interested agent or wait for a response from Development WA as to whether the Shire could obtain external funding to finish the six block development.

The agent interested in buying the lots has two interested companies and mentioned that the price of the blocks was competitive at \$30,000 - \$40,000 but asked if the price was negotiable.

Cr Hippisley said he would like to see the sale of the blocks at the best possible price.

Ms Gibbs said York and Merredin are also developing Light Industrial Areas and suggested that Quairading would need to sell quickly so not to be competing against these towns for buyers.

Cr Stacey said he believed \$30,000 was too low of a price to sell the blocks for.

Cr Cowcill agreed.

Council agreed to fix a price at \$40,000 per lot or both lots for \$70,000. The CEO was so delegated to negotiate the deal.

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – May 2022

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

OFFICER RECOMMENDATION

RESOLUTION: 196 -21/22

MOVED Cr Hayes SECONDED Cr Stacey

That Council note the following:

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

CARRIED 6/0

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the accounts paid during May 2022.

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of power to make payments from its municipal or trust funds. In accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 a list of accounts paid by the CEO is to be prepared each month and presented to the Council at the next ordinary meeting of the Council after the list is prepared.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996, Reg 13 (1).

Local Government Act 1995, Section 6.9 (3) (a).

POLICY IMPLICATIONS

Delegation 1.1.13: Payments from the municipal or trust funds.

FINANCIAL IMPLICATIONS

Payment from Council's municipal fund. Expenditure as per delegated authority and included in the adopted 2021/2022 budget.

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

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.3 Governance and Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance and Leadership: Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.</i>
Health	Low
Reputation	Low <i>Creditors reviewed weekly and paid in accordance to agreed terms.</i>
Operations	Low
Natural Environment	Low

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

COMMENT

The payment listing for May 2022 is included at **Attachment (i)**.

DISCUSSION AFFECTING COUNCIL DECISION

Cr Cowcill queried the following items:

Page 120 – EFT 10920 – Caravan Park electricity use.

Page 122 – EFT 10952 – Caravan Park electricity use.

Cr Cowcill asked if this was a mistake as the payments were six days apart for the same thing.

Ms Horton took the queries on notice.

11.2 Financial Information – Statements of Income and Expenditure for the Period Ending – 31st May 2022

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

OFFICER RECOMMENDATION

RESOLUTION: 197 -21/22

MOVED Cr Haythornthwaite SECONDED Cr Stacey

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

CARRIED 6/0

IN BRIEF

- Monthly financial statements for the period ending 31st May 2022 attached.
- Monthly financial statements have been updated based on the Bob Waddell and Associates monthly statements model (Abridged version).
- Budget amendments endorsed at the November 2021 ordinary council meeting have been completed in SynergySoft and carried across into the financial reports. A change in recognition to the amendments related to expected profit/loss on sale of assets has changed the amended budgeted surplus for 2021/22 from \$74,571 to \$144,571.
- Budget amendments endorsed at the March 2022 ordinary council meeting have been completed in SynergySoft and carried across into the financial reports. Subsequently, the amended budgeted surplus for 2021/22 has reduced from \$144,571 to \$41,803.
- Future monthly financial statements will be produced using the Bob Waddell template expanding from the abridged version to the comprehensive model.
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new reporting template and accounting processes are utilised to optimise their capability and are prepared in a timely manner.
- In December 2021 the Shire started the transition from the existing Chart of Accounts (COA) to the DLGSC industry standardised COA. This project was finalised on the go-live date of 11th April 2022. Significant corrections to account mapping, programs (schedules) and income/expense accounts have been reflected in the updated monthly financial report and statements. Financial reports produced in the old COA and new COA will appear different.

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

MATTER FOR CONSIDERATION

To receive the monthly financial report and statements.

BACKGROUND

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, requires each local government to present a Statement of Financial Activity reporting on income and expenditure as set out in the annual budget. In addition, regulation 34(5) requires a local government to adopt a percentage or value to report on material variances between budgeted and actual results. The 2021/22 budget adopted by Council on 29 July 2021, determined the variance analysis for significant amounts of \$10,000 and 10% for the financial year.

Council resolved in October 2000 (minute number 071-00/01) to receive financial statements in the required statutory format. The current template utilises the Bob Waddell and Associates monthly statements model (abridged version), recently converted to the new Chart of Accounts (COA).

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

Local Government Act 1995, Section 6.4

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council provided an initial budget provision of \$25,000 for accounting support expenses in the 2021/2022 year. A further \$65,830 was added to this provision at the November 2021 budget review (resolution 74-21/22). Of this \$65,830; \$18,490 related to consultancy costs for increased scope with the Annual Financial Report (AFR), fair value valuations, monthly reporting template and ongoing support. The remaining \$47,340 related to costs associated to transition to the local government industry standard Chart of Accounts (COA). The amended budget for accounting support now totals \$90,830.

Additional costs will be incurred in early 2022 to complete the work by Bob Waddell and Associates to create an automated and self-balancing financial reporting model for Council's use.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

5.4 Governance and Leadership: Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Council has provided Budget Provision for Additional Accounting Services to assist the Council Staff. Overall Financial Risk is mitigated with Monthly Financial Reports being prepared and presented to Council for Review and Monitoring of Council's Financial Position throughout the Year.</i>
Health	Low
Reputation	Low <i>Additional experienced Accounting Support and Templates obtained to ensure that full Compliance to the Act, Regulations and Accounting Standards is achieved and maintained.</i>
Operations	Low <i>Additional External Accounting Contractor Services procured to support the new and existing Council Staff.</i>
Natural Environment	Low

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

COMMENT

The monthly financial statements have been updated using the Bob Waddell monthly statements model developed for smaller rural and regional Councils (abridged version).

The model template has been updated to include profit and loss statements for the Caravan Park.

The statements will continue to be updated and customised to include relevant information for Council and staff and to work with improvement management accounting practices.

It is expected that with each month's financial report, improvements will be made to extend the abridged version of reporting into the Bob Waddell and Associates comprehensive model.

Amendments to the 2021/22 Annual Budget were endorsed by Council at the November 2021 ordinary council meeting in resolution 74-21/22. The opening surplus of \$30,002 was predicted to increase by \$44,569 to total the amended budgeted surplus at the end of 2021/22 of \$74,571.

This amendment included a \$70,000 decrease in available cash related to five (5) expected profit/loss on sale of asset accounts. This was identified due to an error in the 2021/22 Statutory Budget where the \$70,000 was included in the overall total but not in the schedules.

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

The amended budgeted surplus was then \$70,000 above the predicted \$74,571, being \$144,571.

Further amendments to the 2021/22 Annual Budget were endorsed by Council at the March 2022 ordinary council meeting in resolutions 149-21/22 and 150-21/22. The amended budgeted surplus for 2021/22 has reduced from \$144,571 to \$41,803.

On the 11th of April 2022, the Shire went live with the new Chart of Accounts (COA). The monthly financial reporting template was reconfigured to align to the new COA by Bob Waddell. The new financial reports will vary in comparison to those produced in the previous COA due to amendments having been made during the COA conversion process to correct errors in the previous chart, this includes; corrections to the mapping of expenses between programs (schedules) and corrections to income/expense accounts.

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

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

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Feedback Policy

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

OFFICER RECOMMENDATION

RESOLUTION: 198 -21/22

MOVED Cr Hayes SECONDED Cr Hippisley

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

CARRIED 6/0

IN BRIEF

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

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

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

MATTER FOR CONSIDERATION

For Council to consider the new “Feedback Policy”.

BACKGROUND

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

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

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

STATUTORY ENVIRONMENT

Freedom of Information Act (WA) 1992

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Privacy Act 1998

Public Interest Disclosure Act 2003.

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

POLICY IMPLICATIONS

Complaints Policy

FINANCIAL IMPLICATIONS

There is no cost associated with developing a Policy.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

No consultation was required in the development of this Policy.

RISK ASSESSMENT

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

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

COMMENT

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

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

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

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

DISCUSSION AFFECTING COUNCIL DECISION

Cr Hayes said a Feedback Policy is much better than a Complaints Policy and the added content reads well.

Cr Hippisley said a lot of work has gone into the Policy.

Cr Stacey queried what should a Councillor do in the instance that a rate payer brings a suggestion to a Councillor, to make sure that the suggestion is not lost and goes down the correct channel.

Ms Gibbs said it will be added into the Policy that if a Councillor is approached with a suggestion the Councillor will either forward to suggestion onto the CEO or encourage the person putting the suggestion forward to contact the Shire directly. It will also be added that if a rate payer/community member is not satisfied with the Shire’s response they can contact the Shire President.

Cr Smith reminded Elected Members that the role of Councillors is to facilitate the communication between the rate payers and Shire, but Elected Members can’t do anything more. Councillors can’t direct Council Officers to complete a task, as this is what the CEO is employed for. All Elected Members can do for a rate payer making a suggestion and/or complaint is direct them to the correct Shire department and advise who they need to speak to. Cr Smith suggested that it has more weight if a complainant complains directly to the Shire rather than complaints coming through Councillors.

Cr Cowcill asked if there is still a book or something alike that suggestions could be written in that is checked by the Executive Management team.

Ms Gibbs said that there is no book, but that there is going to be a module on the website that allows people to make a suggestion that will go directly to the department/person responsible, as well as an active campaign asking what community members think is the most important project we should be focussing on, which includes infrastructure and roads.

Ms Horton said there is also a Customer Service module on Synergy that can be used if someone comes into the Shire in person that can be filled in, which is also sent to the responsible person.

Ms Gibbs said there is also an app that could be used where rate payers can take a photo and send the photo directly to the Shire for actioning. Mrs Horton thought it may be Snap, Send, Solve but further investigation will be made into this.

12.2 Grievance Policy

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

OFFICER RECOMMENDATION

RESOLUTION: 199 -21/22

MOVED Cr Cowcill SECONDED Cr Hippisley

That Council endorse the tabled Grievance Policy.

CARRIED 6/0

IN BRIEF

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

MATTER FOR CONSIDERATION

For Council to endorse the Grievance Policy.

BACKGROUND

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

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

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

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

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

5. A negative impact on employee relationships (especially if the grievance is long-term);
6. An increase in inappropriate behaviour, staff unrest and turn-over;
7. A negative impact on the physical and/or mental health and well-being of staff; and
8. A lack of trust in Council and management if grievances are poorly managed.

This policy also assists the Shire to:

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

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

STATUTORY ENVIRONMENT

Fair Work Act 2009

Fair Work Amendment Act 2013

Equal Opportunity Act 1984

Work Health & Safety Act 2020

Local Government Industry Award 2020

Privacy Act 1988

POLICY IMPLICATIONS

Feedback Policy

Bullying, Harassment and Discrimination Policy

FINANCIAL IMPLICATIONS

There is no cost associated with implementing a new Policy.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

COMMUNITY CONSULTATION

No consultation was required in the development of this Policy.

RISK ASSESSMENT

	Option 1
Financial	High

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

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

COMMENT

Nil.

DISCUSSION AFFECTING COUNCIL DECISION

Cr Smith said in the section relating to Elected Members complaining about Elected Members or a rate payer complaining about an Elected Member it needs to reference the:

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- Model Code of Conduct

Ms Gibbs said if a grievance is lodged to Fair Work, the cost associated with mediation/investigation is substantial. The Shire has created this Policy with a focus on the *Work, Health and Safety Act 2020* and the *Fair Work Act 2009* to ensure Council has met legal obligations

12.3 Street Addressing Policy

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

OFFICER RECOMMENDATION

RESOLUTION: 200 -21/22

MOVED Cr Hippisley SECONDED Cr Stacey

For Council to endorse the Urban and Rural Street Addressing Policy.

CARRIED 6/0

IN BRIEF

The Shire of Quairading is responsible for assigning a street number to rural roads and urban lots as per the *Local Government Act 1995*. In order to be able to assign street or road number, the Shire requires to have a Policy that outlines to staff and the community the procedure to allocate a number. Council currently do not have an addressing Policy. Shire officers have now developed one.

MATTER FOR CONSIDERATION

For Council to consider endorsing an Urban and Rural Street Addressing Policy.

BACKGROUND

Under the *Local Government Act 1995* the Shire of Quairading is responsible for assigning street numbers to rural and urban residential property addresses. The requirements for street addressing is outlined in the Landgate Addressing Guidelines, and the Australian/New Zealand Standard AS/NZS: 4819 20011 'Geographic information – Rural and Urban addressing'.

A Quairading resident requested to have a rural road number assigned to their property. It was then Shire officers discovered Council do not have a relevant Policy or procedure to refer to.

Not having an addressing Policy means in the event that a resident requests a change of address, requests a rural road number or just general information about how their property is assigned a number, there is nothing to guide employees or the community on how to lawfully fill this request.

STATUTORY ENVIRONMENT

Local Government Act 1995

Australian/New Zealand Standard AS/NZS: 4819 20011 'Geographic information – Rural and Urban addressing'.

Landgate Property Street Addressing Guidelines

POLICY IMPLICATIONS

This is a new Policy.

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.5 Community: Support emergency services planning, risk mitigation, response and recovery
- 5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive
- 5.2 Governance & Leadership: Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

There was no consultation required for this Policy.

RISK ASSESSMENT

	Option 1
Financial	N/A
Health	Medium <i>It is important that we ensure our community is safe by ensuring emergency services are to easily identify and access a property.</i>
Reputation	Low <i>Having a Policy that clearly defines to the public what an appropriate request to make with reference to changing a property address, allows employees to have fair and consistent reasons to give if an application is not approved.</i>
Operations	Medium <i>Having information readily available to the public prior to an application being put into the Shire for a property address change may deter a community member from submitting a property address change application if they can identify that it is not a reason the Shire will consider appropriate for changing an address, in turn, the Shire may only receive legitimate applications to consider for an address change (or any other request relating to addressing) as outlined in the Policy.</i>
Natural Environment	N/A

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

COMMENT

In order to be able to consider and process a request from the public to apply for a rural road number, change their property address, or just be given general information on why their property has been assigned a certain number, the Shire requires to have a clear street addressing Policy that can be followed and be available to members of the public.

The Policy gives very clear examples of when the Shire will not consider a change of address request. Without this Policy the Shire has nothing to back up why a change of address request should be declined if it is considered unreasonable. The Policy keeps Council consistent in their decision making. Having this information readily available to the public on the website may deter what is deemed an unreasonable requests.

It is important for the safety of our community that there is a Policy outlining the requirement for an urban/rural property number to be clearly displayed for emergency services to easily be able to identify a property.

As the Shire of Quairading district has both urban and rural residential addresses, it is a requirement for our Policy to be tailored to both categories of property.

The Policy that has been developed clearly defines:

1. How a street number is allocated.
2. What constitutes an appropriate request for a change of property address.
3. What Rural Road Numbering is, and how a resident can apply for one.

DISCUSSION AFFECTING COUNCIL DECISION

Cr Hippisley queried page 199 whether item 3.a “for roads between two other roads, the start point is to be at the intersection of the road or higher order, in relation to road hierarchy;” should be “for roads between two other roads, the start point is to be at the intersection of the road **of** higher order, in relation to road hierarchy;”

Ms Gibbs said she would take this on notice and speak with the Town Planner to check if the wording should be changed.

12.4 Microgrid Working Group Terms of Reference

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

OFFICER RECOMMENDATION

RESOLUTION: 201 -21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That Council endorse the microgrid working group terms of reference.

CARRIED 6/0

IN BRIEF

A Recommendation was tabled at the May 2022 Ordinary Council Meeting to establish a microgrid working group. As per Resolutions 178-21/22 and 179-21/22 the working group was established, members were nominated and the first task of the working group was assigned to create terms of reference for Council consideration.

MATTER FOR CONSIDERATION

The Shire of Quairading microgrid working group terms of reference.

BACKGROUND

At the April 2022 Strategic Planning Committee, Cr Hippisley presented to Council the idea of creating a micro grid within the Shire of Quairading. A micro grid is a small network of electricity users with a local source of supply and storage, usually attached to a centralized national grid but able to function independently.

CEO, Ms Nicole Gibbs and Cr Hippisley carried out further investigation into funding and grant opportunities, and met with industry experts in the field to see if it is a worthwhile project to pursue.

As Shire officers believed this is a worthwhile project to pursue, the establishment of a working group to conduct further investigation was tabled at the May 2022 Ordinary Council Meeting.

Resolution 178-21/22 and 179-21/22 saw the establishment of the working group, the nomination of the working group members and the assignment of the first task of the working group which was creating the group's terms of reference.

"RESOLUTION: 178-21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That Council endorse the establishment of a microgrid working group."

“RESOLUTION: 179-21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That Council:

Endorse the nominated persons to establish the Micro-grid Working Group:

- *Cr Hippisley*
- *Cr Smith*
- *Ms Gibbs*

That the Microgrid Working Group establish terms of reference as the first task.”

STATUTORY ENVIRONMENT

May 2022 Ordinary Council Meeting minutes, Resolution 179-21/22.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.1 Governance: Shire communication is consistent, engaging and responsive

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

CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>The project is in investigative stage only and external funding is being sourced.</i>
Health	N/A
Reputation	Low <i>The project is in investigative stage only and external funding is being sourced so there should be no negative publicity.</i>
Operations	Low <i>Clear terms of reference help to ensure the smooth running of the group. They can prevent irrelevant issues being raised and provide an element of professional objectivity, ensuring the member's time is used wisely and the group remains proactive.</i>

Natural Environment	<p>Low</p> <p><i>Once the terms of reference are created the group will be able to convene to work on the microgrid project. If Quairading was able to establish a microgrid, this would have a positive impact on the natural environment.</i></p>
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	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Critical
Rare	LOW Accept the risk Routine management	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Unlikely	LOW Accept the risk Routine management	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review
Possible	LOW Accept the risk Routine management	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review
Likely	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	HIGH Quarterly senior management review	EXTREME Monthly senior management review
Almost certain	MEDIUM Specific responsibility and treatment	MEDIUM Specific responsibility and treatment	HIGH Quarterly senior management review	EXTREME Monthly senior management review	EXTREME Monthly senior management review

COMMENT

As per Council resolution 179-12/22, the working group have come up with the terms of reference to be tabled to Council.

DISCUSSION AFFECTING COUNCIL DECISION

Cr Hayes asked why the sports ground was included as a microcosm project in the Terms of Reference.

Ms Gibbs said that as more information was obtained, it was thought less likely that a microcosm project was needed. However, there was not a need to remove reference to the possibility of a microcosm project as Council was not compelled to establish the project. The initial idea was that if Council couldn't get funding for a large-scale project immediately, a microcosm project may demonstrate the technology and the viability.

Cr Hayes asked that "community centre" be changed to "community building".

12.5 Local Roads and Community Infrastructure (LRCI) Program - Phase 3 Extension

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) LRCI Program Guidelines Phase 1 (ii) LRCI Program Guidelines Phase 2
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 202 -21/22

MOVED Cr Haythornthwaite SECONDED Cr Hayes

That Council notes the information provided, that there will be an extension to the LRCI funding for the 2022/23 financial year.

CARRIED 6/0

IN BRIEF

The Australian Government has committed to an extension of the LRCI Phase 3 funding for the 2022/23 financial year. Eligible local governments will receive a funding allocation equal to their Phase 1 allocation, with the chosen project to be completed by the 30th June 2024.

MATTER FOR CONSIDERATION

That Council note there will be a funding allocation of \$393,347 for the 2022/23 financial year.

BACKGROUND

The Shire received an email on the 27th of May 2022 with regards to an update on the LRCI Program.

The Australian Government has committed an extension to the Phase 3 LRCI funding with an additional \$500 million allocated to the LRCI Program to continue to boost Australia's economic recovery. This funding will be available in the 2022/23 financial year.

The LRCI program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Under the Phase 3 extension, Councils will receive a funding allocation equal to their Phase 1 nominal funding allocation. The Shire of Quairading received \$393,347. This funding will be available from 01 July 2023, with the project construction completion due by 30 June 2024.

The Phase 3 Extension is a separate Grant Opportunity delivered like a further Phase, and is not simply additional funds for Phase 3. The Phase 3 Extension Guidelines and Grant Agreements will be drafted by the Department over the coming months and will be made available to Council once complete. Nominations for Phase 3 Extension will open later in the year.

Final Reports

To be eligible for the final payment within any Program Phase, eligible Funding Recipients that have completed all their Phase 1 or Phase 2 projects prior to the 2021/2022 Annual Report may submit a Final Report to access their Final Payment Instalment early for each relevant Phase. The Final Report must record that all projects listed in the relevant approved work schedule are complete within the Eligible Construction Time Period (ECTP) detailed in the Program Guidelines for that Phase.

Final Reports are separate to Annual Reports and Quarterly Reports, and can be used to demonstrate that all approved projects within a Phase are completed and eligible to receive the remaining 10% (or actual expenditure) of unpaid funding.

Updated Phase 1 and Phase 2 Guidelines

In recognition of the continuing impacts of inclement weather and COVID-19, the Deputy Prime Minister, the Hon Barnaby Joyce MP made the decision to extend the Eligible Construction Time Period (ECTP) for LRCI Phase 1 and Phase 2 projects to 30 June 2022. The Deputy Prime Minister also decided to align the requirements and timing of the Annual Reports and Quarterly Reports for each phase of the LRCI Program.

STATUTORY ENVIRONMENT

LRCI Phase guidelines

Local Government Act 1995

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Should the Shire of Quairading be allocated the funding, it will allow Council to commence a new project within the District.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy: Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.3 Economy: Shire engages stakeholders and partners to help capture local economic development initiatives
- 3.1 Built Environment: Safe, efficient and well maintained road and footpath infrastructure
- 3.3 Built Environment: Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.2 Governance & Leadership: Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

Council officers may carry out community consultation to gauge what projects are the highest priority to the community.

RISK ASSESSMENT

	Option 1
Financial	Low <i>The funding will assist Council in delivering a quality asset to the Shire of Quairading.</i>
Health	N/A
Reputation	Medium <i>If the funding is allocated to Quairading, the Shire has an opportunity to bring something to the community that will be appreciated. Misuse of the funding could cause community dissatisfaction.</i>
Operations	Medium/High <i>If the funding is allocated, a Shire officer will need to be able manage the project on top of other projects/day-to-day activities.</i>
Natural Environment	N/A

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

COMMENT

Nil.

DISCUSSION AFFECTING COUNCIL DECISION

Cr Stacey asked when the project will need to be itemised for the extra funding.

Ms Gibbs said the Shire has been told we are receiving the funding but nothing more has been confirmed since the original email. As more information is received Council will be informed. This funding is what initiated the community survey. We want to ask what the community considers to be priority projects.

12.6 Proposed Advocacy Position on Arrangements for the management of Volunteer Bushfire Brigades

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) WALGA Proposed Advocacy Position for Volunteer Bush Fire Brigades (ii) WALGA Proposed Advocacy Position for Volunteer Bush Fire Brigades Info Page
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVER NIL

For Council to support the proposed Advocacy Position for the Management of Volunteer Bushfire Brigades in a hybrid model.

MOTION LAPSED

Motion lapsed due to Council requiring more information to make an informed decision.

Resolution: 203 – 21/22

MOVED Cr Hayes SECONDED Cr Hippisley

For this item to be deferred to the July 2022 Ordinary Council Meeting to allow for further information regarding an alternative model to the Advocacy Position for the Management of Volunteer Bushfire Brigades to become available from the Central Country Zone meeting.

CARRIED 6/0

IN BRIEF

An email was received on the 24th May 2022 from WALGA seeking views from local governments on a new Advocacy Position for the management of Bush Fire Brigades (BFBs).

The need for this position came to light after the introduction of the *Workplace Health & Safety Act 2020* and a comprehensive Local Government Emergency Management survey that was carried out in 2021 to ascertain the sectors sentiment with regards to their emergency management responsibilities.

The results of the survey saw a need to better support local governments in managing their Volunteer BFBs. Four different options have been identified for future management of BFBs, with a hybrid model being WALGA's preferred method. The hybrid model would allow local governments to continue to manage their BFBs if they have the capability to do so, but transfer the management of BFBs to DFES if they do not.

MATTER FOR CONSIDERATION

Council to consider whether to support:

- The introduction of a Advocacy Position for the future management of Volunteer BFBs; and
- The hybrid model.

BACKGROUND

An email was received on the 24th May 2022 from WALGA seeking views from local governments on a new Advocacy Position for the management of Volunteer BFBs. WALGA have allowed a six week consultation period, with the final position being considered by WALGA State Council in September 2022.

Western Australian local governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery.

Under the *Bush Fires Act 1954* local governments have a responsibility to manage bushfires and Volunteer BFBs.

The introduction of the *Work Health and Safety Act 2020* has brought to light the responsibility local governments have with regards to managing BFBs. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023. Therefore, WALGA have stated that the need for a new Advocacy Position is timely.

In 2021 WALGA undertook a comprehensive Local Government Emergency Management Survey to ascertain the sector's sentiment with respect to their emergency management responsibilities. From this survey 93% of the sector were not wholly satisfied with the current arrangements for the management of BFBs and 51% expressed that their local government does not support the requirements for local governments to manage BFBs. Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

WALGA has been undertaking a process to update the Advocacy Positions, and as a result has prepared eight new Advocacy Position Statements relating to Emergency Management (please see attachment (i), appendix 1), which will be considered at the July 2022 State Council meeting. These new Advocacy Positions are based on previous State Council endorsed submissions, recommendations from significant reviews and inquiries, and information and priorities captured in sector-wide consultations.

Four options are identified for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).

2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs, the responsibility is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

The proposed position

Based on the feedback received from local governments in the WALGA Emergency Management Survey and the other considerations outlined above, WALGA considers it appropriate for the Association to support a hybrid model for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those local governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a local government does not.

Whatever the arrangements for the future management of BFBs, WALGA considers it apparent that local governments with responsibility for the management of BFBs require additional support and resourcing which should be provided by the State Government, including:

1. Development of a suite of guidelines and resources to assist local governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
2. Expansion of the Community Emergency Services Manager Program (CESM) so that every local government with responsibility for managing BFBs has access to the program if they wish to participate;
3. Universal access to DFES training for BFBs; and
4. Development of mandatory and minimum training requirements including recognition of competency for volunteers.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Work Health and Safety Act 2020

Fire Brigades Act 1942

Fire and Emergency Services Act 1998

State Emergency Management Framework (State Framework)

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

WAGLA consulted the Local Government sector which is the reason this position has been identified as being necessary.

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>WALGA have not indicated that there will be a cost to Local Governments for the hybrid model.</i></p> <p><i>DFES will assume a higher portion of the total cost of the capital and operational costs of BFBs if it has management responsibility.</i></p>
Health	N/A
Reputation	<p>Medium</p> <p><i>If our Volunteer BFBs are not being managed appropriately it could result in loss of volunteers which could be detrimental to the safety of our community.</i></p>
Operations	<p>Low</p> <p><i>Should this model be implemented, Council have the option maintaining the status quo in terms of operations or reducing the operational burden by transferring it to DFES.</i></p>
Natural Environment	N/A

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

COMMENT

Nil.

DISCUSSION AFFECTING COUNCIL DECISION

Cr Smith said at the Central Country Zone meeting the Shire of Pingelly moved a different position to the WALGA position, as did a report put out by the Volunteer Bushfire Association of WA.

Cr Smith proposed deferring a Council decision until the Shire of Pingelly motion went back to Councils for discussion at the next Zone Meeting in August 2022 to ensure the most informed position.

Ms Gibbs said the recommended motion supported the hybrid model because the *Workplace, Health and Safety Act 2020* (the Act) placed all Elected Members and Executive Members at extreme risk directing fire and other emergency operations remotely. The new industrial manslaughter provisions cannot be insured against. If a person is found to be negligent in that space and someone is seriously injured while fighting a fire then the CEO and Councillors are liable. Ms Gibbs recommendation was for Council to investigate and make an informed decision as a matter of priority. Other Councils did not necessarily have same level of understanding of the possible consequences of the Act. Similarly, many local governments did not appear to have an understanding of the concept of “establishing an independent rural fire service” verses “a DFES take over.”

Cr Hippiisley said he would be inclined to have the State Government operate the brigades to mitigate against risk but also said it is a decision that needs to be strongly considered to ensure that the decision made is the right one for the community.

Cr Stacey said it make sense for State Government to take over the volunteers for training and out of season tasks, but once the fire season commences there may be constraints put on neighbours wanting to go and assist a fire. Cr Stacey said the first minutes of a fire are crucial. The community will not want to have to call DFES to be allowed to go and fight a fire as by the time approval is given it may be too late. Cr Stacey said he doesn't see the need for a smaller district like Quairading to be run from a central location.

Ms Gibbs said her understanding was that the State model would see an establishment of a rural fire service operating independently of DFES with its own Commissioner, structure and potentially more employees in the regions. The only potential connection to DFES might be the funding source (the ESL).

Cr Stacey said he has concerns that volunteers will no longer want to be involved in the fire brigade if there is too much bureaucracy involved.

Cr Hayes asked if the local brigades have received the paper for comment and suggested having the volunteers meet to discuss the new legislation.

Ms Gibbs said the new *Workplace Health and Safety Act 2020* had been discussed at the BFAC meeting. The paper would be disseminated for comment to volunteers.

12.7 Freedom Of Information Statement Review

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

OFFICER RECOMMENDATION

RESOLUTION: 204 -21/22

MOVED Cr Stacey SECONDED Cr Hippisley

That Council endorses the 2022 Freedom of Information Statement.

CARRIED 6/0

IN BRIEF

As per the *Freedom of Information Act 1992* (WA) all agencies must prepare and publish a Freedom of Information statement. The statement must be reviewed every 12 months and copy of its statement must be provided to the Information Commissioner as soon as practicable after the statement is published or a new edition produced.

Shire officers have made some minor amendments to the Freedom of Information Statement for Councils consideration.

MATTER FOR CONSIDERATION

For Council to endorse the updated Shire of Quairading Freedom of Information statement.

BACKGROUND

Part 5 of the *Freedom of Information Act 1992* (WA) (the FOI Act) requires each agency to prepare and publish a Freedom of Information statement. As per section 96 and 97 of the FOI Act, The statement must be reviewed at intervals of not more than 12 months.

Approved method of publication (in accordance with section 96(1)) -

1. Agencies shall have the discretion of publishing their information statement either as a standalone document or incorporated in its annual report.
2. Where an information statement is produced as a standalone document, reference to its existence and details of how it can be inspected or purchased should also be contained in the agency's annual report.
3. Each agency must make a copy of its information statement available for inspection and/or purchase at its major offices including those at regional centres.
4. Information statements shall be prepared in accordance with the requirements of section 94 of the FOI Act, and also follow guidelines as to format and content issued from time to time by the Office of the Information Commissioner.

Section 97 of the FOI Act

Agencies must also provide a copy of its statement to the Information Commissioner as soon as practicable after the statement is published or a new edition produced (section 97). If the Information Statement is not changed between editions, the agency need only notify the Information Commissioner that the statement has been reviewed and is still current. Where minor amendments are made to an existing statement, copies of the amended pages may be forwarded in lieu of the entire document, if feasible.

STATUTORY ENVIRONMENT

Freedom of Information Act 1992 Part 5, sections 96 97

POLICY IMPLICATIONS

Freedom of Information Statement

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Governance: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

No consultation was required.

RISK ASSESSMENT

	Option 1
Financial	N/A
Health	N/A
Reputation	High <i>It is against legislation if our FOI statement is not up to date.</i>
Operations	Low
Natural Environment	N/A

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

COMMENT

The Shire of Quairading publish their Freedom of Information Statement as a standalone document on the Shire of Quairading website.

The Organisational Chart has been updated to reflect the changes in the organisation.

There has been some minor changes to formatting, but any major changes or additions are indicated by being highlighted in yellow.

12.8 Electric Vehicle Station Update

Meeting Date	30 th June 2022
Responsible Officer	Nicole Gibbs (Chief Executive Officer)
Reporting Officer	Jen Green (Grants & Projects Officer)
Attachments	(i) Project Proposal (updated June 2022)
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

MOVER NIL

That Council: -

1. Accepts the officer's update on an electric vehicle charging station for Quairading submitted by the Grants & Project Officer.
2. Decide whether or not to purchase an electric vehicle charging station and if so, which charging station. There may be avenue for part of the LRIC funding to be used for this purpose.

MOTION LAPSED

The CEO withdrew the recommendation due to Council, offering to provide more detailed information available at the July 2022 Ordinary Council meeting.

IN BRIEF

- The Grants Team were asked by Council to investigate the purchase and installation of electric vehicle (EV) charging infrastructure within the town site.
- A proposal and quotes were prepared detailing the preferred infrastructure option and the upfront and ongoing project costs and presented at the April Strategic Planning Committee.
- A third alternative quote has since been provided by EVSE on a less expensive option.
- The CEO has attempted to investigate how long it will be before mainstream fuel providers introduce EV chargers across Western Australia.

MATTER FOR CONSIDERATION

- Whether to introduce electric vehicle charging infrastructure into the Shire of Quairading.
- Providing a public charging station has many potential benefits for tourism and local business.
- There is currently no external grant funding available to cover the cost of the project.
- The schedule/timing for mainstream fuel providers introducing electric vehicle chargers across Western Australia is considered to be commercially confidential information (bar the information already provided to Council by the CEO).

BACKGROUND

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

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

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

Since the April Strategic Planning Committee, one of the quoting companies EVSE Australia, has brought out an alternative 40kW model which is significantly less expensive than the 50kW previously quoted option.

The main difference between the models is that the 50kW option can provide 50km of range every 10 minutes, whilst the 40kW can provide 40km of range every 10 minutes.

Details of the 40kW charging station is included in attached updated Project Proposal.

Council has agreed to consider committing \$50,000 capital cost in 2022/2023 budget but with no commitment to use those funds without an evidenced positive cost-benefit analysis.

BP has entered into an agreement to buy Chargemaster– the operator of the UK's largest electric vehicle (EV) charging network and the leading supplier of EV charging infrastructure. The acquisition is an important step to scaling up and deploying fast and ultra-fast charging on BP's UK forecourts. BP anticipates

Australia-based EV charging company Tritium has signed a multi-year deal with BP for the supply of fast chargers – starting with the UK, Australia and New Zealand. The contract's initial order is for "just under 1000 chargers" for BP's growing public charger network, which is already operational in the UK under 'BP Pulse' branding.

Ampol is set to install EV fast-charging bays in its existing petrol stations, as part of a \$100 million commitment towards future energy projects. Ampol will start delivering fast-charging bays at more than 100 of its retail sites located around the country. This will include the greater Sydney, Melbourne, Brisbane and Perth regions, as well as regional centres like Newcastle, Wollongong, NSW's Central Coasts, Queensland's Gold and Sunshine Coast and Geelong in Victoria.

The schedule/timing for mainstream fuel providers introducing EV chargers across Western Australia is considered to be commercially confidential information (bar the information already provided to Council by the CEO).

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil in the 2022-23 financial year

Submitted for 2022-23 budget deliberations

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021-2031

- 2.1 Economy: Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)

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

CONSULTATION

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

RISK ASSESSMENT

	Option 1:
Financial	Low <i>The project is currently in design phase. If accepted by Council, a detailed budget submission will be drawn up to be submitted to the Council budget 2022/23.</i>
Health	n/a
Reputation	Low <i>Progression with the project would be seen by the community as i) encouraging more travellers to pass through Quairading with an economic multiplier impact, and ii) the Shire's commitment to reducing its carbon footprint and addressing climate change.</i>
Operations	n/a
Natural Environment	Low <i>A reduction in carbon footprint is beneficial to the natural environment.</i>

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

COMMENT

- A project proposal has been developed for the purchase and installation of a Fast Charging Electric Vehicle Station.
- Providing a public charging station has many potential benefits for tourism and local business.
- There is currently no external grant funding available to cover the cost of the project.

DISCUSSION AFFECTING COUNCIL DECISION

Cr Hippisley said:

- Slower charging stations are better for the life-cycle of the vehicle batteries.
- Thought must be put into how to advertise the station to electric vehicle owners.
- The location of the charger must carefully considered.

This item will be brought to the July 2022 Ordinary Council meeting with more detailed costings.

12.9 Quairading RSL Community Grants Application

Meeting Date:	30th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Jen Green (Grants & Projects Officer)
Attachments:	(i) Amended Community Grants Program application (RSL)
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 205 -21/22

MOVED Cr Hayes SECONDED Cr Haythornthwaite

That Council approves the Quairading RSL's amended application to the 2022/23 Community Grants Program and grants them \$660.00 to complete the project.

CARRIED 6/0

IN BRIEF

1. Seven applications to the Community Grants Program (round 1) were approved for funding of \$12,700.00 at the April 2022 Ordinary Council Meeting.
2. The Quairading RSL's application for \$523.33 for two additional flag poles at the Quairading Memorial was put on hold, pending further investigation as there was concern over the differentiating heights between the existing and new poles.
3. The RSL has re-submitted their grant application and is now requesting \$660.00 to complete their project.

MATTER FOR CONSIDERATION

1. Allocation of financial resources in the 2022/23 Shire's Annual Budget.
2. Allocation of financial resources in Round 1 of Community Grant Program.

BACKGROUND

Round 1 of the Community Grants Program was opened on 4th January 2022 with Policy and grant application forms forwarded to all Sporting and Recreation Clubs via email and regular advertising was conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook page.

Four categories of grant funding were promoted:

1. Grant 1 - up to \$500 per annum – in-kind contributions from Council.
2. Grant 2 – Minor projects \$500 to \$2500.
3. Grant 3 – Major projects over \$2500.
4. Grant 4 – Annual/recurrent funding.

A total of eight applications was received to the value \$13,223.33. Seven applications were approved to the value of \$12,700.00.

The Quairading RSL's application for \$523.33 for two additional flag poles at the Quairading Memorial was put on hold, pending further investigation as there was concern over the differentiating heights between the existing and new poles.

The existing two flag poles are no longer manufactured in that height (8.2m). The RSL has come to the decision that the best and most cost-effective option would be to replace the two existing flags with four 6 metre flag poles.

The amended application includes a request of \$660.00, an increase to the original application of \$523.33.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Community Grant Policy

FINANCIAL IMPLICATIONS

Nil – 2022-23 financial year

Submitted for 2022-23 budget deliberations

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low. <i>Even with the increase in the amount requested from the RSL, the program remains under budget.</i>
Health	N/A
Reputation	Low
Operations	N/A
Natural Environment	Low

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

COMMENT

The amended application meets all requirements under the Community Grants guidelines.

DISCUSSION AFFECTING COUNCIL DECISION

It was noted that in the grant application the applicant had requested four 6ft flag poles (a typographical error).

12.10 Business Grants Application

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Jen Green (GPO)
Attachments:	(i) Business Grants Assessment June 2022 (ii) Application – Marzocchi Contracting
Owner/Applicant:	N/A
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 206 -21/22

MOVED Cr Hayes SECONDED Cr Cowcill

1. That Council accepts the Officer's Report on the June Business Support Grants and supports the Grant Assessment Document submitted by the Grants & Projects Officer.
2. That Council provides funding for the received application from Marzocchi Contracting to the value of \$2173.60.

CARRIED 6/0

IN BRIEF

1. The Business Support Grants Process and Policy was endorsed by Council in February 2021.
2. The Business Support Grants Program was launched on the 02 August 2021 via the Shire Facebook Page, Website, Banksia Bulletin and direct email to all Quairading businesses.
3. One application was received during June 2022 to the value of \$2173.60
4. Details of the Application have been provided for consideration and recommendation to Council.
5. The application has been evaluated based on criteria in the Business Grant Guidelines.

MATTER FOR CONSIDERATION

1. Evaluation of a Business Support Grant Application received by the Grants & Project Officer in June 2022.
2. Allocation of financial resources in the Business Support Grants Program.

BACKGROUND

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

\$20,000 in funding has been allocated to the Program in the 2021/22 Council Budget.

The Business Support Grants Program was opened on 02 August 2021 with Policy and Grant Application forms forwarded to all Quairading Businesses via email and regular advertising has been conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

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

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

To date, 5 projects have been funded in the 2021-22 financial year, totalling \$13,246.39

June 2022 APPLICATIONS

Business	Project	Amount
Marzocchi Contracting	Upgrade of several pieces of equipment to assist in increasing business operations to provide more services to Quairading's ageing population.	\$2173.60
Grand Total		\$2173.60

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Business Support Grants Policy

FINANCIAL IMPLICATIONS

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

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy: Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive.
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community.
- 5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations.

CONSULTATION

The Business Support Grants Program is advertised regularly through the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Further refinements through reviews to the Grant Process will reduce risk to Council and the Businesses through better planning and delivery of Projects supported by the Shire</i>
Health	Low
Reputation	Low. <i>Shire will be seen to be actively engaging with and supporting local enterprises.</i>
Operations	Low
Natural Environment	Low

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

COMMENT

- One grant application was received and assessed during the month of June 2022.
- The grant application meets the selection criteria outlined in the Grant Guidelines.

12.11 Kwirradging Koort Community Park - June 2022 Briefing

Meeting Date:	30 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Sarah Caporn (Special Projects Officer)
Attachments:	(i) Summary of Equipment (ii) Task allocation and budget
Owner/Applicant:	N/A
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 207 -21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That Council receive the Kwirradging Koort Community Park June 2022 briefing.

CARRIED 6/0

Below is an update on the major elements of the Community Park.

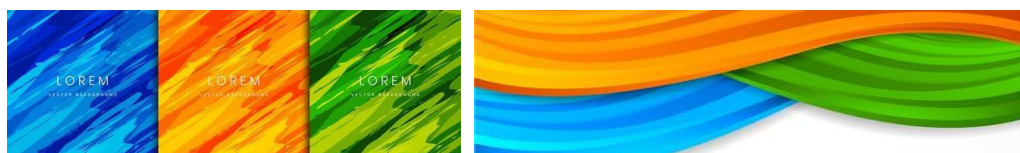
Summary:

Unfortunately many of our elements have increased in price significantly since our initial costings. This has meant officers have got creative in both our selections and how we will undertake the project management and installation. The Shire's Works team will be utilised where possible (preliminaries and site clearing, softfall, landscaping and fencing installation) with specialist contractors engaged for the play equipment. Local trades and contractors will be assisting with the utilities and construction of the shelters and ablution block.

Procurement:

We have finalised procurement of the play equipment, drink fountain, double electric BBQ, picnic shelter, table sets, benches and other furniture, the ablution block and exterior fencing. Next task is preparing a Request for Quote from specialist landscape installers for the play equipment and someone to assist with the irrigation design. Initial designers, Ecoscape are supplying updated landscape drawings by 30/06 for those few items that have changed or been finalised as a result of the procurement process.

The Shire's Working Group met on 21/06 to discuss final colour selections. Despite being slightly overwhelmed with all the choices, the group eventually decided upon a mid-green and sky blue with pops of orange to create a bright and inviting space in the centre of town. A full list of finalised items is provided at Attachment 1.



Utilities:

Costings have come back from Western Power to add a new connection from a pole in Parker St (\$22,035). Designs are now approved so Western Power will hopefully schedule the works in the next 4 to 6 weeks.

Water Corporation staff visited the site on 22/06 to finalise the plan for the deep sewer connection. This will involve digging up a section of McLennan Street to reach the line approx. 4m below the current surface. To assist with keeping costs as low as possible, Shire staff will assist with traffic management, a load of gravel and restoration of the bitumen surface. They will add a water meter back onto the existing mains supply to get potable water supplies to the site which remains intact from the workshop days.

Schedule:

The project team is aiming for practical completion in early December so that the official opening can occur as part of Quairading's Christmas celebrations. The play equipment will have the longest lead-time, currently extending out to approx. 12 to 14 weeks. Sarah and Dean will meet in coming days to begin working on a detailed schedule of tasks and which staff might be available to assist and when. Sarah will publish regular updates in the Banksia Bulletin to keep the community informed of progress.

Budget:

Total project budget is \$840,060. Outstanding orders and total confirmed spend to date is \$219,847. Our working document for task allocation and budget is provided at Attachment 2.

DISCUSSION AFFECTING COUNCIL DECISION

Ms Gibbs commended Mrs Sarah Caporn on her project management of this massive project. A lot of time and effort has gone into the decision-making for the park through the working group.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

14.1 Works & Services June 2022 Update

Meeting Date:	30th June 2022
Responsible Officer:	Dean Mastin (Executive Manager, Works & Service)
Reporting Officer:	Dean Mastin (Executive Manager, Works & Service)
Attachments:	N/A
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

RESOLUTION: 208 -21/22

MOVED Cr Haythornthwaite SECONDED Cr Hippisley

That Council receive the June 2022 Works & Services update.

CARRIED 6/0

IN BRIEF

Since the departure of the then Executive Manager, Works & Services, Allan Rourke, Council has not been provided a regular update on the progress and achievements of the Works & Services Team. This agenda paper re-commences that regular reporting function.

MATTER FOR CONSIDERATION

Council to note the update on the progress and achievements of the Works & Services Team for the month of June 2022.

BACKGROUND

This agenda paper provides Council with an update on the strategies, projects and achievements of the Works & Services Team, as follows:

1. Non-compliance issues with regard to the *Local Government Industry Award 2020*, the *Fair Work Act 2009* and the *Work Health & Safety Act 2020* have been resolved or are in the process of being resolved. This includes:
 - a. Unlawful redundancies have been rectified.
 - b. Disparate pay rates have been brought into line in accordance with the *Local Government Award 2020*.
 - c. All employees have received Workplace Bullying training (covering both the *Fair Work Act 2009* and *Work Health & Safety 2020* provisions).
 - d. An employee training matrix has been established and employees are being enrolled in respective training to obtain the necessary (legal) qualifications (through a staged approach). The training matrix has been costed and will form part of the proposed new budget.
 - e. The funded grant programmes (State and Commonwealth) have now been acquitted and funding for the 2022/2023 year is under negotiation.

- f. The Asset Management Plan is currently under review and should be available by August 2022.
 - g. The Asset Management Strategy is in draft form and should be complete by August 2022.
 - h. An annual works schedule is under development and will be available for Council consideration at the July 2022 Council Meeting.
 - i. The workforce has been restructured to increase the accountability and responsibility of supervisors.
2. Unfortunately, as a direct result of a series of lapses made last year (e.g. not applying for vegetation clearing permits; outsourcing excessive amounts of work to contractors), the organisation is behind in the roads schedule and/or has not met pre-determined schedules. Negotiations with funding bodies is underway and will hopefully result in an agreement to role funding over to the new financial year. The highest risk in this space is the approximate \$650,000 assigned to a roads project which has not yet commenced. If officers are successful in the negotiation, this will place pressure on existing resources as we now need to complete additional work in the 22/23 financial year.
 3. Building relationships with funding bodies is now a priority.

STATUTORY ENVIRONMENT

Local Government 1995

Local Government Industry Award 2020

Work Health & Safety Act 2020

Fair Work Act 2009

POLICY IMPLICATIONS

Asset Management Policy

FINANCIAL IMPLICATIONS

The financial implications of the current Works & Services strategies are yet unknown. The 2022/2023 budget will provide a more meaningful understanding of the costs saved by using less external contractors' verses upskilling and resourcing our internal workforce.

The financial implications if officers are not successful in negotiating the roll-over of funding into the 2022/2023 year are significant (approximately \$700,000).

New infrastructure (e.g. community park, old school site, the Groves etc.) will require a workforce commensurate to the increased workload. It is anticipated that a cost-benefit at the time of the Council budget workshop will be able to demonstrate a worst case scenario of 'neutral' between the current outsourced workforce model and supporting an internal workforce.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

Continued community input (on a formal and informal basis) demonstrates that the community is not comfortable with the outcome (quantity and quality) the outsourced model is delivering in terms of infrastructure and services across the Shire.

RISK ASSESSMENT

	Option 1
Financial	Medium <i>Shire officers will continue to keep Council updated on financial information that rises from the Works & Services department.</i>
Health	N/A
Reputation	Medium <i>Council officers have been working hard to work through the backlog of work that has been caused due to lack of management and staff. As the Council gets back on track with maintenance schedules the relationship with the community will continue to get better.</i>
Operations	Medium <i>There has been a lot of changes to work structures, schedules, Policies and procedures that have taken some time to work through, but it will make for a more efficient work place once complete.</i>
Natural Environment	N/A

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

COMMENT

Nil.

ITEM 15 URGENT COUNCILLORS' BUSINESS

RESOLUTION: 209 -21/22

MOVED Cr Hippisley SECONDED Cr Haythornthwaite

That Council accept urgent Councillors business.

CARRIED 6/0

Cr Haythornthwaite

Cr Haythornthwaite said it is noted that since Cr McGuinness resigned from Council there is an impending Extraordinary Election and requested an update on this.

Miss Hadlow said that Council can decide to leave the position vacant by absolute majority and send a request to the Electoral Commission to request the position remain vacant, or move for Council to hold an Extraordinary Election.

Ms Gibbs said when the Local Government Act reform is implemented next year any Shire with a population of 5,000 people or less will only be allowed to have 5-7 Councillors.

Cr Haythornthwaite said that the position should be filled as we are working under the current Act where Quairading's Council is required to have eight Elected Members.

Cr Hippisley said that given the reform is likely to go through, he suggests leaving Council Members at seven. This will negate the cost and officer time in electing an eighth member who will eventually need to be removed.

Cr Stacey said Council is working under the current Act, and being that it is over 12 months until the next Local Election, Council has an obligation to go to Extraordinary Election. It is a good opportunity for a community member to get a feel for being a Councillor.

RESOLUTION: 210 -21/22

MOVED Cr Haythornthwaite SECONDED Cr Stacey

That Council hold an Extraordinary Council Election to fill the current vacancy at the earliest convenience.

CARRIED 5/1

Cr Smith said he would like to see the Extraordinary Election as soon as possible.

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

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

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

OFFICER RECOMMENDATION

RESOLUTION: 211 -21/22

MOVED Cr Hippisley SECONDED Cr Cowcill

That Council close the meeting to the public at 3.40 pm to consider the confidential reports listed below in accordance with Section 5.23(2) of the *Local Government Act 1995*:

16.1 Dilapidated Building Work Orders (Confidential)

CARRIED 6/0

16.1 Dilapidated Building Work Orders (Confidential)

OFFICER RECOMMENDATION

RESOLUTION: 212 -21/22

MOVED Cr Hippisley SECONDED Cr Hayes

For Council to note the action required on the buildings mention in June 2022 confidential report 16.1.

CARRIED 6/0

16.2 Public Reading of Resolution

OFFICER RECOMMENDATION

RESOLUTION: 213 -21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That the meeting be open to members of the public at 3.55 pm.

CARRIED 6/0

ITEM 17 NEXT MEETING DATE

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

ITEM 18 CLOSURE

There being no further business, the Chairperson closed the meeting at 3.55 pm.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

No matters for consideration.

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

No matters for consideration.

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – June 2022

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Leah Horton (Executive Manager Corporate Services)
Attachments:	(i) List of Accounts - June 2022 (ii) Transport Takings - June 2022 (iii) Credit Card Statement - June 2022
Owner/Applicant:	N/A
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council note the following:

1. That schedule of accounts for June 2022 covering municipal vouchers 23902 to 23903, and EFT 10973 to EFT 11116, totalling \$425,110.04 be received (Attachment i); and
2. That police licensing payments for the month of June 2022 totalling \$28,524.80 be received (Attachment ii); and
3. That fund transfers to the corporate credit cards for June 2022 totalling \$2,523.65 be received (Attachment iii); and
4. That net payroll payments for the month of June 2022 totalled \$161,138.36; and
5. That the lease payments for the month of June 2022 totalled \$3,467.53; being \$2,423.73 on the CESM vehicle, and \$1,043.80 on the skeleton weed vehicle (chattel mortgage payment).

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

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

MATTER FOR CONSIDERATION

Note the accounts paid during June 2022.

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of power to make payments from its municipal or trust funds. In accordance with regulation 13(1) of the Local Government (Financial Management) Regulations 1996 a list of accounts paid by the CEO is to be prepared each month and presented to the Council at the next ordinary meeting of the Council after the list is prepared.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996, Reg 13 (1).

Local Government Act 1995, Section 6.9 (3) (a).

POLICY IMPLICATIONS

Delegation 1.1.13: Payments from the municipal or trust funds.

FINANCIAL IMPLICATIONS

Payment from Council's municipal fund. Expenditure as per delegated authority and included in the adopted 2021/2022 budget.

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

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.3 Governance and Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance and Leadership: Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.</i>
Health	Low
Reputation	Low <i>Creditors reviewed weekly and paid in accordance to agreed terms.</i>
Operations	Low
Natural Environment	Low

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

COMMENT

The payment listing for June 2022 is included at **Attachment (i)**.

11.1 (i) | List Of Accounts - June 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10973	15/06/2022	QUAIRADING TYRE & BATTERY SUPPLIES	COVID-19 COMMUNITY VACCINE PROGRAM 20 x \$20 FUEL VOUCHERS - COVID VACCINATION GRANT FUNDED, REMOVE TYRE AND REPLACE VALVE ON CHERRY PICKER, SUPPLY AND REPAIR PUNCTURED TYRE ON LOADER	\$744.53	PARTIALLY
EFT10974	15/06/2022	AVON WASTE	DOMESTIC RUBBISH, RECYCLING AND BULK RECYCLING BIN SERVICES MAY 2022	\$9,602.35	
EFT10975	15/06/2022	QUAIRADING FARMERS CO-OP	CO-OP PURCHASES MAY 2022; COVID CLINIC BBQ (FUNDED BY COVID VACCINATION GRANT), ADMIN, YOUTH CENTRE, DEPOT, MEDICAL, CARAVAN PARK. MILK, SUGAR, PEST CONTROL, BISCUITS, COFFEE, BATTERIES, TISSUES, ETC.	\$410.80	
EFT10976	15/06/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES; HISCO CARAVAN PARK, PCS IT SUPPLIES, SURGICAL HOUSE MEDICAL CENTRE.	\$43.44	
EFT10977	15/06/2022	LANDGATE	RURAL UV GENERAL REVALUATION 2021/2022, VALUATION ROLL AND MINING TENEMENTS, GROSS RENTAL VALUATIONS 02/04/2022-13/05/2022	\$8,201.40	
EFT10978	15/06/2022	IT VISION	CHART OF ACCOUNT RESTRUCTURING (COA) - IT VISION FINAL COSTS FOR MEALS, PETROL, TRAVEL CHARGES FOR CONSULTANT	\$1,228.49	
EFT10979	15/06/2022	QUAIRADING AGRI SERVICES	VARIOUS CLEANING SUPPLIES; ADMIN BUILDING, COMMUNITY BUILDING, HIRE HALL, MEDICAL CENTRE, DEPOT WASTE FACILITY. INCLUDING; BIN BAGS, MOP HEADS, EAR PLUGS, GLOVES, HAND WASH, TOILET PAPER, HAND TOWELS, WINDEX, BODY WASH, TISSUES, CLOTHS, TOILET GEL, GLEN 20, ETC. WORKS GARDEN PURCHASES MAY 2022; NUT, UNIPAK, INSECTICIDE, BRICKLAYERS LINE, RUBBER MALLET, TEK SCREWS, HOSE COUPLER, RATCHET CLIP, MICRO JOINER.	\$3,892.12	
EFT10980	15/06/2022	COMMUNITY RESOURCE CENTRE - QUAIRADING	QUAIRADING COMMUNITY RESOURCE CENTRE CHARGES MAY 2022; PHOTOCOPIES, CLEANING, GYM MANAGEMENT, WEBSITE MANAGEMENT, BANKSIA BULLETIN PUBLICATIONS.	\$1,342.89	
EFT10981	15/06/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	ADMIN: IT MAINTENANCE AND SUPPORT 24/05/2022 - 26/05/2022 & MONTHLY FEE MAY 2022, MEDICAL: IT MAINTENANCE AND SUPPORT 26/05/2022	\$1,175.00	
EFT10982	15/06/2022	QUAIRADING TYRE & BATTERY - COMMUNITY CAR	COMMUNITY CAR FUEL MAY 2022	\$133.00	FULLY

11.1 (i) | List Of Accounts - June 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10983	15/06/2022	WATER CORPORATION	WATER USAGE AND SUPPLY TO APIN RD 21/03/2022 - 18/05/2022	\$61.71	
EFT10984	15/06/2022	BOB WADDELL & ASSOCIATES PTY LTD	BUDGET TEMPLATE FOR THE 2022/23 FINANCIAL YEAR CONFIGURED TO THE NEW CHART OF ACCOUNTS (COA), NEW FINANCIAL REPORTING TEMPLATE ASSISTANCE, MAY RATES MANAGEMENT (OUTSOURCING), RATES PENSIONER CORRECTIONS FROM 21/22 AND 20/21 FINANCIAL YEARS PROCESSING ERRORS.	\$11,013.75	
EFT10985	15/06/2022	MARNHAM'S MECHANICAL SERVICES	50,000KM SERVICE ON HINO TRUCK, APRIL SERVICING OF TOWN CLOCK GENERATOR, SERVICING OF ADMIN BUILDING GENERATOR, SERVICING OF MEDICAL CENTRE GENERATOR, SERVICING OF SHIRE HALL GENERATOR, AIR-CON REPAIRS TO TENNANT STREET SWEEPER	\$1,973.56	
EFT10986	15/06/2022	SYNERGY	VARIOUS ELECTRICITY SUPPLY; STREET LIGHTING 25/04/2022 - 24/05/2022, YOUTH CENTRE 10/03/2022 - 28/04/2022, WASTE FACILITY 10/03/2022 - 10/05/2022.	\$2,718.21	PARTIALLY
EFT10987	15/06/2022	BENT NAIL BUILDING & MAINTENANCE	1x FULL DAY HIRE OF EXCAVATOR - CEMETERY	\$220.00	
EFT10988	15/06/2022	PETER ROBERT YORK	REPAIRS TO SHIRE RESIDENCES: UNIT 3/19 GILLETT STREET - SEAL WALL TILES AND GP BETWEEN CUPBOARD AND WALL, UNIT 5 ARTHUR KELLY VILLAGE - REMOVE FLY SCREEN DOOR AND REPAIR HINGE, CHILDCARE CENTRE - SUPPLY AND INSTALL NEW LOCKS ON LAYBY TOILETS, STRIP RUST OFF RAILING THEN PAINT.	\$200.00	
EFT10989	15/06/2022	REGIONAL DEVELOPMENT AUSTRALIA (RDA) WHEATBELT	ANNUAL GRANT GURU SUBSCRIPTION (YEAR 3 OF 3 YEAR OFFER)	\$852.50	
EFT10990	15/06/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL SUPPLY 5000L DIESEL JUNE 2022	\$9,540.25	
EFT10991	15/06/2022	LLOYDS EARTHMOVING	CARAVAN PARK: LANDSCAPING ROCKS FOR CARETAKER HOUSE AND RECEPTION.	\$935.00	
EFT10992	15/06/2022	DAVES TREE SERVICE	TRIM AND SHAPE BACK STREET TREES TO WESTERN POWER STANDARDS	\$6,811.20	
EFT10993	15/06/2022	NORTHAM HOLDEN	Q465 36,000KM SERVICE AND REPLACEMENT OF WIPER BLADES	\$648.22	
EFT10994	15/06/2022	CWB ELECTRICAL & A/C	TRACE AND REPAIR FAULT OVAL DAM PUMP, REPLACE FAULTY HEATING ELEMENT IN HOT WATER UNIT - ARTHUR KELLY VILLAGE	\$1,312.16	
EFT10995	15/06/2022	NUTRIEN AG SOLUTIONS	20M2 GEOHEX PAVERS FOR OLD SCHOOL SITE PATHWAY	\$770.00	

11.1 (i) | List Of Accounts - June 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT10996	15/06/2022	QUAIRADING BOOK POST (2020)	CONTRACT LIBRARY SERVICE FEES MAY 2022, ADMIN POSTAGE AND STATIONERY MAY 2022, MEDICAL POSTAGE AND STATIONERY MAY 2022.	\$2,484.74	
EFT10997	15/06/2022	BRIAN KIMBER	REIMBURSEMENT: SKELETON WEED FUNDED - TELSTRA PHONE AND INTERNET, FUEL PURCHASES	\$1,241.81	FULLY
EFT10998	15/06/2022	RESONLINE PTY LTD	CARAVAN PARK: BOOKING SITE - ROOM MANAGER MONTHLY FEE - MAY 2022	\$220.00	
EFT10999	15/06/2022	AFGRI EQUIPMENT AUSTRALIA TRADING AS AFGRI	JOHN DEERE TRACTOR SERVICE - 1574 HRS SERVICE AND FILTER ELEMENT REPLACEMENT	\$751.93	
EFT11000	15/06/2022	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	UNLEADED PURCHASES FOR THE MONTH OF MAY 2022	\$129.03	
EFT11001	15/06/2022	T-QUIP - TURF EQUIPMENT SOLUTIONS	15L BUCKET OF SUPER TURF PREMIUM LINE MARKING PAINT	\$165.00	
EFT11002	15/06/2022	EEJIUN CHEANG	REIMBURSEMENT: KEY CUTTING OF SPARE KEYS	\$22.00	
EFT11003	15/06/2022	LG BEST PRACTICES PTY LTD	OUTSOURCED ACCOUNTING SERVICES MAY 2022; BANK RECONCILIATION, END OF MONTH TASKS, PAYROLL PREPARATION, BAS, ON SITE TRAINING (RECEIPTING AND TRUST MANAGEMENT)	\$13,818.75	
EFT11004	15/06/2022	CRISP WIRELESS	MAY INTERNET CHARGES; ADMIN, DEPOT, MEDICAL, EXECUTIVE RESIDENCES.	\$864.90	
EFT11005	15/06/2022	OFFICE OF THE AUDITOR GENERAL	FEE FOR THE CERTIFICATION OF THE LOCAL ROADS & COMMUNITY INFRASTRUCTURE (LRCI) 30/06/2022 GRANT ACQUITTAL	\$1,320.00	
EFT11006	15/06/2022	LM PAVING & CONCRETE	MCLENNAN STREET TO WOOD AND STACEY STREET - REMOVAL AND INSTALLATION OF FOOTPATHS AND CROSSTOVS (LRCI FUNDED PROJECT)	\$68,790.00	FULLY
EFT11007	15/06/2022	THE MAKER'S KEEP	BUSINESS SUPPORT GRANT - COMMUNITY ART WORKSHOPS: THE MAKERS KEEP	\$2,840.20	
EFT11008	15/06/2022	CASTLES R US	NAIDOC WEEK HIRE OF 2x BOUNCY CASTLES. GRANT FUNDED	\$750.00	FULLY
EFT11009	15/06/2022	MOORDITJ YOUTH FOUNDATION ABORIGINAL CORPORATION	REFUND: COMMUNITY BUS HIRE LESS KM TRAVELLED	\$8.70	FULLY
EFT11010	15/06/2022	BOC LIMITED	GAS AND OXYGEN BOTTLES REFILL, INC. MEDICAL PRACTICE	\$52.35	
EFT11011	15/06/2022	PLUMBERJ'S MOBILE PLUMBING	REPAIRS TO LEAKING WATER PIPE IN ROSE GARDEN ON MAIN STREET	\$126.50	

11.1 (i) | List Of Accounts - June 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT11012	15/06/2022	CANNON HYGIENE AUSTRALIA	SANITARY UNIT SERVICE, MULTIPLE UNITS	\$384.44	
EFT11014- EFT11028	15/06/2022	PAYCLEAR SERVICES - CLEARING HOUSE	SUPERANNUATION CONTRIBUTIONS - REF 519389826450010906	\$10,968.05	
EFT11029- EFT11043	15/06/2022	PAYCLEAR SERVICES - CLEARING HOUSE	SUPERANNUATION CONTRIBUTIONS - REF 561989826450011506	\$7,624.37	
EFT11044	15/06/2022	TELSTRA	VARIOUS TELEPHONE CHARGES; CESM PHONE 04/03/2022 - 03/04/2022, 04/04/2022 - 03/05/2022, 04/05/2022 - 03/06/2022 & 04/06/2022 - 03/07/2022, MEDICAL CENTRE 29/04/2022 - 28/05/2022 & 29/05/2022 - 28/06/2022.	\$250.05	PARTIALLY
EFT11045- EFT11058	23/06/2022	PAYCLEAR SERVICES - CLEARING HOUSE	SUPERANNUATION CONTRIBUTIONS - REF 020189826450012206	\$7,275.80	
EFT11059	24/06/2022	QUAIRADING CLUB INC.	COUNCIL REFRESHMENTS - HINKLEY WAY CELEBRATION	\$126.00	
EFT11060	24/06/2022	SURGICAL HOUSE	MEDICAL CENTRE; CONSUMABLE MEDICAL SUPPLIES - GLOVES, MASKS, PADS, CARTRIDGES, INJECTION PADS, ADHESIVE, FORCEPS, SCISSORS, ETC.	\$416.79	
EFT11061	24/06/2022	WATER CORPORATION	VARIOUS SHIRE BUILDINGS WATER SUPPLY AND USAGE 11/02/2022 - 21/04/2022; SHIRE HALL, MEDICAL CENTRE, DOCTORS RESIDENCE, VETERINARY CLINIC, 14 REID STREET, 28 REID STREET, 7 EDWARDS WAY.	\$3,257.26	PARTIALLY
EFT11062	24/06/2022	BOB WADDELL & ASSOCIATES PTY LTD	JUNE 2022 RATES MANAGEMENT, GENERAL RATES HISTORICAL CORRECTIONS FROM 21/22 AND 20/21 FINANCIAL YEARS PROCESSING ERRORS.	\$990.00	
EFT11063	24/06/2022	SULLIVAN LOGISTICS PTY LTD T/A KALEXPRESS AND QUALITY TRANSPORT	FREIGHT COST RECLINER CHAIR FOR PARKER HOUSE	\$63.39	
EFT11064	24/06/2022	WCP CIVIL PTY LTD	FINAL RETENTION CLAIMS FOR 2020/2021 CAPITAL WORKS PROJECTS; ARTHUR KELLY VILLAGE ROAD UPGRADE, HEAL STREET PARKING UPGRADE AND WIDENING WORKS AT QUAIRADING AIRSTRIP	\$11,404.59	
EFT11065	24/06/2022	OFFICEWORKS	ADMINISTRATION BUILDING-REXEL OPTIMUM 225M AUTO FEED PAPER SHREDDER	\$948.95	
EFT11066	24/06/2022	THE QUAIRADING HOTEL	ACCOMMODATION FOR JAMES BUTTERWORTH (PARAMOUNT PROJECTS) - STAFF BULLYING TRAINING	\$248.60	
EFT11067	24/06/2022	TAYLOR SMART LAWYERS & NOTARIES	LEGAL FEES AND ADVICE	\$1,650.00	

11.1 (i) | List Of Accounts - June 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT11068	24/06/2022	PARAMOUNT PROJECTS	STAFF BULLYING TRAINING - ADMIN, MEDICAL & WORKS DEPARTMENT STAFF ATTENDED	\$3,384.15	
EFT11069	24/06/2022	SECUREX PTY LTD.	SECURITY MONITORING FEE ADMIN BUILDING & DEPOT	\$200.20	
EFT11070	30/06/2022	QUAIRADING SMASH REPAIRS	REPAIRS TO 0Q MAZDA CX-5 - INSURANCE CLAIM EXCESS CLAIM NUMBER MO0053550, REPAIR CRACK IN WINDSCREEN, FRONT BUMPER REPAIRS.	\$2,554.91	
EFT11071	30/06/2022	PETER DAVID SMITH CR	REIMBURSEMENT: IDENTITY CHECK (TO ENABLE SIGNING APPLICATIONS FOR NEW TITLES)	\$49.00	
EFT11072	30/06/2022	QUAIRADING TYRE & BATTERY SUPPLIES	CARAVAN PARK: 2 x 45KG GAS BOTTLES	\$290.00	
EFT11073	30/06/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES; LINE MARKING PAINT	\$15.42	
EFT11074	30/06/2022	WESFARMERS KLEENHEAT GAS PTY LTD	CYLINDER SERVICE CHARGE - 14 REID STREET	\$85.80	
EFT11075	30/06/2022	COUNTRY COPIERS NORTHAM	PHOTOCOPIER SERVICE & READING 18.03.2022 - 23.06.2022	\$618.25	
EFT11076	30/06/2022	MAJOR MOTORS PTY LTD	Q582 40,000KM SERVICE AND REPAIRS	\$1,140.51	
EFT11077	30/06/2022	COMMUNITY RESOURCE CENTRE - QUAIRADING	BUSINESS SUPPORT GRANT - COMPUTER AND PHOTO PRINTING EQUIPMENT: COMMUNITY RESOURCE CENTRE	\$1,743.50	
EFT11078	30/06/2022	SUNNY SIGN COMPANY PTY LTD	VARIOUS ROAD SIGNS; CHILDREN CROSSING, CURVES, T INTERSECTION, SLIPPERY, SCHOOL BUS ETC.	\$2,984.41	
EFT11079	30/06/2022	QUAIRADING MEDICAL PRACTICE (KINGDOM MEDICALS)	PRE EMPLOYMENT MEDICALS - X 2 DEPOT STAFF	\$289.70	
EFT11080	30/06/2022	PERFECT COMPUTER SOLUTIONS PTY LTD	ADMIN: IT MAINTENANCE AND SUPPORT JUNE 2022	\$212.50	
EFT11081	30/06/2022	WATER CORPORATION	VARIOUS SHIRE BUILDINGS WATER SUPPLY AND USAGE 22/04/2022 - 24/06/2022; ARTHUR KELLY VILLAGE, STANDPIPES, 8 MURPHY STREET, 19 GILLET STREET UNITS, CHILDCARE CENTRE, 64 CORALING STREET, YOUTH CENTRE	\$3,813.27	PARTIALLY
EFT11082	30/06/2022	BOB WADDELL & ASSOCIATES PTY LTD	BUDGET TEMPLATE FOR THE 2022/23 FINANCIAL YEAR CONFIGURED TO THE NEW CHART OF ACCOUNTS (COA), JUNE 2022 RATES MANAGEMENT, RATES PENSIONER CORRECTIONS FROM 21/22 AND 20/21 FINANCIAL YEARS PROCESSING ERRORS.	\$9,446.25	
EFT11083	30/06/2022	FORMBYS LAWYERS	LAND SALE PREPARATION, PROFESSIONAL FEES INCLUDING THE PREPARATION OF APPLICATION FOR NEW TITLES, ORGANISING OF JOINT LODGEMENT WITH WESTERN POWER	\$894.54	

11.1 (i) | List Of Accounts - June 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT11084	30/06/2022	MARNHAM'S MECHANICAL SERVICES	MAY SERVICING OF TOWN CLOCK GENERATOR, GENSET MAINTENANCE ADMINISTRATION BUILDING, GENSET MAINTENANCE MEDICAL CENTRE, GENSET MAINTENANCE SHIRE HALL	\$242.00	
EFT11085	30/06/2022	SYNERGY	VARIOUS ELECTRICITY SUPPLY; COMMUNITY RESOURCE CENTRE, CARAVAN PARK 10/03/2022 - 10/05/2022, RAILWAY TOURIST BUILDING 23/03/2022 - 27/05/2022.	\$2,135.14	
EFT11086	30/06/2022	COMMERCIAL LOCKSMITHS	CARAVAN PARK: SPARE KEYS FOR VARIOUS CABINS	\$297.00	
EFT11087	30/06/2022	PETER ROBERT YORK	REPAIRS AT MEDICAL CENTRE: CUPBOARD DOORS, WAITING ROOM CHAIR AND BATHROOM WINDOW AND SUPPLY AND REPLACE GLOBE IN OUTDOOR LIGHT	\$60.00	
EFT11088	30/06/2022	WORKWEAR GROUP (PACIFIC BRANDS)	JACKET AND VEST WITH SHIRE LOGO - DEPOT STAFF UNIFORM	\$135.00	
EFT11089	30/06/2022	COMBINED PEST CONTROL	TERMITE INSPECTIONS AND TREATMENT ON TIMBER BRIDGES	\$2,750.00	
EFT11090	30/06/2022	WA CONTRACT RANGER SERVICES PTY LTD	RANGER SERVICES 27/05/2022, 03/06/2022, 09/06/2022, 13/06/2022, 23/06/2022	\$1,402.50	
EFT11091	30/06/2022	LGIS RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR FEE 2021 - 2022 2nd INSTALMENT	\$5,551.61	
EFT11092	30/06/2022	NORTHAM MAZDA	30,000km SERVICE Q3446	\$700.36	
EFT11093	30/06/2022	BROWNLEY'S PLUMBING & GAS	BACKFLOW TESTING OF 6X STANDPIPES	\$1,333.75	
EFT11094	30/06/2022	HISCONF	CARAVAN PARK: PILLOWSLIPS, TOILET ROLLS, SHOWER CURTAIN	\$306.77	
EFT11095	30/06/2022	OFFICEWORKS	STATIONERY PURCHASES: MOBILE PHONE REPLACEMENT AND COVER FOR CESM (FUNDED), KEYBOARD, MOUSE, MONITOR STAND, NETWORK CABLE	\$1,348.83	PARTIALLY
EFT11096	30/06/2022	EXURBAN RURAL & REGIONAL PLANNING	TOWN PLANNING SERVICES (OUTSOURCED SERVICES)	\$1,142.14	
EFT11097	30/06/2022	SMEC AUSTRALIA PTY LTD	ENGINEERING AND DESIGN SERVICES TO ENABLE DESIGN OF RELOCATION OF THE RAIL CROSSING TO THE GROVES ON THE WESTERN SIDE OF QUAIRADING	\$1,718.20	
EFT11098	30/06/2022	AVON VALLEY AG	SKELETON WEED TREATMENT CHEMICAL PURCHASES	\$15,153.05	FULLY
EFT11099	30/06/2022	QUAIRADING TYRE & BATTERY SUPPLIES - FUEL ACCOUNT	UNLEADED PURCHASES FOR THE MONTH OF JUNE 2022	\$153.31	
EFT11100	30/06/2022	BUNNINGS GROUP LTD	9x GRUNT 38MM X 5M RATCHET TIE DOWN SET - 4 PACK	\$418.52	
EFT11101	30/06/2022	WILLIAM AND ALICE COLLARD	REFUND: CARAVAN PARK CABIN BOOKING	\$317.50	FULLY

11.1 (i) | List Of Accounts - June 2022

Chq/EFT	Date	Name	Description	Amount	Funded
EFT11102	30/06/2022	NICOLE GIBBS	REIMBURSEMENT: FUEL PURCHASES	\$222.27	
EFT11103	30/06/2022	SEEK LIMITED	RECRUITMENT ADVERTISING - ACCOUNTANT/SENIOR FINANCE OFFICER JUNE 2022	\$324.50	
EFT11104	30/06/2022	RECORD BOOKKEEPING	LODGEMENT OF BUSINESS ACTIVITY STATEMENTS	\$100.00	
EFT11105	30/06/2022	STABILISED PAVEMENTS OF AUSTRALIA PTY LTD	QUAIRADING-CUNDERDIN ROAD WORKS; CEMENT STABILISATION OF EXISTING PAVEMENT MATERIALS AND TOP-UP GRAVEL, WET MIX NEW GRAVEL BASE COURSE, PULVERISE EXISTING PAVEMENT, MOBILISATION / DEMOBILISATION - WSNF FUNDED PROJECT	\$74,681.20	FULLY
EFT11106	30/06/2022	BONZA Co.	SIGNAGE DESIGN FOR MEDICAL PRACTICE & TOURIST CENTRE	\$3,375.00	
EFT11107	30/06/2022	PLAYGROUND CENTRE AUSTRALIA PTY LTD.	1 x EAGLES NEST CLIMBING STRUCTURE, 1 X ACROBAT SPINNER, 1 X SAND PLAY MODULE 226 IN METAL SYSTEM FOR KWIRADING KOORT. LRCI FUNDED PROJECT.	\$37,205.52	FULLY
EFT11108	30/06/2022	DCW ENTERPRISES	270M OF BLACK CHAIN-LINK FENCING + GATES FOR KWIRADING KOORT. LRCI FUNDED PROJECT.	\$19,504.18	FULLY
EFT11109	30/06/2022	NATUREWORKS PTY LTD	2 X FOSSIL DIG PANELS FOR KWIRADING KOORT. LRCI FUNDED PROJECT.	\$10,725.00	FULLY
EFT11110	30/06/2022	MR TRAMPOLINE	1 X OLYMPIC ELITE TRAMPOLINE FOR KWIRADING KOORT. LRCI FUNDED PROJECT.	\$9,320.00	FULLY
EFT11111	30/06/2022	THE QUAIRADING HOTEL	CATERING AND REFRESHMENTS FOR R. BLEAKLEY FAREWELL	\$1,041.00	
EFT11112	30/06/2022	SECUREX PTY LTD.	SECURITY MONITORING FEE MEDICAL CENTRE & COMMUNITY RESOURCE CENTRE BUILDINGS	\$214.50	
EFT11113	30/06/2022	MORGANNE BRUNSDON	REIMBURSEMENT: PRE-EMPLOYMENT MEDICAL	\$287.10	
EFT11114	30/06/2022	PATTONS PANEL & PAINT	REPAIRS TO Q0 MAZDA CX-9 (CEO VEHICLE) - INSURANCE CLAIM EXCESS CLAIM NUMBER MO0055759, SIDE PANEL REPAIRS	\$1,000.00	
EFT11115	30/06/2022	THOMAS BROWNLIE	REFUND: CARAVAN PARK SITE BOOKING	\$80.00	FULLY
EFT11116	30/06/2022	PLUMBERJ'S MOBILE PLUMBING	VARIOUS REPAIRS TO SHIRE BUILDINGS: BLOCKED URINAL AND REPAIRS TO CISTERNS IN MEN'S PUBLIC TOILETS AT SHIRE HALL, LEAK IN LAYBY TOILETS, KITCHEN TAP AT 14 REID STREET	\$500.50	
23902	22/06/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT 20/06/2022	\$373.60	
23903	28/06/2022	SHIRE OF QUAIRADING	CONTAINERS FOR CHANGE FLOAT 28/06/2022	\$242.80	
				\$425,110.04	

TRANSPORT TAKINGS FOR THE MONTH ENDING**30 JUNE 2022****Attachment 11.1 (ii)**

ACTUAL TOTAL TAKINGS		
DATE	DESCRIPTION	AMOUNT \$
30/05/2022	TRANSPORT TAKINGS	1,014.00
31/05/2022	TRANSPORT TAKINGS	1,737.35
1/06/2022	TRANSPORT TAKINGS	485.35
2/06/2022	TRANSPORT TAKINGS	1,342.40
3/06/2022	TRANSPORT TAKINGS	2,639.45
7/06/2022	TRANSPORT TAKINGS	462.90
8/06/2022	TRANSPORT TAKINGS	380.25
9/06/2022	TRANSPORT TAKINGS	1,958.75
10/06/2022	TRANSPORT TAKINGS	1,343.05
13/06/2022	TRANSPORT TAKINGS	2,097.65
14/06/2022	TRANSPORT TAKINGS	2,132.10
15/06/2022	TRANSPORT TAKINGS	355.70
16/06/2022	TRANSPORT TAKINGS	765.95
17/06/2022	TRANSPORT TAKINGS	2,697.75
20/06/2022	TRANSPORT TAKINGS	1,390.30
21/06/2022	TRANSPORT TAKINGS	1,298.60
22/06/2022	TRANSPORT TAKINGS	200.00
23/06/2022	TRANSPORT TAKINGS	709.20
24/06/2022	TRANSPORT TAKINGS	480.70
27/06/2022	TRANSPORT TAKINGS	1,420.35
28/06/2022	TRANSPORT TAKINGS	3,613.00
TAKINGS RECEIVED IN THE BANK - JUNE 2022		28,524.80

AMOUNTS YET TO BE DRAWN		
DATE	DESCRIPTION	AMOUNT \$
29/06/2022	TRANSPORT TAKINGS	\$1,280.30
30/06/2022	TRANSPORT TAKINGS	\$1,453.95
JUNE TAKINGS RECEIVED IN THE BANK - JULY 2022		\$2,734.25

Shire of Quairading
Credit Card Reconciliation - Page 1

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Statement From
Statement To

30/05/2022
27/06/2022

Statement Total
\$ 2,523.65



Credit Card Summary			
Card Name	Title	Card Ending	Amount Spent
Nicole Gibbs	CEO	1475	\$ 2,211.11
Leah Horton	EMCS	1336	\$ 237.54
Vacant	EMCPS	n/a	\$ -
Simon Bell	CESM	0840	\$ 75.00
Vacant	EMWS	n/a	\$ -

Credit Card Transaction - GL Entry			
GL Code	Amount (incl GST)	GST (\$)	Narration/Summary
2040211.2101	\$ 345.98	\$ 31.45	Various Council refreshments CEO
2040211.2101	\$ 6.70	\$ -	Council refreshments CEO
2140221.2101	\$ 281.12	\$ -	IT Subscriptions CEO
2070765.2101	\$ 78.35	\$ 7.12	Signs for Medical Centre CEO
P5480.2410.2704	\$ 250.00	\$ 22.73	Car Cleaning CEO Vehicle (for transfer to EMWS)
P5480.2610.4000	\$ 554.92	\$ 50.45	Diesel Purchases CEO Vehicle
W13216.2400.2104	\$ 44.00	\$ 4.00	Social Media Adverts/Subscription CEO
W13216.2400.2104	\$ 70.04	\$ -	Social Media Adverts/Facebook CEO
BO13202.2400.2104	\$ 198.00	\$ 18.00	Town Clock Software CEO
BO14201.2410.2101	\$ 307.00	\$ 27.91	Admin Building Vacuum CEO
P360.2610.4001	\$ 162.54	\$ 14.78	Unleaded Petrol Purchases EMCS Vehicle
2030211.2700	\$ 225.00	\$ -	Card Fees CEO, EMCS, CESM

9130001.00	-\$ 2,523.65	Bring credit card expenses into muni - Jun 2022 - evidence in Credit Card File
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Totals	\$ 2,523.65	\$ 176.44
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Shire Confirmation

Nicole Gibbs, Chief Executive Officer

Council Approval

Jo Haythornthwaite, Chair A&R Committee

ACCOUNTS PROCESSING

Journal Date (DD):

13/07/2022

Journal Number:

22 23 001

Journal Batch:

6715

Journal Posting Period:

1



BusinessChoice Everyday Mastercard® Statement

SHIRE OF QUAIRADING
LEAH HORTON
PO BOX 38
QUAIRADING WA 6383

Billing Account Number

5163 2800 9109 9937

Payment Due Date

22 JULY 2022

Closing Balance

\$2,523.65

Minimum Payment Due

\$76.00

Amount Paid (Details on the reverse)

\$

+5163280091099937+

(Cut along this dotted line)

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

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

Company Name		Number of Cards	Facility Number	Annual Cash % Rate	Annual Purchase % Rate	
Shire Of Quairading		3	02752751	19.96%	14.25%	
Contact Name		Billing Account Number	Opening Balance	Credit Limit		
Leah Horton		5163280091099937	1,874.00	10,000		
Statement From	Statement To	Payment Due Date	Opening Balance	Minimum Payment Due	Closing Balance	Available Credit
30 MAY 2022	27 JUN 2022	22 JUL 2022	1,874.00	76.00	2,523.65	7,476.35

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			
1,874.00	1,874.00 -	0.00	0.00	0.00	2,523.65	2,523.65	0.00	76.00

SHIRE OF QUAIRADING	FILE NO:
	14 JUL 2022
	TO: COPY TO:

Important:

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

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



Choose the payment method that suits you best



By Mail

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



Using Card Autopay

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



By Telephone Banking

Call 132 032 if you have another Westpac account.



Via Westpac Internet Banking

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



Using BPAY

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

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



In Person

At any of our Westpac branches in Australia.

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

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



Summary of Billing Account Transactions		
Date of Transaction	Description	Debits/Credits
13 JUN	Payments AUTOMATIC PAYMENT Sub Total:	 1,874.00 - 1,874.00 -
27 JUN	Miscellaneous Transactions SIMON BELL 5163 2800 0103 0840 Monthly Balance	 75.00
27 JUN	LEAH HORTON 5163 2800 0144 1336 Monthly Balance	 237.54
27 JUN	NICOLE GIBBS 5163 2800 0186 1475 Monthly Balance Sub Total:	 2,211.11 2,523.65
	Grand Total:	649.65

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

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

Complaints

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

Online: www.afca.org.au

Email: info@afca.org.au

Phone 1800 931 678

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

Shire of Quairading
Credit Card Reconciliation - Page 2

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Statement From 30/05/2022
Statement To 27/06/2022

Credit Card Transactions - Nicole Gibbs, CEO

Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
28/05/2022	Sparklers Car Wash	\$ 250.00	\$ 22.73	Y	P5480.2410.2704	Car Cleaning - Interior steam clean
27/05/2022	BP Williams	\$ 106.47	\$ 9.68	Y	P5480.2610.4000	Diesel P5480
30/05/2022	SP Newsigns	\$ 78.35	\$ 7.12	Y	2070765.2101	Signs for Medical Centre
30/05/2022	iStock Photos	\$ 44.00	\$ 4.00	Y	W13216.2400.2104	Social Media Advert Subscription
1/06/2022	Quairading Coop	\$ 32.40	\$ 2.95	Y	2040211.2101	Refreshments
1/06/2022	Quairading Coop	\$ 6.70	\$ -	N	2040211.2101	Refreshments
3/06/2022	Coles Narrogin	\$ 31.50	\$ 2.86	Y	2040211.2101	Refreshments
3/06/2022	BP Pingelly	\$ 99.00	\$ 9.00	Y	P5480.2610.4000	Diesel P5480
3/06/2022	Rest a while coffee	\$ 15.00	\$ 1.36	Y	2040211.2101	Refreshments - Coffee
6/06/2022	SmartSheet	\$ 129.78	\$ -	N	2140221.2101	IT Subscription
7/06/2022	PDF Filler.com	\$ 151.34	\$ -	N	2140221.2101	IT Subscription
10/06/2022	The Quairading Club	\$ 130.00	\$ 11.82	Y	2040211.2101	Council Refreshments
12/06/2022	Caltex Williams	\$ 97.40	\$ 8.85	Y	P5480.2610.4000	Diesel P5480
14/06/2022	Quairading Coop	\$ 45.10	\$ 4.10	Y	2040211.2101	Refreshments
16/06/2022	The Quairading Hotel	\$ 91.98	\$ 8.36	Y	2040211.2101	Council Refreshments
17/06/2022	LED Signs	\$ 198.00	\$ 18.00	Y	BO13202.2400.2104	Town Clock Software
18/06/2022	The Good Guys	\$ 307.00	\$ 27.91	Y	BO14201.2410.2101	Admin Building Vacuum cleaner
19/06/2022	Shell Williams	\$ 124.18	\$ 11.29	Y	P5480.2610.4000	Diesel P5480
21-25/06/22	Facebook advertising	\$ 70.04	\$ -	N	W13216.2400.2104	Social Media Advertising
25/06/2022	Shell Williams	\$ 127.87	\$ 11.62	Y	P5480.2610.4000	Diesel P5480
27/06/2022	Card Fee	\$ 75.00	\$ -	N	2030211.2700	Card Fee
Total		\$ 2,211.11	\$ 161.66			

**BusinessChoice Everyday Mastercard® Statement**

MISS NICOLE JULIA GIBBS
SHIRE OF QUAIRADING
QUAIRADING WA 6383

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

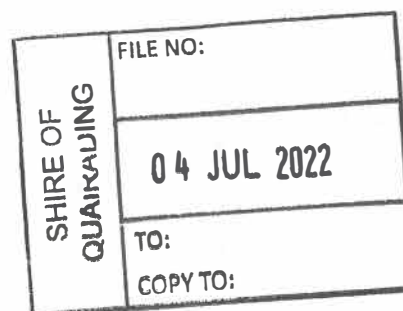
Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Miss Nicole Julia Gibbs	5163 2800 0186 1475	5,000	5,000.00
Statement From	Statement To	Facility Number	
30 MAY 2022	27 JUN 2022	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	2,136.11	0.00	75.00	2,211.11 -	0.00	0.00	0.00



Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

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

BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
28 MAY	Purchases Sparklers Car Wash Bunbury AUS	250.00 ✓	
27 MAY	CAR WASHES PS480 cleaning. BP WILLIAMS 1938 WILLIAMS AUS	106.47 ✓	
30 MAY	SERVICE STATIONS PS480 Diesel SP NEWSIGNS LILYDALE AUS	78.35 ✓	
30 MAY	MEN'S & LADIES CLOTHING STOR 2070765 medical iStock.com New York AUS	44.00 ✓	
01 JUN	COMMERICAL PHOTOGRAPHY, ART w13216 social media QUAIRADING CO-OP QUAIRADING AUS	39.10 ✓	
03 JUN	GLASSWARE & CRYSTAL STORES COLES 0396 NARROGIN AUS	31.50 ✓	
03 JUN	GROCERY STORES, SUPERMARKETS 2040211 refreshments BP PINGELLY PINGELLY AUS	99.00 ✓	
03 JUN	FUEL DISPENSER, AUTOMATED PS480 Diesel SQ *REST A WHILE COFF Quairading AUS	15.00 ✓	
06 JUN	FAST FOOD RESTAURANTS 2140221 refreshments SMARTSHEET INC. BELLEVUE USA	129.78 ✓	
07 JUN	INC FX FEE AUD \$3.78 2140221 IT Subscription COMPUTER SOFTWARE PDFFILLERCOM 855-7501663 USA	151.34 ✓	
10 JUN	U. S. DOLLAR 105.60 INC FX FEE AUD \$4.40 2140221 IT Subscription BUSINESS SERVICES NOT ELSEWH		
12 JUN	THE QUIAIRADING CLUB QUAIRADING AUS DRINKING PLACES (ALCOHOLIC B 2040221 refreshments	130.00 ✓	
14 JUN	CALTEX WILLIAMS WILLIAMS AUS SERVICE STATIONS PS480 Diesel QUAIRADING CO-OP QUAIRADING AUS	97.40 ✓	
	GLASSWARE & CRYSTAL STORES	45.10 ✓	

S003165 / M003165 / 179 / CNTVPCP2



BusinessChoice Everyday Mastercard®			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
16 JUN	THE QUAIRADING HOTEL QUAIRADING AUS	91.98 ✓	
17 JUN	HOTELS, MOTELS, RESORTS - LO 204 021 refreshment		
17 JUN	LED SIGNS PTY LTD MEADOWBROOK AUS	198.00 ✓	
18 JUN	SPECIAL TRADE CONTRACTORS B013202 Town clock software		
18 JUN	THE GOOD GUYS BUNBURY AUS	307.00 ✓	
19 JUN	HOUSEHOLD APPLIANCE STORES B014201 Admin Building cleaning		
19 JUN	BURK PTY LTD WILLIAMS AUS	124.18 ✓	
	SERVICE STATIONS PS480 Diesel		
21 JUN	FACEBK *26DM6JFVJ2 fb.me/ads IRL	12.36	Social media adverts w13216
	INC FX FEE AUD \$0.36		
22 JUN	ADVERTISING SERVICES		
22 JUN	FACEBK *5J8AXFXVJ2 fb.me/ads IRL	12.36	
	INC FX FEE AUD \$0.36		
22 JUN	ADVERTISING SERVICES		
22 JUN	FACEBK *RXL52FKVJ2 fb.me/ads IRL	12.36	
	INC FX FEE AUD \$0.36		
22 JUN	ADVERTISING SERVICES		
22 JUN	FACEBK *MZ746G3VJ2 fb.me/ads IRL	12.36	
	INC FX FEE AUD \$0.36		
25 JUN	ADVERTISING SERVICES		
25 JUN	FACEBK *V43W5G3WJ2 fb.me/ads IRL	20.60	
	INC FX FEE AUD \$0.60		
	ADVERTISING SERVICES		
25 JUN	GULL WATERLOO ROADHOUSE WATERLOO AUS	127.87 ✓	
	SERVICE STATIONS PS480 Diesel		
	Sub Total:	2,136.11	
	Interest, Fees & Government Charges		
27 JUN	CARD FEE 2030211	75.00	
	Sub Total:	75.00	
	Miscellaneous Transactions		
27 JUN	TRANSFER CLOSING BALANCE TO BILLING ACCT	2,211.11 -	
	Sub Total:	2,211.11 -	
	Grand Total:	0.00	

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

Cardholder Signature

NICOLE GIBBS

Date 18/07/2022

Transactions examined and approved.

Manager/Supervisor Signature

JO HAYTHORNTHWATE

Date 18/07/2022

Shire of Quairading
Credit Card Reconciliation - Page 3

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Statement From 30/05/2022
Statement To 27/06/2022

Credit Card Transactions - Leah Horton, EMCS

Transaction Date	Statement Description	Amount (incl GST)	GST (\$)	GST (Y/N)	GL/Job	Narration
6/06/2022	Coles Express Armadale	\$ 72.00	\$ 6.55	Y	P360.2610.400 1	Petrol OQ
12/06/2022	Coles Express Northam	\$ 90.54	\$ 8.23	Y	P360.2610.400 1	Petrol OQ
27/06/2022	Card Fee	\$ 75.00	\$ -	N	2030211.2700	Card Fee
Total		\$ 237.54	\$ 14.78			

**BusinessChoice Everyday Mastercard® Statement**

MRS LEAH MAREE HORTON
SHIRE OF QUAIRADING
QUAIRADING WA 6383

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

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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mrs Leah Maree Horton	5163 2800 0144 1336	1,000	1,000.00
Statement From	Statement To	Facility Number	
30 MAY 2022	27 JUN 2022	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	162.54	0.00	75.00	237.54 -	0.00	0.00	0.00

SHIRE OF QUAIRADING	FILE NO:
	04 JUL 2022
	TO: COPY TO:

Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

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

BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
06 JUN	Purchases COLES EXPRESS 6985 ARMADALE AUS	72.00	
12 JUN	SERVICE STATIONS COLES EXPRESS 2128 NORTHAM AUS	90.54	
	Sub Total:	162.54	
27 JUN	Interest, Fees & Government Charges CARD FEE	75.00	
	Sub Total:	75.00	
27 JUN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT	237.54 -	
	Sub Total:	237.54 -	
	Grand Total:	0.00	

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

Cardholder Signature LEAH HORTON

Date 14/07/2022

Transactions examined and approved.

Manager/Supervisor Signature NICOLE GIBBS

Date 18/07/2022

27/06/2022

[illegible]

**BusinessChoice Everyday Mastercard® Statement**

MR SIMON NIGEL BELL
SHIRE OF QUAIRADING
QUAIRADING WA 6383

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

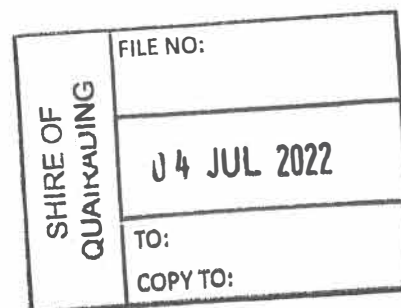
Any statement entries for purchases or cash advances made in a foreign currency show the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme. Any applicable Westpac Foreign Transaction Fee (described below as "Foreign Transaction Fee") charged is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

Card Account Transaction Details

Account Name	Card Number	Credit Limit	Available Credit
Mr Simon Nigel Bell	5163 2800 0103 0840	1,000	1,000.00
Statement From	Statement To	Facility Number	
30 MAY 2022	27 JUN 2022	02752751	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances	Your minimum payment including past due overlimit is
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions			
0.00	0.00	0.00	0.00	75.00	75.00 -	0.00	0.00	0.00



Important notice regarding Autopay Direct Debit Arrangement- Direct Debit

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

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

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

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

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

BusinessChoice Everyday Mastercard®

Date of Transaction	Description	Debits/Credits	Cardholder Comments
27 JUN	Interest, Fees & Government Charges CARD FEE Sub Total:	 75.00 75.00	
27 JUN	Miscellaneous Transactions TRANSFER CLOSING BALANCE TO BILLING ACCT Sub Total: Grand Total:	 75.00 - 75.00 - 0.00	

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

Cardholder Signature

[Signature]
SIMON BELL

Date

18/07/2022

Transactions examined and approved.

Manager/Supervisor Signature

[Signature]
NICOLE AIRBS

Date

18/07/2022

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

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

11.2 Financial Information – Statements of Income and Expenditure for the Period Ending – 30th June 2022 (Interim)

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Leah Horton (Executive Manager Corporate Services)
Attachments:	(i) Financial Statements for June 2022 – Provided under separate cover
Owner/Applicant:	N/A
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the monthly Financial Statements for the period ending 30th June 2022. The June reports are interim, in that the year-end accounting transactions and reconciliations are still to be undertaken.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

- Monthly financial statements for the period ending 30th June 2022 attached.
- Monthly financial statements have been updated based on the Bob Waddell and Associates monthly statements model (Abridged version).
- Budget amendments endorsed at the November 2021 ordinary council meeting have been completed in SynergySoft and carried across into the financial reports. A change in recognition to the amendments related to expected profit/loss on sale of assets has changed the amended budgeted surplus for 2021/22 from \$74,571 to \$144,571.
- Budget amendments endorsed at the March 2022 ordinary council meeting have been completed in SynergySoft and carried across into the financial reports. Subsequently, the amended budgeted surplus for 2021/22 has reduced from \$144,571 to \$41,803.
- Future monthly financial statements will be produced using the Bob Waddell template expanding from the abridged version to the comprehensive model.
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new reporting template and accounting processes are utilised to optimise their capability and are prepared in a timely manner.
- In December 2021 the Shire started the transition from the existing Chart of Accounts (COA) to the DLGSC industry standardised COA. This project was finalised on the go-live date of 11th April 2022. Significant corrections to account mapping, programs (schedules) and income/expense accounts have been reflected in the updated monthly financial report and statements. Financial reports produced in the old COA and new COA will appear different.

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

MATTER FOR CONSIDERATION

To receive the monthly financial report and statements.

BACKGROUND

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, requires each local government to present a Statement of Financial Activity reporting on income and expenditure as set out in the annual budget. In addition, regulation 34(5) requires a local government to adopt a percentage or value to report on material variances between budgeted and actual results. The 2021/22 budget adopted by Council on 29 July 2021, determined the variance analysis for significant amounts of \$10,000 and 10% for the financial year.

Council resolved in October 2000 (minute number 071-00/01) to receive financial statements in the required statutory format. The current template utilises the Bob Waddell and Associates monthly statements model (abridged version), recently converted to the new Chart of Accounts (COA).

It should be noted that these statements are interim, in that the year-end accounting transactions and reconciliations are still to be undertaken. The final annual financial statements form part of the annual report. These financial statements are audited by the WA Auditor General and presented at the annual meeting of electors held each year.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

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

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

Local Government Act 1995, Section 6.4

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Council provided an initial budget provision of \$25,000 for accounting support expenses in the 2021/2022 year. A further \$65,830 was added to this provision at the November 2021 budget review (resolution 74-21/22). Of this \$65,830; \$18,490 related to consultancy costs for increased scope with the Annual Financial Report (AFR), fair value valuations, monthly reporting template and ongoing support. The remaining \$47,340 related to costs associated to transition to the local government industry standard Chart of Accounts (COA). The amended budget for accounting support now totals \$90,830.

Additional costs will be incurred in early 2022 to complete the work by Bob Waddell and Associates to create an automated and self-balancing financial reporting model for Council's use.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.3 Governance and Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
- 5.4 Governance and Leadership: Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT

	Option 1
Financial	Low <i>Council has provided Budget Provision for Additional Accounting Services to assist the Council Staff. Overall Financial Risk is mitigated with Monthly Financial Reports being prepared and presented to Council for Review and Monitoring of Council's Financial Position throughout the Year.</i>
Health	Low
Reputation	Low <i>Additional experienced Accounting Support and Templates obtained to ensure that full Compliance to the Act, Regulations and Accounting Standards is achieved and maintained.</i>
Operations	Low <i>Additional External Accounting Contractor Services procured to support the new and existing Council Staff.</i>
Natural Environment	Low

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

COMMENT

The monthly financial statements have been updated using the Bob Waddell monthly statements model developed for smaller rural and regional Councils (abridged version).

The model template has been updated to include profit and loss statements for the Caravan Park.

The statements will continue to be updated and customised to include relevant information for Council and staff and to work with improvement management accounting practices.

It is expected that with each months' financial report, improvements will be made to extend the abridged version of reporting into the Bob Waddell and Associates comprehensive model.

Amendments to the 2021/22 Annual Budget were endorsed by Council at the November 2021 ordinary council meeting in resolution 74-21/22. The opening surplus of \$30,002 was predicted to increase by \$44,569 to total the amended budgeted surplus at the end of 2021/22 of \$74,571.

This amendment included a \$70,000 decrease in available cash related to five (5) expected profit/loss on sale of asset accounts. This was identified due to an error in the 2021/22 Statutory Budget where the \$70,000 was included in the overall total but not in the schedules.

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

The amended budgeted surplus was then \$70,000 above the predicted \$74,571, being \$144,571.

Further amendments to the 2021/22 Annual Budget were endorsed by Council at the March 2022 ordinary council meeting in resolutions 149-21/22 and 150-21/22. The amended budgeted surplus for 2021/22 has reduced from \$144,571 to \$41,803.

On the 11th of April 2022, the Shire went live with the new Chart of Accounts (COA). The monthly financial reporting template was reconfigured to align to the new COA by Bob Waddell. The new financial reports will vary in comparison to those produced in the previous COA due to amendments having been made during the COA conversion process to correct errors in the previous chart, this includes; corrections to the mapping of expenses between programs (schedules) and corrections to income/expense accounts.

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

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

11.3 Council Annual Sitting Fees

Meeting Date: 28th July 2022
Responsible Officer: Nicole Gibbs (Chief Executive Officer)
Reporting Officer: Nicole Gibbs (Chief Executive Officer)
Attachments: Nil
Owner/Applicant: Shire of Quairading
Disclosure of Interest: Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

1. That Council set the following Elected Members Meeting Fees and Allowances for the 2022/2023 Year in accordance with Band 4 of the Salaries and Allowances Tribunal Determination.
2. Shire President – Council Meeting \$ _____ per meeting
 Shire President – Committee Meetings \$ _____ per meeting
 Councillors – Council Meeting \$ _____ per meeting
 Councillors – Committee Meetings \$ _____ per meeting
3. Shire President's Allowance be set at \$ _____

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Under the *Local Government Act 1995* Council is required to set an allowance fee for attending Council and Committee meetings. The Salaries and Allowances Tribunal has determined there will be a 2.5% increase in remuneration, fees, expenses and allowance ranges provided to Elected Members for the 2022/23 financial year.

The Shire of Quairading remains under the “Band 4” determination, Council is required to pay the prescribed minimum fee within Band 4 or determine a meeting fee within the Band 4 range. In the past Council have opted to be paid a fee per meeting, as opposed to an annual fee. An absolute majority vote is required if Council were to determine that an annual fee be paid to Councillors.

MATTER FOR CONSIDERATION

For Council to consider the allowances and fees payable to the Councillors under the State Administrative Tribunal Local Government Chief Executive Officers and Elected Members Determination 1 of 2022.

BACKGROUND

The tribunal gave considerations to;

1. Sections 2.7 to 2.10 and section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers (CEOs).

2. The Tribunal invited individual local governments, the Department of Local Government, Sport and Cultural Industries, the Western Australian Local Government Association, Local Government Professionals WA and other interested individuals to provide information or submissions regarding developments across the sector.
3. Thirteen submissions were received. All submissions received were considered within the Tribunal's deliberations.

The Tribunal has determined that remuneration, fees, and annual allowance ranges provided to CEOs and elected members be increased by 2.5%. The increase is appropriate within the wider framework of senior public offices and the current economic climate.

The Tribunal notes that the remuneration ranges provide some flexibility to local governments to set remuneration within the Band to which they are allocated. The Tribunal will only adjust a Band classification when a local government or regional local government can demonstrate a substantial and sustained increase in functions, roles or scope of the organisation.

In reviewing the band allocation model and all other relevant information, the Tribunal has examined local governments with potential to change band classification. However, the Tribunal considers no change is warranted for any local government at this time. The Shire of Quairading will continue under the Band 4 model.

Elected members are provided these fees and allowances to recognise the commitment of their time and to ensure they are not out of pocket for expenses properly incurred in the fulfilment of their duties. The Tribunal's original 2013 determination stated that "fees and allowances provided to elected members are not intended to be full time salaries for members". The Tribunal continues to recognise the degree of voluntary community service in the role of elected members.

The 2021/2022 Elected Member fees are outlined below:

RESOLUTION: 153-20/21

1. *That Council set the following Elected Members Meeting Fees and Allowances for the 2021/2022 Year in accordance with Band 4 of the Salaries and Allowances Tribunal Determination.*
2. *Shire President – Council Meeting \$440.00 per Meeting*
Shire President – Committee Meetings \$76.00 per Meeting
Councillors – Council Meeting \$214.00 per Meeting
Councillors – Committee Meetings \$76.00 per Meeting
3. *Shire President's Allowance be set at \$513.00*

Pursuant to section 5.98(1)(b) of the LG Act, a council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government within the determined range, in the case for the Shire of Quairading, under Band 4.

In line with Local Government Chief Executive Officers and Elected Members Determination No 1 of 2022 the Council meeting fees per meeting for a Band 4 Council are as follows;

Table 4: Council meeting fees per meeting – local governments

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$630	\$813	\$630	\$1,219
2	\$382	\$597	\$382	\$800
3	\$198	\$420	\$198	\$650
4	\$93	\$244	\$93	\$502

Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined below.

Table 10: Annual allowance for a mayor or president of a local government

For a mayor or president		
Band	Minimum	Maximum
1	\$52,539	\$91,997
2	\$15,761	\$64,938
3	\$1,051	\$37,881
4	\$526	\$20,565

STATUTORY ENVIRONMENT

Salaries and Allowances Act 1975

- Section 7A of the *Salaries and Allowances Act 1975* ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments"
- Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
 - Fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
 - Expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - Allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.

Local Government Act 1995

Section 5.98 of the *Local Government Act 1995* specifically refers to the setting of meeting fees for Council and Committee Meetings.

Section 5.99 provides authority for Council to determine (by Absolute Majority) the payment of an Annual Fee to Councillors rather than a meeting fee based on attendance.

The *Local Government Act 1995* does also provide for the reimbursement of other costs as prescribed in Regulation.

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Subject to Council Resolution, the 2022/2023 Budget will need to reflect the meeting fee level and Shire President's allowance determined by Council.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>If Council Sitting Fees are appropriately budgeted for then the financial risk is low.</i>
Health	N/A
Reputation	Low
Operations	Low
Natural Environment	N/A

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

COMMENT

Nil.

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Shire Corporate Shirts

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Michelle Wilson (Information Management Officer)
Attachments:	Nil
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council do not move ahead with the stocking and sales of the corporate Shire of Quairading branded shirts.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Council requested the selling to the public of corporate Shire shirts with the new branding and Shire officers committed to investigating the viability of this.

After considerable investigation, officers deem it unsuitable to sell the corporate shirts for the following reasons:

1. There will be a significant outlay in cost to purchase stock to have on hand.
2. We would need to stock all sizes and all types of shirts to accommodate all requests for the model to work.
3. There is a risk that the Shire will not be able to sell the shirts, and so, will have to wear the cost of being overstocked. Council saw this issue with the Quairading History books which eventually were given away after attempting to sell the books for more than 10 years.
4. Staff are currently at full capacity with workloads, and someone would have to be responsible for managing and ordering stock.
5. There is an extensive delay in the delivery of shirts. For the last order we waited eight weeks for delivery. This is not practical if someone moving through town wants a shirt on demand.
6. The shirts were created to promote the Shire and assist in identifying Council staff and elected members at events such as the Agricultural Show.
7. The wholesale cost of the shirt is high and so the Shire would lose money stocking and selling the shirts (no profit margin/staff wages).

MATTER FOR CONSIDERATION

That Council consider whether selling the corporate shirts is viable given it would cost the Shire money and given the overall promotional impact of the project would be negligible.

BACKGROUND

With the Shire's rebranding the Administration staff created a corporate Shire shirt for staff and Councillors to promote the Shire's image both within the Shire office and at events.

Periodically, over the past six months, multiple Councillors have questioned why the general public cannot buy the Shire of Quairading corporate shirts, predominantly for the purpose of promoting Quairading over a greater geographical area. Officers committed to investigating this opportunity.

After staff consultation, officers deem it unsuitable to sell the corporate shirts for the following reasons:

1. There will be a significant outlay in cost to purchase stock to have on hand.
2. We would need to stock all sizes and all types of shirts to accommodate all requests for the model to work.
3. There is a risk that the Shire will not be able to sell the shirts, and so, will have to wear the cost of being overstocked. Council saw this issue with the Quairading History books which eventually were given away after attempting to sell the books for more than 10 years.
4. Staff are currently at full capacity with workloads, and someone would have to be responsible for managing and ordering stock.
5. There is an extensive delay in the delivery of shirts. For the last order we waited eight weeks for delivery. This is not practical if someone moving through town wants a shirt on demand.
6. The shirts were created to promote the Shire and assist in identifying Council staff and elected members at events such as the Agricultural Show.
7. The wholesale cost of the shirt is high and so the Shire would lose money stocking and selling the shirts (no profit margin/staff wages).

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If the Shire is to sell the shirts there will be a substantial initial outlay to purchase stock and to be held for the public to buy because the manufacturer has a minimum six week time frame for supplying the shirts. A large number of each size would need to be purchased and there is the risk of unbought stock being held for a prolonged period of time.

The increase to existing administration staff workloads will also have financial implications.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.2 Build upon our "Take a Closer Look" brand with the development of an internal marketing strategy focusing on our community, events and facilities to increase our permanent and transient population

CONSULTATION

Nil

RISK ASSESSMENT

	Option 1
Financial	Medium <i>Outlay of purchasing stock</i>
Health	N/A
Reputation	Low
Operations	Medium <i>Staff are already at full capacity and this would be an increase to current workloads</i>
Natural Environment	N/A

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

COMMENT

Nil.

12.2 Dieback – Information Update 2022

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Dean Mastin (Executive Manager, Works & Services)
Attachments:	Nil
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the information update on the potential dieback located within the Shire of Quairading bushland.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

At the 2022 Annual Electors Meeting an elector queried the status of the suspected dieback located between the bores towards the back of the Waste Recycle Facility. This agenda item is to provide closure to the issue.

Shire of Quairading Officers have investigated this matter and the Department of Biodiversity, Conservation & Attractions (DBCA) has confirmed:

- Dieback is not a Local Government issue to resolve. The DBCA has jurisdiction over the identification of dieback and risk mitigation and illumination issues.
- According to the DBCA, the area referred to by the elector is not dieback but is waterlog.

MATTER FOR CONSIDERATION

For Council to receive the information to close the question on whether there is dieback within the Shire of Quairading.

BACKGROUND

At the 2022 Annual Electors Meeting an elector queried the status of the dieback located between the bores towards the back of the Waste Recycle Facility.

At the CEO's request, Council officers carried out investigation into the matter. According to the DBCA, it was reported that no testing or reporting had been carried since 2018, though DFES are currently commissioning flora and hydrological consultants to determine the hydrological issues within the reserve containing the old rifle range.

The DBCA has advised that there is no role for local government in the assessment and treatment of dieback. According to the DBCA, the area suspected of containing dieback within the Shire of Quairading is not dieback but is waterlog.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

4.1 Natural Environment: Maintain a high standard of environmental health services

5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive

CONSULTATION

Shire Officers consulted with the Department of Biodiversity, Conservation & Attractions with reference to this matter.

RISK ASSESSMENT

	Option 1
Financial	Low
Health	Low
Reputation	Low
Operations	Low <i>The issue of dieback is not the responsibility of the Shire.</i>
Natural Environment	High <i>If dieback is not thoroughly investigated and treated there is potential for it to spread to other bushland which would be detrimental to the natural environment.</i>

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

COMMENT

Nil.

12.3 Conflict of Interest Policy

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Conflict of Interest Policy
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council endorse the Conflict of Interest Policy.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

The Shire of Quairading requires to have a Conflict of Interest Policy to ensure that Elected Members and Council staff are adhering to the *Local Government Act 1995*. Council do not currently have this Policy in place, and so it has been created.

MATTER FOR CONSIDERATION

To endorse the Shire of Quairading Conflict of Interest Policy.

BACKGROUND

Council are required to have a Conflict of Interest Policy to ensure that Elected Members, CEOs and local government employees are adhering to the *Local Government Act 1995* with reference to disclosures of interest, when and how this should be carried out.

As it is Council as a whole (Elected Members, CEO and employees) that are required to make transparent decisions for the community, it is important that Council are aware of their obligations when it comes to a situation that arises where there is a conflict.

Decision-making could be influenced – or perceived to be influenced – in a number of ways, including:

- Financial relationships
- Personal relationships
- Receipt of gifts

It is sometimes difficult to judge what a reasonable belief of another person is, so Council Officers have developed a Policy to clearly outline when and how an Elected Member, the CEO and workers should disclose an interest and the reprimands if a disclosure is not made.

STATUTORY ENVIRONMENT

The *Local Government (Rules of Conduct) Regulations 2007* set out uniform rules to guide the behaviour of council members. Regulation 11 prescribes how and when disclosure of an impartiality interest must be made by a council member.

Regulation 34C of the *Local Government (Administration) Regulations 1996* prescribes how and when disclosure of an impartiality interest must be made by a local government employee.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There is no cost associated with developing a Policy.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

No consultation was required for the development of this Policy.

RISK ASSESSMENT

	Option 1
Financial	Low <i>There is no cost associated with creating a Policy.</i>
Health	N/A
Reputation	Medium <i>If Council staff do not disclose conflicts of interest and it is discovered by members of the public, it could be seen as dishonest and cause distrust between the community and Shire.</i>
Operations	Low
Natural Environment	N/A

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

COMMENT

Nil.

CONFLICT OF INTEREST POLICY

Disclosure of Interests Affecting Impartiality

PURPOSE

This Policy provides guidance on the specific circumstances that give rise to a conflict of interest and clarifies the types of interests that constitute a conflict of interest, the process that must be followed and the consequences or actions that may be taken for failing to comply with the requirements of the *Local Government Act 1995*. Recognising and declaring interests, whether they are actual, potential or perceived, mitigates risk and financial and reputational damage to Council.

SCOPE

This Policy applies to Councillors, the Chief Executive Officer and all workers (including contractors, consultants, agency staff and labour hire staff).

DEFINITIONS

Affected person means a relevant person, a family member of the relevant person, a body corporate of which the relevant person or their spouse or domestic partner is a Director or a member of the governing body, an employer of the relevant person (unless the employer is a public body), a business partner of the relevant person, a person for whom the relevant person is a consultant, contractor or agent, a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee or a person from whom the relevant person has received a disclosable gift.

Audit & Risk Committee means a Committee established under the *Local Government Act 1995* for the purpose of reviewing, discussing and assessing external reporting, external auditing, internal auditing, internal control and risk management, compliance and ethics, fraud preventions and related party transaction oversights.

CEO means the Chief Executive Officer of Council.

Council means the Shire of Quairading Council.

Councillor means a person elected by eligible residents and ratepayers in a Local Government election or by-election.

Delegated Committee means a committee established under Section 5.16(1) of the *Local Government Act 1995*, including joint delegated committees.

Disclosable gift means one or more gifts with a total value of more than \$500, or if an amount is prescribed, the prescribed amount received from a person in the five years preceding the decision on the matter. This does not include the value of any reasonable hospitality received by the relevant person at an event or function that the relevant person attended in an official capacity as a Councillor, member of Council staff or member of a Delegated Committee.

Family member means your spouse or domestic partner of the relevant person, a parent, grandparent, sibling, your child, step-sibling or step-child of the relevant person or of their spouse or domestic partner, step parent and any other person that regularly resides with the relevant person.

Matter means a matter which a Council, Delegated Committee, Community Asset Committee or a member of Council staff is concerned and that will require a power to be exercised, or a duty or function to be performed or a decision to be made by the Council, Delegated Committee or Community Asset Committee in respect of that matter; or a power to be exercised, or a duty or function to be performed or a decision to be made by a member of Council staff in respect of a matter.

Not for profit organisation means a body that operates exclusively for charitable, civil, sporting or other social purposes and does not share or allocate the funds or profits of the body or organisation with the owners, shareholders or executives of the body or organisation.

Private interests means any direct or indirect interest of a relevant person that does not derive from their public duty and does not include an interest that is only a matter of personal opinion or belief.

Public duty means the responsibilities and obligations that a relevant person has to members of the public in their role as a relevant person.

Relevant person means a person who is a Councillor, a member of a Delegated Committee and a member of Council staff.

Worker means people who are employed by the Chief Executive Officer or by a person authorised by the Chief Executive Officer to employ Council staff and employed to perform, or assist in performing, the functions of the Council and or the Chief Executive Officer. It also includes agency staff, temporary contract staff and contractors engaged by Council.

POLICY

Council members, Chief Executive Officers and local government employees are expected to make decisions in the best interests of their community. To do this, they must consider each issue on its merits.

Decision-making could be influenced – or perceived to be influenced – in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. *The Local Government Act 1995* sets out requirements on council members, Chief Executive Officers and other employees to ensure transparency and accountability in decision-making.

This Policy deals with interests that affect the impartiality of a person, generally arising because of personal relationships or membership of an association.

Local government council members and employees are required to disclose an interest that may adversely affect their impartiality in any matter discussed at a council or committee meeting. In addition, employees are also required to disclose interests when providing advice or reports to be discussed at a council or committee meeting.

The *Local Government (Rules of Conduct) Regulations 2007* set out uniform rules to guide the behaviour of council members. Regulation 11 prescribes how and when disclosure of an impartiality interest must be made by a council member.

Regulation 34C of the *Local Government (Administration) Regulations 1996* prescribes how and when disclosure of an impartiality interest must be made by a local government employee. These provisions are to be included within each local government's employee code of conduct.

Each piece of legislation establishes precise and detailed provisions which clarify the disclosure requirements and general responsibilities of individuals within local government.

1 The decision to disclose

For the purposes of requiring disclosure, an impartiality interest is defined in Regulation 34C of the *Local Government (Administration) Regulations 1996* and Regulation 11 of the *Local Government (Rules of Conduct) Regulations 2007* as, "an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association."

The above definition includes examples of the type of relationships from which an interest could arise. However, a significant element is the likely public perception as to whether there may be an interest.

It is sometimes difficult to judge what a reasonable belief of another person is. Therefore, when deciding if such an interest should be disclosed, it is helpful to establish answers to the following questions:

- 1.1 If you were to participate in assessment or decision making without disclosing, would you be comfortable if the public or your colleagues became aware of your association or connection with an individual or organisation?
- 1.2 Do you think there would be a later criticism of perceived undisclosed partiality if you were not to disclose?
- 1.3 The regulations provide some examples of what constitutes an "interest".

2 The impact of an impartiality disclosure

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest.

With the declaration of a financial interest a council member leaves the room and does not vote or otherwise participate in that part of the meeting (unless permitted to do so by the meeting or the Minister).

Similarly, if an employee has a financial interest in a matter for which they have delegated authority, section 5.71 of the *Local Government Act 1995* requires that the employee makes the necessary disclosure and prohibits the employee from exercising the delegated power or duty in the matter for which they have declared a relevant financial interest.

With the declaration of an impartiality interest, the council member stays in the room, participates in the debate and votes. Following disclosure of an interest affecting impartiality, the member's involvement in the meeting continues as if no interest existed. This recognises that everyone has interests and relationships which affect the way they think and feel; making a disclosure of this type makes it clear both to the council member with the interest and the other council members that bias could creep in.

3 Disclosing an interest

3.1 Who is required to make a disclosure?

Council members and employees (including persons under contract) of local governments are required to disclose interests affecting impartiality.

3.2 When should a disclosure be made?

If the matter in which a council member or employee has an interest affecting impartiality is to be discussed at a council or committee meeting, the council member or employee is to disclose the interest either in a written notice given to the CEO before the meeting or verbally at the meeting immediately before the matter is discussed.

Local government report templates often include sub-headings for employee disclosures of interest. An employee should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

In any case, disclosure of interest is required to occur as soon as the person becomes aware that they have a conflict of interest.

3.3 What to disclose

To assist with making the disclosure, the department has prepared the following declaration which council members or employees may use when they consider it necessary to disclose an interest affecting impartiality. The nature of the interest must also be stated.

3.3.1 Council Member Declaration

"With regard to the matter in item x I disclose that I have an association with the applicant (or person seeking a decision). This association is (nature of the interest).

As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

3.3.2 Employee Declaration

"With regard to the matter in item x I disclose that I have an association with the applicant (or person seeking a decision). This association is (nature of the interest).

As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and provide advice accordingly."

3.4 How to disclose

3.4.1 At meetings

A council member or employee attending a meeting who wishes to disclose an interest affecting impartiality can make a verbal declaration or do so in written form. If a council member or employee chooses to make a verbal disclosure, they should do so during the meeting, immediately prior to discussion of the matter to which the disclosure relates.

A written notice of interest must be given to the CEO prior to commencement of the meeting. In this instance the CEO must make the person presiding at the meeting aware of the interest prior to commencement of the meeting. During the meeting the presiding person must then bring the contents of the notice to the attention of the person's present at the meeting immediately prior to discussion of the matter to which the disclosure relates.

All disclosures made are to be recorded in the minutes of the relevant meeting. It is important that the minutes distinguish between disclosures of interests affecting impartiality and disclosures of financial interests.

3.4.2 At other times

Situations will arise where an employee has provided advice to council in the form of a report without being in attendance at the meeting but will have the need to disclose an interest. The regulations set out that an employee who has given, or who will give advice in respect of a matter in which they have an interest and which is to be discussed at a council or committee meeting where they will not

be in attendance, is to provide written notice to the CEO prior to the meeting or at the time the advice is given.

For example, an officer preparing a report for a matter to be discussed at a council or committee meeting but will not be in attendance at the meeting should disclose their interest in a written notice given to the CEO before the meeting and may also include the disclosure in the body of the report.

3.5 Failure to disclose

In failing to disclose an impartiality interest, a council member contravenes a rule of conduct and in doing so commits a minor breach. The Local Government (Rules of Conduct) Regulations 2007 focus on providing avenues for dealing with allegations specifically concerning council member misconduct. Under this legislation, minor breaches are referred to a Local Government Standards Panel which is supported by the department.

An employee who fails to disclose their interest in accordance with Local Government (Administration) Regulations 1997, Regulation 34C commits a breach of the local government's code of conduct, in which case is a matter to be dealt with by the CEO.

3.6 Exceptions

The requirement to disclose an interest does not apply in circumstances where a council member or employee fails to do so because they were not aware that an interest existed.

The same is true when a council member or employee fails to disclose an interest because they did not know the matter in which they had an interest was to be discussed. In the second instance disclosure of the interest must be made as soon as possible following commencement of the discussion.

These exceptions are not automatic and will depend on the circumstances and facts relating to the reasons for non-disclosure.

4 When does an interest affecting impartiality arise?

The existence of an interest affecting impartiality is dependent on:

- The council member or employee having an association with a person or organisation that has a matter being discussed at a council or committee meeting,
- The employee being required to give advice on a matter where they have an association with a person or an organisation related to that matter,
- The type of matter being discussed at a council or committee meeting, and
- An employee considering a matter under delegated authority, in which they have an association with a person or an organisation related to that matter.

The Department would not expect a disclosure to be made in matters which are solely related to:

- An individual's beliefs, philosophies or attitudes;
- A member's election pledges; or
- Any other public pledges made by a member.

No disclosure should be necessary – unless the matter also involves an association with a person or organisation connected to the member.

4.1 What types of matters could result in a perception of partiality?

The Departments' view is that the intent of the impartiality provisions is to capture those matters where persons or organisations associated with members or employees are, by their own action, seeking a decision from the local government (for further detail please see discussion on associated persons).

The types of matters where disclosure is warranted include any matters which require applications for approval, consent or a licence where the financial interest provisions of the Act do not apply. This would include development applications, extensions or construction of facilities, requests for financial assistance, tenders, staff recruitment and so on.

It is recognised that decisions on impartiality disclosures are most difficult where a council member or employee has an association with an individual or organisations, which has a passive involvement in a matter before Council, a committee or the local government for a decision.

4.2 What types of associations may give rise to a perception of partiality?

There are two major categories of associations that council members or employees may have which in certain circumstances may give rise to interests that affect impartiality. These are associations with people and associations with organisations.

4.3 Associations with Persons

The financial interest provisions of the Act identify particular relationships that a council member or employee may have which can result in a financial interest arising. In a similar way, matters involving persons that a council member or employee has a relationship with may result in an interest which affects impartiality.

The regulations relating to disclosures of impartiality make direct reference to an interest arising from kinship, friendship or membership of an association.

Therefore, in the context of kinship and other formal connections, if a relevant matter is discussed at a council or committee meeting, to avoid a later criticism of undisclosed partiality, disclosure is warranted if the matter involves a member's or employee's:

- 4.3.1 Spouse or de facto spouse;
- 4.3.2 Brother and sister;
- 4.3.3 Parents and spouse's parents;
- 4.3.4 Children;
- 4.3.5 Employer; or
- 4.3.6 Business partner.

4.4 Associations with friends and adversaries

In addition to the persons mentioned in the previous section, the general public is often concerned about impartiality in matters which involve people who are friends or adversaries of council members or employees. However, while the definition of persons linked by family ties is generally indisputable, there is some argument about the existence of an acceptable definition of a friend or adversary.

In relation to a friend, the definition which probably comes closest to the department's view is given in the Macquarie dictionary which defines a friend as "one attached to another by feelings of affection or personal regard", or "one who is on good terms with another".

In another interpretation, it is suggested that two people could be considered friends because they frequently socialise, have business lunches and regularly go on trips or outings together.

A friend may also be considered as someone who regularly participates at another person's family functions or other significant events, or there may be a length of time component which would form part of the definition.

Nonetheless, it would be fair to say that the definition would vary from person to person depending on age, background, gender, geographic location and so on. It is a judgement for each council member to make as to whether a person in their local government district would have a reasonable belief that another person is a friend of the council member.

Following this judgement, it is then up to each council member to decide whether to disclose or not, bearing in mind the potential for later criticism of undisclosed partiality.

It is important to note, in addition to a friend, the same level of partiality could be perceived to exist for an adversary or person that a member or employee strongly disliked. When relevant matters come before Council involving such persons, disclosure may well be warranted.

It is recognised that in many small country towns, council members and employees may know a high proportion of the Shire's population. As a consequence, although this is a difficult area, the department encourages individual local governments to formulate a definition of a close friend and adversary, which is appropriate to their circumstances which would assist council members and employees when they face a decision with regards to disclosing an association.

4.5 Associations with organisations

Subject to the person considering the extent of their involvement in an association or organisation, disclosure is warranted when matters are discussed at council or committee meetings which directly relate to groups with which council members and employees are affiliated. These include sporting clubs, resident groups and associations, business groups and associations, professional associations and so on.

4.6 Other associations

Regulations relating to disclosure of interest affecting impartiality make direct reference to an interest arising from kinship, friendship or membership of an association. However, the department recommends that council members and employees consider and include other types of associations as they see fit. These may also include other categories of persons or it may include secondary relationships, for example, matters which involve friends of spouses, or friends of children etc.

It is important to consider how others may perceive your associations and connections and make disclosures that are reasonable and promote a consistent probity standard.

The disclosure of an impartiality interest will not prevent a council member from participating and voting in a matter, but the proactive disclosure of impartiality interests that may be perceived by the community will protect the council member and the local government from potential criticism.

4.6.1 Matters which involve a council member's beliefs, philosophies, attitudes and election or public pledges

As stated earlier, a council member's, CEO's or employee's beliefs, philosophies, attitudes and election or public pledges are not matters for which an impartiality disclosure is warranted. The key issue is the association with people or organisations who have business with the local government.

As one of the objectives of the interest affecting impartiality provisions is to help make local government decision making transparent, it should be unnecessary for a member to disclose issues openly campaigned upon before their election. The following examples outline the department's views on this matter.

ROLES & RESPONSIBILITIES

The Executive Manager, Corporate Services, is responsible for enforcement of and compliance with this Policy and will provide interpretation in the event of the need for clarification or when there is a dispute.

POLICY NON-COMPLIANCE

Section 130 of the Local Government Act 2020 outlines the offences, in the event a person fails to disclose a general or material conflict of interest.

RELATED DOCUMENTS

The requirements set out in this Policy should be read in conjunction with the following:

- Local Government Act 1995
- Councillor's Code of Conduct
- Staff Code of Conduct
- Gifts & Hospitality Policy
- Risk Management Policy
- Procurement Policy

IMPLEMENTATION OF THE POLICY

This Policy will be published on Council's website and intranet so that it can be used by employees of Council, including contractors and agency and/or labour hire staff engaged by Council, Audit and Risk Committee Members, Delegated Committee Members, Community Asset Committee Members and Councillors to understand the requirements on declaring a conflict of interest.

STATUTORY ENVIRONMENT

Local Government Act 1995

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	xx	xx	xx	New Policy	xx

12.4 Microgrid Project Update – July 2022

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	Nil
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council note the Microgrid project update July 2022.

____/____

IN BRIEF

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

On the 26 May 2022 Council agreed that the project was worth pursuing in terms of potential economic benefit to the Shire of Quairading and adopted the following resolution:

RESOLUTION: 178-21/22

MOVED Cr Hippisley SECONDED Cr Hayes

That Council endorse the establishment of a microgrid working group.

A Microgrid Working Group was so established.

This agenda paper provides an overview of progress to date on the microgrid project.

MATTER FOR CONSIDERATION

That Council note the progress of the project.

BACKGROUND

At the April 2022 Strategic Planning Committee, Cr Hippisley presented to Council the idea of creating a micro grid within the Shire of Quairading. A micro grid is a small network of electricity users with a local source of supply and storage, usually attached to a centralized national grid but able to function independently.

Chief Executive Officer, Ms Nicole Gibbs and Cr Hippisley had since carried out further investigation into funding and grant opportunities, and had met with industry experts in this field to see if this was a worthwhile project to pursue.

While there are significant regulatory obstacles in Western Australia, which have resulted in the Eastern States being some decades ahead of WA in the microgrid field, there is growing industry and political support to challenge this current regulatory position.

On the 26 May 2022 Council agreed that the project was worth pursuing in terms of potential economic benefit to the Shire of Quairading and established a Microgrid Working Group to:

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

Since the establishment of the Working Group the following information has been obtained:

1. The Commonwealth Government has \$50M available for microgrid projects for local governments who applied for and received funding to do a feasibility study last year (where the feasibility study demonstrated a positive outcome). Quairading did not apply for the funding to conduct the feasibility study.
2. A feasibility study will cost approximately \$60,000.
3. The State is currently in favour of funding hydrogen rather than microgrid projects.
4. The State's Regional Economic Development funding does not generally support funding for feasibility studies.
5. Regulatory blockages in Western Australia generally preclude a microgrid project being off the grid - which is why the Commonwealth funding will not (apparently) likely land in this State.

On the 15 July 2022, the Microgrid Working Group met with Mia Davies who was well-versed in microgrid technology and the current obstacles in Western Australia in terms of regulatory blockage. Ms Davies has committed to investigating alternate sources for the \$60,000 required for the feasibility study.

The CEO will be facilitating additional discussions with Regional Development Wheatbelt and other local governments to ascertain whether a regional approach to the issue may be more beneficial than a single local government making the approach to State Government.

STATUTORY ENVIRONMENT

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

POLICY ENVIRONMENT

Shire of Quairading Strategic Community Plan 2021-2031

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

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

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

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

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy: Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.3 Economy: Shire engages stakeholders and partners to help capture local economic development initiatives
- 4.3 Natural Environment: Demonstrate sustainable practices of water, energy and waste management
- 5.1 Governance: Shire communication is consistent, engaging and responsive
- 5.2 Governance: Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

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

The working group is also in consultation with Mia Davies.

RISK ASSESSMENT

	Option 1
Financial	Low <i>As Council is only in the investigative stages of this project, there is minimal financial risk.</i>
Health	N/A
Reputation	Low <i>As Council is only in the investigative stages of this project, there is minimal reputational risk.</i>
Operations	Low <i>The impact will be in the form of the CEO's time.</i>
Natural Environment	Low <i>A microgrid is a self-sustaining energy source that is beneficial to the Shire.</i>

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

COMMENT

Nil.

12.5 Shire of Quairading Website

Meeting Date:	28 th June 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	Nil
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council endorse committing a budgeted amount of \$33,318 to go towards the website redesign project, in order for the Shire to be able to enter into a contract with PWD prior to the budget workshop.

____/____

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

The Shire of Quairading went out for a request for quote to have the current website redesigned. PWD was the successful applicant. The Shire has already committed \$10,000 to go towards the project, which has been allocated accordingly to commence the preliminary stages of the project.

Before a contract can be entered into with PWD, the Shire must be able to commit an additional \$33,318 towards the website redesign project, but the budget review workshop is not until 9th August 2022.

Council officers are requesting \$33,318 be committed prior to the budget review project so the contract can be entered into immediately.

MATTER FOR CONSIDERATION

For Council to commit \$33,318 to go towards the website redesign project prior to the August 2022 budget review workshop, so Council can enter into a contract with PWD.

BACKGROUND

On the 14th of April 2022 the Shire of Quairading went out for a Request for Quote for the Shire website to be redesigned.

It is imperative that the Shire has a well-functioning website as it is the main source of communication between Council and ratepayers. Currently the website is extremely difficult to navigate and requires some much needed revamping. The main impetus behind the re-development is two-fold:

- People have a demonstrated expectation that they can do business on-line. It should not be necessary to physically go to the Shire premises to do business and, with the current website, it is necessary.

- Council has given officers a mandate of increasing the number of tourists, residents, small business and industry to the Shire. The first point of call for all prospective new entrants is the Shire of Quairading website. It is neither appealing nor functional and does not do justice to the Shire.

The Shire received 3x submission from PWD, Market Creations and Dapth. The RFQ was awarded to PWD due to their experience and reasonable pricing.

At the March 2022 budget review workshop, Council committed \$10,000 to go towards the website. These funds have been committed to start the preliminary stages of the website redevelopment.

Council currently need to enter into a contract with PWD, but there is a requirement for an additional \$33,318 to be committed to the budget before this can happen. The next budget workshop is not until Tuesday 9th of August 2022, and it would be preferred if the contract could be entered sooner than this date.

Council officers are asking that an additional \$33,318 be committed before the budget review workshop so Council staff can enter into the contract with PWD.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Purchasing Policy

FINANCIAL IMPLICATIONS

Committing these funds will mean it will become a non-negotiable item in the 2022/23 budget.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.1 Governance & Leadership: Shire communication is consistent, engaging and responsive
- 5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

Nil.

RISK ASSESSMENT

	Option 1
Financial	Low <i>There is minimal financial risk if Council commit to allocating the \$33,318 towards the website project.</i>
Health	N/A
Reputation	Low
Operations	Low <i>Having a well-developed website will allow the Shire to carry out more functions externally which will benefit Council officers, as there may be less foot traffic coming into the office, while still providing excellent service to our community.</i>
Natural Environment	N/A

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

COMMENT

Nil.

12.6 Special Council Election

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	Nil
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

For Council to:

1. Rescind Motion:

"RESOLUTION: 210 -21/22

That Council hold an Extraordinary Council Election to fill the current vacancy at the earliest convenience."

2. Apply to the Western Australian Electoral Commission for a deferral of the election pending consideration of a proposal to reduce the number of officers from 8 to 7.

____/____

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

On 30th June 2022 Council carried the following motion:

"RESOLUTION: 210 -21/22

That Council hold an Extraordinary Council Election to fill the current vacancy at the earliest convenience."

Since the adoption of the motion, the Local Government Reform Agenda has progressed and, accordingly, additional information has been received which potentially impacts the motion. This includes:

- The costs of conducting an in-person ballot and postal ballot have been obtained;
- Officers have a more comprehensive understanding of the process to be enacted;
- The reform agenda will be implemented within (approximately) six months of proclamation (i.e. January 2023); and
- An Elected Member will need to be removed from Council within (approximately) six months after proclamation if Council has eight Members rather than seven.

Accordingly, officers recommend rescinding the above motion and instead adopting the following motion:

"Apply to the Western Australian Electoral Commission for a deferral of the election pending consideration of a proposal to reduce the number of officers from 8 to 7."

MATTERS FOR CONSIDERATION

1. Whether to rescind Motion:

“RESOLUTION: 210 -21/22

That Council hold an Extraordinary Council Election to fill the current vacancy at the earliest convenience.”

2. Whether to adopt the following motion:

“Apply to the Western Australian Electoral Commission for a deferral of the election pending consideration of a proposal to reduce the number of officers from 8 to 7.”

3. Whether Council’s original premise that the cost-benefit in conducting the election was in the fact that it would provide a new entrant with experience on Council and potentially inspire a new person to nominate for a permanent position on Council is still valid given the additional information now available.

BACKGROUND

On the 16th June 2022 Cr Brett McGuinness resigned as an Elected Member of Council, with his term being up in October 2023. Cr McGuinness resigned outside the prescribed timeframe for an office to remain vacant, as outlined in section 4.17 of the *Local Government Act 1995* and as such, the Shire was required to carry out an Extraordinary Election.

Council had three options on how to approach the extraordinary election:

1. Hold an extraordinary postal election to be run by the Western Australian Electoral Commission for the filling of the vacancy.
2. Hold an “in-person” election with the CEO as the returning officer for the filling of the vacancy.
3. Apply to the Western Australian Electoral Commission for a deferral of the election pending consideration of a proposal to reduce the number of officers from 8 to 7.

On 30th June 2022 Council carried the following motion:

“RESOLUTION: 210 -21/22

That Council hold an Extraordinary Council Election to fill the current vacancy at the earliest convenience.”

Since the adoption of the motion, the Local Government Reform Agenda has progressed and, accordingly, additional information has been received which potentially impacts the motion.

1. WALGA has advised that Council must call a motion to decide whether the Extraordinary Election is to be an in-person ballot or postal election. While a postal election costs significantly more than an in-person ballot it does typically ensure a higher participation rate from electors. Postal elections are more convenient for many electors and typically result in a higher rate of voter participation than in-person ballots.
2. WALGA has expressed concern that Council has decided to fill the vacancy so close to requirement to remove an Elected Member from Council. In effect, Council will expending rate funds on the election and other associated costs (e.g. training) only to have to remove an Elected Member within approximately six months (or potentially less).
3. The approximate cost of an in-person ballot is \$8,000 to \$10,000. The approximate cost of a postal ballot is \$15,000 to \$20,000.
4. Under the *Local Government Act 1995* Council must obtain written agreement from the Electoral Commissioner before appointing the Electoral Commissioner to conduct the Extraordinary Election.

As Council is aware, if the number of candidates is equal to the number of vacancies, the candidate will be elected unopposed and the above costs (bar the associated costs) will not apply. If there are more candidates than vacancies, the election will proceed.

Given the above information, Council's original premise that the value in conducting the election was in the fact that it would provide a new entrant with experience on Council and potentially inspire a new person to nominate for a permanent position on Council does not appear to be supported by a simple cost-benefit analysis.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Code of Conduct for Elected Members Committee Members and Candidates.

FINANCIAL IMPLICATIONS

The 2022/23 budget will need to include funds to hold the Extraordinary Election.

As discussed above, holding an Extraordinary Election to fill the vacancy will have financial implications regardless of whether the type of election held is in-person or through a postal vote (unless only one person nominates for the vacant position).

Under the *Local Government Act 1995*, the Western Australian Electoral Commissioner must conduct local government postal elections on a full-cost recovery basis. The estimated cost of \$15,000 - \$20,000 may vary depending on a range of factors including the cost of materials and number of replies received.

The cost of holding a vote in-person is considerably less but the trade-off is that there is typically a lower voter participation rate. An estimate for the voting in-person option is \$8,000 to \$10,000, which includes advertising costs, payment of Shire staff on polling day and the engagement of an external person to assist with the administrative tasks associated with holding an election. An external person will be required because the Executive Officer is already over-capacity in terms of workload.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

- Two-year consultation with State Government and WALGA on the Local Government Reform Agenda.
- Extensive conversation with multiple people within the governance section of WALGA over the past month.

RISK ASSESSMENT

	Option 1
Financial	Moderate <i>The financial implications may be between \$8,000 to \$20,000 and the loss of productivity in other areas while focus is diverted to the election (assuming more than one nominee).</i>
Health	N/A

Reputation	<p>Moderate</p> <p><i>WALGA has already expressed concern that perhaps there is a misunderstanding with regard to the Local Government reform agenda.</i></p> <p><i>It is unknown as to whether the rate base will value the “opportunity for a newly Elected Member to gain short-term experience in Council” verses the actual cost of the election.</i></p>
Operations	<p>High</p> <p><i>The Executive Officer will require additional external assistance to hold the election (assuming more than one nominee).</i></p>
Natural Environment	N/A

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

COMMENT

Nil

12.7 Business Continuity Policy

Meeting Date:	28th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Business Continuity Policy
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council endorse the Business Continuity Policy.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

Business continuity is defined as the capability of an organisation to continue the delivery of critical activities and services at acceptable predefined levels following a disruptive incident.

Council Officers have been carrying out a review of the Business Continuity Plan, which was due in January 2021.

MATTER FOR CONSIDERATION

Endorsement of the reviewed Business Continuity Plan.

BACKGROUND

Disruptive incidents come in varying types, sizes and with varying impacts. Business continuity planning is a key component of an adequate response to those incidents. In recent times disruptive incidents in WA Local Government have included:

- Flood
- Structural fire
- Bushfire
- Earthquake
- Cyclone
- Storm
- Smoke damage
- Coastal erosion
- Hazardous materials
- IT failure
- Breach of sewerage ponds
- Loss of plant and equipment
- Regulator investigation
- Major incident recovery
- Power failure
- Telecommunication failure
- Internet outage
- Data breach
- Friable asbestos
- Unavailable contractor
- Loss of key staff
- Poorly managed change
- Maintenance failure
- Critical infrastructure failure
- Ground water contamination
- Burst water pipe
- Human factors

Local governments must build an effective response to any disruptive incident through business continuity planning. Business continuity is defined as the capability of an organisation to continue the delivery of critical activities and services at acceptable predefined levels following a disruptive incident. A business continuity management program includes:

- Establishing the business continuity policy and program
- Analysing the activities and services to determine what is time-critical
- Designing the business continuity strategy and requirements
- Implementing the business continuity action plan
- Validating the business continuity plans, capabilities and assumptions

Successful business continuity management requires our local government to commit to raising awareness and implementing sound approaches to building resilience. The importance of becoming a resilient organisation is integral to contemporary management practices and is an essential component of good public sector governance.

Business continuity management is part of an effective risk management program and must be closely aligned to incident management, emergency response and IT disaster recovery. Business continuity plans will be customised to reflect our priorities, stakeholder expectations and any existing capabilities.

The Shire of Quairading's Business Continuity Framework comprises:

- Risk Management Framework, policies and procedures.
- Business Continuity Policy;
- Business Continuity Plans;

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Risk Management Framework, policies and procedures

Business Continuity Policy

Business Continuity Plans

LGIS Business Continuity Management

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.5 Community: Support emergency services planning, risk mitigation, response and recovery
- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

No consultation was required for this Policy.

RISK ASSESSMENT

	Option 1
Financial	<p>High</p> <p><i>Without a Business Continuity Plan the Shire could face significant financial loss due to business down time and damages to property. It's therefore crucial to have a strategy in place to mitigate disasters and emergencies as well as unnecessary financial damage.</i></p>
Health	<p>High</p> <p><i>In the event of natural disasters, violent incidents, and other dangerous emergencies, the safety of employees, customers, guests, and other individuals must be of the utmost priority. It's therefore crucial to effectively communicate your business continuity plan to stakeholders to inform them of the steps they need to take before, during, and after an emergency or disaster.</i></p>
Reputation	<p>High</p> <p><i>The Shire provides vital services to the community. It would be the expectation of the public that even though there may be a major incident, the Shire should still be able to carry out critical services.</i></p>
Operations	<p>High</p> <p><i>If staff are unable to access systems or if there is a major incident the capacity for staff to carry out their everyday tasks reduces significantly.</i></p>
Natural Environment	N/A

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

COMMENT

Nil.

BUSINESS CONTINUITY POLICY

OBJECTIVES

To plan and prepare for the continuation of critical service delivery before, during and after a significant business interruption.

To protect life, health and assets before, during and after a significant business interruption.

To return to normal service delivery with the least amount of interference possible before, during and after a significant business interruption.

To prepare for significant business interruptions to operations (to be done in conjunction with the Shire's Risk Management Framework).

POLICY STATEMENT

Building organisational resilience is critical to ensuring the uninterrupted availability of core business resources and critical business functions.

Effective business continuity management will eliminate and/or mitigate against the risk of potential business interruptions on the organisation and its stakeholders and fully restore operations in the most efficient manner following an interruption.

POLICY

Council will identify risks and develop mitigation and elimination strategies to minimise the disruption caused to operations when a significant business interruption occurs.

The Shire will demonstrate organisational resilience by eliminating and/or mitigating against the significant events that disrupt services. Effective business continuity management will prevent and mitigate against the impact of potential business interruptions on the Shire and its stakeholders and fully restore operations in the most efficient manner following an interruption.

The Shire's Business Continuity Program will reflect good practice and sound corporate governance and be consistent with the *AS/NZS 5050:2010 Business continuity – Managing disruption-related risks*.

Council will build a business continuity culture to continuously improve the resilience and response capabilities within the organisation's critical business functions.

Business Continuity Framework

The objectives of the Business Continuity Management Framework are to:

- a. Increase organisational resilience by undertaking specific actions to strengthen the Shire's adaptive capability for managing sudden and significant change;
- b. Ensure Shire operations can be conducted off-site and from any remote location;
- c. Continue to deliver critical business functions and services before, during and after a significant disruptive event;
- d. Effect recovery with as little down time and negative impact as possible; and
- e. Recognise and act on improvement opportunities inherent in an improved understanding of the Shire's core business processes and objectives.

The Shire's Business Continuity Framework is made up of the following:

- a. Business Continuity Policy – defines the Shire's approach to business continuity management and the principles by which business continuity plans will be developed and maintained within the organisation.
- b. Business Continuity Plan – provides the required detail for the coordination and management of the organisation during a significant disruptive event, the process for relevant business continuity plan activation and deactivation, and detail regarding business continuity training and exercise requirements to ensure preparedness for disruptive events.
- c. Local Emergency Management Plan – considers the impact of emergency events on critical operations and documents procedures to allow continuity of services in the event of emergency events.

Business Continuity Plan

The objective of a Business Continuity Plan is to minimise the impact of disruptive events on critical operations and the delivery of services to the community.

The plan has been developed and tested for all those functions that are identified as being critical to the organisation.

In the event of a significant business interruption, Council will:

- a. Ensure key critical business functions are restored and maintained as soon as possible;
- b. Endeavour to ensure the confidence of workers, the community and stakeholders;
- c. Fulfil regulatory and contractual requirements and obligations; and
- d. Mitigate financial, legal/regulatory, service delivery, well-being and reputation/brand consequences.

This will be achieved by:

- a. Identifying the organisation's key critical business functions;
- b. Undertaking business impact analysis of each of the identified key critical business functions;
- c. Identifying and developing new and existing risk elimination and mitigation processes and procedures for all critical business functions;
- d. Maintaining a business continuity management framework, business continuity action plan and supporting response plans;

- e. Testing and maintaining the Business Continuity Plan and subsequent plans within the organisation via desktop audits, simulation or full plan testing;
- f. Ensuring Shire operations can be conducted off-site and from any remote location through investment in technology, particularly with regard to CLOUD technology, website functionality and system improvement;
- g. Regular reporting on the status of business continuity management;
- h. Developing and supporting a culture of responsible business continuity management within the organisation; and
- i. Using an integrated and coordinated approach with the disciplines of risk management, disaster management and emergency management.

Approach to Business Continuity Management

Business Continuity Management at the Shire will align to the *AS/NZS 5050:2010 Business Continuity – Managing Disruption-Related Risk Standard*, which was developed to assist organisations maintain continuity of their operations through effective management of disruption-related risk. This will equip the organisation with the capacity to:

- a. Continue operations remotely;
- b. Stabilise any disruptive effects as soon as possible;
- c. Safeguard the Shire's assets, including people, property and financial resources;
- d. Continue and/or quickly resume those operations that are most critical to the Shire's objectives to ensure the delivery of essential services to the community;
- e. Expedite a return to normal operations and recover; and
- f. Capitalise on any opportunities created by an event.

SCOPE

This policy and any associated frameworks, guidelines and protocols, apply to all elements of the Shire's operations, regardless of location and function.

This policy operates at organisational level only. The policy does not replace or supersede the provisions in the Local Emergency Management Arrangements nor the direction of the Local Emergency Management Committee, District Emergency Management Committee and/or State Emergency Management Committee.

This policy applies to critical Shire functions and services only. The scope does not provide for the operations of residential and commercial properties and businesses across the Shire.

DEFINITIONS

Business Continuity Management means developing and maintaining plans of action that enable the response to Significant business interruption s to allow for continuation of critical service delivery with the minimum amount of disruption or impact.

Business Continuity Plan means the central plan that documents continuity and recovery procedures for crises events. The plan details procedure for the deployment of appropriate strategies to ensure the resumption of operations according to predetermined priorities.

Business Impact Analysis means a process that identifies and analyses controls, exposures and operations to establish planning needs, strategies and recovery objectives.

Control Strategies means activities that mitigate or eliminate the likelihood and/or impact of a significant business interruption.

Crisis Management means the planned response to an event that is not disaster or emergency related.

Critical Services means services identified as essential for the survival of the organisation following a disruptive risk event.

Manager includes persons appointed to positions including with the title, Chief Executive Officer, Executive Manager and Manager.

Significant Business Interruption means an extraordinary event causing a disruption to or loss of key critical business functions. Examples include natural disasters; fire or flood damage to the Shire facilities; IT business systems failure; telecommunications failure.

Workers includes employees, contractors, volunteers and all others who perform work on behalf of Council.

ROLES & RESPONSIBILITIES

Council is responsible for ensuring that the Shire develops, implements and maintains a business continuity framework, plans and procedures.

The Executive Management Team is responsible for:

- Overseeing business continuity across the organisation and for actioning continuity arrangements when a critical function is interrupted.
- Ensuring that relevant employees are aware of and trained in the actioning of the plan.

The Executive Manager, Corporate Services, is responsible for the coordination of business continuity management including:

- The development and implementation of relevant documentation;
- The coordination of training; and
- Coordinating the testing and monitoring of the Business Continuity Management Framework.

In the event of a natural or other emergency, the multi-agency Local Emergency Management Committee is responsible for providing for business continuity, where possible, for all businesses in the Shire.

STATUTORY & POLICY ENVIRONMENT

Local Government Act 1995

Shire of Quairading Risk Management Framework

Shire of Quairading Business Continuity Plan

AS/NZS 31000:2009 Risk Management – Principles and Guidelines

AS/NZS 5050:2010 Business Continuity – Managing disruption-related risk.

ISO 22301 Business Continuity Management BSI Australia

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	xx	xx	xx	New Policy	xx

12.8 Disability Access & Inclusion Plan – Progress Report 2021/22

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) Disability Access & Inclusion Plan Progress Report (ii) Disability Access & Inclusion Plan 2022-26
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

Council note the information provided in the Disability Access & Inclusion Plan Progress Report 2021/22

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

The Shire of Quairading is required lawfully to have a current Disability Access & Inclusion Plan (DAIP). At the February 2022 Ordinary Council Meeting, Council adopted the DAIP and a progress report was required to be sent to the Department of Communities by the 29th July 2022.

MATTER FOR CONSIDERATION

Council note the information provided in the DAIP Progress Report 2021/22.

BACKGROUND

The purpose of a DAIP is to ensure that people with disability can access services provided by public authorities in Western Australia, and to participate and be included in their community. The goal is to provide, as much as is reasonable, the same level of access as people without disability enjoy, and to ensure that people are not discriminated against on the basis of their disability.

The Western Australia *Disability Services Act 1993* requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disabilities have equal access to its facilities and services. The DAIP requires to be reported on over the financial year with this progress report being due on the 29th June 2022. Please note that the report has already been submitted to the Department of Communities and this is for Council information only.

Other legislation underpinning access and inclusion includes the Western Australia *Equal Opportunity Act 1984* and the Commonwealth *Disability Discrimination Act 1992* (DDA), both of which make discrimination on the basis of a person's disability unlawful.

The DAIP 2022-26 is the third iteration of the DAIP and has been developed through a series of steps:

1. Review of the outcomes of the DAIP 2016-2020.
2. Community consultation.
3. Engagement with key stakeholders; and
4. Engagement with the Dept. of Communities.

When developing a DAIP, a local government must aim to achieve seven desired outcomes. These provide a framework for translating the principles and objectives of the Act into tangible and achievable results.

The seven desired outcomes are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
3. People with disability receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of the relevant public authority.
5. People with disability have the same opportunities as other people to make complaints to the relevant public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation by the relevant public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment.

The outcome of the process has been the completion of the Disability Access and Inclusion Plan 2022-26.

STATUTORY ENVIRONMENT

Equal Opportunity Act 1984

Disability Discrimination Act 1992

The Western Australian Disability Services Act (1993)

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 Community: Provide social and cultural activities for all members of the community
- 3.3 Built Environment: Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.4 Implement systems and processes that meet legislative and audit obligations

CONSULTATION

The community was consulted during the initial stages of the DAIP being developed to ensure that the information included is relevant and specific to our community's needs.

RISK ASSESSMENT

	Option 1
Financial	<p>Low</p> <p><i>Not having appropriate disability access in place could leave the Shire open to liability claims if someone was to hurt themselves. As we have a DAIP, this assists in ensuring this risk is minimised.</i></p>
Health	<p>Low</p> <p><i>Having disability access available makes our community safer for the community.</i></p>
Reputation	<p>Low</p> <p><i>It is a legal requirement to have a DAIP, so the Shire would be non-compliant without one.</i></p> <p><i>If Quairading isn't disability friendly then community members may leave town.</i></p>
Operations	Low
Natural Environment	N/A

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

COMMENT

Nil.



Disability Access and Inclusion Plan (DAIP) Progress Report 2021/2022

[A Western Australia for Everyone: State Disability Strategy 2020-2030](#) (the Strategy) sets the foundation for building a more inclusive Western Australia. The Strategy intends to protect, uphold and advance the rights of people with disability living in Western Australia. The vision of the Strategy is that people with disability, and those who share their lives, are engaged and feel empowered to live as they choose in a community where everyone belongs.

The Strategy references the role of Disability Access and Inclusion Plans (DAIPs) as an important way of ensuring that public authorities continue to improve access and inclusion outcomes for people with disability.

Collecting information about the effectiveness of DAIPs through a Progress Report is a requirement of the [Disability Services Act 1993](#). The information will be used by the Minister for Disability Services to report to the Western Australian Parliament in by December 2022.

DAIP progress report due date is **Friday 29 July 2022**.

To send completed Progress Reports, or for enquiries, email:
statedisabilitystrategy@communities.wa.gov.au

Reporting guidelines

- You need to answer all questions.
- Submit a Word version of your report to statedisabilitystrategy@communities.wa.gov.au
- An activity is an action or initiative which advanced your DAIP strategies over the reporting period. In most cases, activities will have been completed within the reporting period. Where ongoing key actions or established practices have significantly progressed, you may consider these relevant to your report.
- Detail as many activities as you consider appropriate. The description of an activity should include:
 - Why the activity was implemented.
 - What was done.
 - The outcome or impact of the activity, and any learnings associated with the activity.
 - Where possible, include evidence such as direct quotes or feedback, quantitative/qualitative data and photos or other imagery. Permission from individuals featured in photos should be sought and made available upon request.
- Key areas of interest for the 2021/2022 Reporting period include:
 - Disability employment - In particular, any available data about the number of people with disability employed in your organisation, and where activities have increased the rate of employment under DAIP Outcome 7.
 - How the influence of your DAIP extends outside your organisation- For example activities led by agents or contractors of your organisation, or by other external parties. Please include such activities in the most appropriate outcome area.
 - Examples of innovation - Where you have adopted new approaches or techniques to enhance or safeguard access and inclusion or improved the capacity to implement and evaluate DAIP activities.

Progress Report 2021/2022

Your details

Name of public authority: Shire of Quairading

Name of contact person: Jen Green

Phone number: 08 9645 1607

Email: gpo@quairading.wa.gov.au

1. General services and events

DAIP Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

This outcome area is about enhancing or ensuring that all people can access your organisations public events and general services.

a. Describe your activities below:

Over the past year the Shire of Quairading held numerous local town events; NAIDOC Week celebrations, Town Christmas Party, Hinkley Way Opening Event, Youth Centre Events and Farmer Workshops. The purpose of these initiatives is to engage the Shire's diverse community and promote access and inclusion through activities that all ages and abilities can enjoy. The events were held in locations where disabled access was possible to enable people with a disability to have the opportunity to access the same events as other people.

b. If you have no activities to report, please briefly detail why:

n/a

2. Buildings and facilities

DAIP Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

This outcome area is about enhancing or ensuring accessibility in the planning, design, and improvement of built infrastructure.

a. Describe your activities below:

The redevelopment of the Quairading Youth Centre was completed in September 2021. The renovation included the installation of accessible doorways and the

renovation of ablutions to enable access for people with a disability. The building is now set up for access for the entire community.

The redevelopment of 650 metres of footpaths on one of the Town's main network roads McLennan St was completed in May 2022. The path has been widened to 1.8m instead of its original size of 1m in width leaving adequate room for people to pass one another and new pram ramps that have been put in at 3m for easier access for scooters and prams. The new footpath allows for a continuous accessible path of travel so that people with a range of disabilities are able to use it without encountering barriers or hazards.

The concept and planning drawings for the new community park incorporate disability access and use wherever practicable, including by ensuring children in wheel chairs can play on nominated equipment (including trampolines).

b. If you have no activities to report, please briefly detail why:

n/a

3. Information and Communication

DAIP Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

This outcome area is about enhancing and ensuring that information and communications are inclusive and accessible.

a. Describe your activities below:

All surveys and advertising material is supplied in print and online, plus alternative format is available for all promotional material if requested. The Shire is committed to ensuring that the community has access to Shire forms, surveys and newsletters for people of all ages and abilities, including people with disability, their families and/or their carers. All Shire advertising is included in several media forms.

The development of the new website will ensure that the size, type and colour of font and imagery align with requirements for visually impaired people. All Council Meetings will be in audio form for the visually impaired people.

b. If you have no activities to report, please briefly detail why:

n/a

4. Quality of service

DAIP Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

This outcome area is about enhancing and ensuring that the quality and range of your services and processes are consistent, inclusive, or readily adjust to people's needs.

a. Describe your activities below:

There is no difference in the level and quality of service provided between people with a disability and people without a disability and the Shire is continually adapting to ensure that this remains the case.

Most recently, the Shire of Quairading has been monitoring complaints and feedback received to identify areas for improving accessibility for people with disability. The Feedback Policy was reviewed this year and provides for people to provide feedback verbally, in writing, by phone, email and feedback form.

In addition, the Shire has enacted a recent survey to ascertain public priorities with regard to infrastructure, and this includes disability aspects of infrastructure.

b. If you have no activities to report, please briefly detail why:

n/a

5. Complaints and safeguarding

DAIP Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

This outcome area is about enhancing and ensuring that complaints mechanisms effectively receive and address complaints from any members of the community, staff or customers.

a. Describe your activities below:

There is no difference in the level and quality of service provided between people with a disability and people without a disability and the Shire is continually adapting to ensure that this remains the case.

Most recently, the Shire of Quairading has been monitoring complaints and feedback received to identify areas for improving accessibility for people with disability. The Feedback Policy was reviewed this year and provides for people to provide feedback verbally, in writing, by phone, email and feedback form.

In addition, the Shire has enacted a recent survey to ascertain public priorities with regard to infrastructure, and this includes disability aspects of infrastructure.

b. If you have no activities to report, please briefly detail why:

n/a

6. Consultation and engagement

DAIP Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

This outcome is about enhancing and ensuring consultation and engagement strategies consider the ways in which all people can participate to inform information, strategies, or decision-making processes of an organisation.

a. Describe your activities below:

The Shire of Quairading's engagement strategies consider the ways in which all people are encouraged and supported to engage or participate with information and decision-making processes of the Shire. The Shire recently released an Infrastructure and Maintenance Survey designed for the community to report back to Council on the priorities for Shire projects over the next few years. The survey is available in multiple formats and from multiple outlets, enabling access for all Shire residents and ratepayers to have access to have their say.

The Shire website meets W3C Web Content and Accessibility Guidelines 2.0 Level AA.

During the consultation period for the Community Strategic Plan, all consultation venues had disability access and the Shire offered transport to people without vehicle access.

b. If you have no activities to report, please briefly detail why:

n/a

7. Employment, people, and culture

DAIP Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

This outcome is about your organisation's activity in directly employing people with disability; and enhancing the recruitment and maintenance of the employment of people with disability.

a. Describe your activities below:

Dignified and equal access to employment includes physical access plus it is reflected in the attitudes of colleagues, staff and managers. The Shire has policies and protocols to develop, support and maintain a workplace culture that is accessible and inclusive. The Shire actively welcomes and values the unique contributions of all people in its workplace.

The Shire offers an inclusive workplace and welcomes employment applications from all age groups, people with an impairment, and those from diverse ethnic and cultural backgrounds. This year the Equal Opportunity Policy, the Bullying & Harassment Policy and the Grievance Resolution Policy were reviewed and amended to reflect this position.

b. If you have no activities to report, please briefly detail why:

n/a

c. Does your organisation have any supplementary data to share about the rate of disability employment as a proportion of your workforce, including any targets?

No.

General feedback

If you have anything else you wish to share about your organisation's experiences, please include below:

Thank you for completing the 2021/2022 DAIP Progress Report.



SHIRE OF QUAIRADING

Disability Access and Inclusion Plan

2022-2026

Draft Disability Access and Inclusion Plan (DAIP) 2022 - 2026

This plan is available in alternative formats such as large print or electronic format (disc or emailed) on request, and on the Shire's Website.

Endorsed by Council – 24th February 2022 – 119-21/22

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The Shire would like to acknowledge the role of the Community and Key Stakeholders in the development of the Disability Access and Inclusion Plan for 2022 to 2026.

EXECUTIVE SUMMARY

The Disability Access & Inclusion Plan 2022–2026 ("Plan") replaces the Disability Access & Inclusion Plan 2015–2020.

The Plan has been designed to meet the requirements of the *Disability Services Act 1993 (WA)* and sets the stage for responding to diversity by expanding upon previous disability access and inclusion plans to incorporate the needs of all members of the community.

This Plan will assist the Shire's governing Council to determine the strategies needed to enhance and promote accessibility requirements. The Plan provides the direction and framework for future planning needs beyond the short term.

The implementation of this Disability Access & Inclusion Plan is a legislative requirement of the Disability Services Act, however by planning for a community that is accessible and inclusive to people with disabilities the Shire intends to create a community that is accessible and inclusive for all. The Shire aims to ensure that the services it provides meet varied individual needs and expectations, and that everyone has equal access to these services regardless of their race, heritage, gender, belief, nationality, family background, age, disability or sexuality.

The Shire of Quairading recognises that the task of addressing the many important issues that affect our diverse community is not an easy one. The Shire will endeavour, however, through ongoing consultation and involvement with the community, to identify and eliminate as many barriers and challenges to access and inclusion as possible and work towards achieving a community that is liveable for all.



Figure 1: Inclusivity - Disability, Culture & Ageing in Place

THE SHIRE OF QUAIRADING

The Shire of Quairading covers an area in excess of 2,000 square kilometres and encompasses the townsites and localities of Quairading, Yoting, Pantapin, Dangin, South Caroling, Balkuling, Badjaling, Doodenanning and Wamenusking and rural farmland. It remains however, primarily rural. The combined population of approximately 1,019¹ is one of diverse backgrounds.

Council is particularly concerned that the needs of people in our community are met so they may enjoy the unique lifestyle that the Quairading district offers.

The district has a wide array of recreational and social, leisure, and community facilities which add to the natural beauty of the area, and provides a major part of the infrastructure required to meet the needs and expectations of people who choose to live and work within the Shire of Quairading.

Our Vision

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

Functions, facilities and services (both in-house and contracted) provided by the Shire of Quairading

The Shire of Quairading is responsible for a range of functions, facilities and services including:

Services to property: construction and maintenance of Shire-owned buildings; roads and footpaths; land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of buildings and lots; street lighting; and bush fire control.

Services to the community: provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of the Recreation Precinct and Pool; public library and information services; youth services and community events.

Regulatory services: planning of road systems, sub-divisions and town planning schemes; building approvals for construction, additions or alterations to buildings; Environmental Health services and ranger services for dog and cat control.

General administration: the provision of general information to the public and the lodging of complaints and payment of fees including rates, vehicle licensing and dog registrations.

Processes of government: Ordinary and Special Council and Committee meetings; Electors' meetings and election of Council Members and community consultations.

People with disability in the Shire of Quairading

It is estimated that there are around 185 people with disability living within the Shire, 18% of the permanent population of 1,019 (ABS Census 2016). The Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers (2003) estimate that 20.6% of Australians identify themselves as having some form of disability. The influx of retirees will increase this number as according to the ABS survey, 50% of people aged over 60 identified themselves as having a disability. The seasonal increase of tourists (July to October), including tourists with disability, must also be considered.

ABS 2016 Census¹

Planning for better access

The Western Australia Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to its facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

Progress since 1995

The Shire of Quairading is committed to facilitating the inclusion of people with disability through the improvement of access to its information, facilities and services. Towards this goal, the Shire adopted its first Disability Service Plan (DSP) in 2004 to address the Access barriers within the community.

Since the adoption of the initial DAIP 2016-21, the Shire has implemented initiatives and made progress towards better access. Some of these are highlighted in Appendix 1 under the relevant key outcome headings of the 2016-21.

ACCESS AND INCLUSION POLICY STATEMENT

The Shire of Quairading is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers.

Extract from Shire's Strategic Community Plan 2021-31

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

3. BUILT ENVIRONMENT	
3.2	Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles.
3.3	Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities.

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.

The Shire of Quairading interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Quairading:

- Recognises that people with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- Believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life;
- Believes that people with disability, their families and carers should be supported to remain in the community;

- Is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- Will ensure its agents and contractors work towards the desired outcomes in the DAIP;
- Is committed to supporting local community groups and businesses to provide access and inclusion of people with disability; and
- Is committed to achieving the seven desired outcomes of its DAIP.

The seven desired outcomes of the DAIP:

These are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
3. People with disability receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of the relevant public authority.
5. People with disability have the same opportunities as other people to make complaints to the relevant public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation by the relevant public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment.

DEVELOPMENT OF THE DISABILITY ACCESS AND INCLUSION PLAN

Responsibility for the planning process

The Chief Executive Officer has responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council and it is the responsibility of all officers to implement the relevant actions.

Community consultation process

In 2021, the Shire undertook to review its Disability Access and Inclusion Plan (DAIP):

- Consultation with key stakeholders.
- Drafting of a new DAIP to guide further improvements to access and inclusion.
- Examination of the initial DAIP and subsequent progress reports to see what has been achieved and what still needs work.
- Consultation with key staff.
- Consultation with the community.

The Disability Services Act Regulations (2004) set out the minimum consultation requirements for public authorities in relation to Disability Access and Inclusion Plans (DAIPs). Local Governments must call for submissions (either general or specific) by notice in a newspaper circulating in the Local Government area and on any website maintained by or on behalf of the Local Government. Other mechanisms may also be used.

The following consultation methods were implemented:

- Consultation with Manager of Health and Buildings – Shire of Quairading
- Meetings with organisations delivering DSIP Services
 - Moorditj Koort Aboriginal Health and Wellness Centre
 - Community Vision
- Engagement with Shire Medical Centre
- Meetings with Community Groups
 - Stay Active Club
 - Qarras
- Meeting with Noongar representatives
- One-on-one conversations with key stakeholders including carers and parents

Findings of the consultation

The initial review found that most of the objectives in the DAIP 2015-2020 had been achieved and that a new plan was required to address access barriers. It should also reflect legislative and regulatory changes such as striving for inclusion and access beyond the minimum compliance of the standards.

The review also identifies a variety of remaining barriers to access and inclusion, to be addressed in the DAIP Action Plan.

Access Barriers

The access barriers identified in the consultation process were:

- Footpaths required in areas around the town, many footpaths require upgrading or repair
- Services within existing facilities needed upgrading.
- Some events not readily accessible.

These barriers informed the development of strategies in the DAIP. The barriers have been prioritised in order of importance, which assists in setting timeframes for the completion of strategies to overcome those access barriers.

Responsibility for implementing the DAIP

Implementation of the DAIP is the responsibility of all areas of the Shire. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

Communicating the plan to staff and people with disability

- In 2022 the plan was finalised and formally endorsed by Council.
- The community is to be informed through the local newspaper and Shire website that copies of the plan were available upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, audio format on flash drive, by email and on the Shire's website.
- As plans are amended Shire staff and the community will be advised of the availability of updated plans, using the above methods.

Review and evaluation mechanisms

The Disability Services Act requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission. The Implementation Plan can be updated more frequently if desired.

Monitoring and Reviewing

The employee with responsibility for the DAIP will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually.

- The Shire's DAIP will be reviewed and submitted to Management and Council in 2022. The report will outline what has been achieved under the Shire's DAIP 2015 -2020.
- An Annual Progress Report will be provided to the Disability Services Commission during the month of July each year.

Evaluation

- An evaluation will occur as part of the five-yearly review of the DAIP.
- The Community, Staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation.

Reporting on the DAIP

The Disability Services Act requires the Shire to report on the implementation of its DAIP in its annual

report outlining:

- progress towards the desired outcomes of its DAIP;
- progress of its agents and contractors towards meeting the seven desired outcomes; and
- effectiveness of the strategies used to inform agents and contractors of its DAIP.

The Shire is also required to report on progress in the prescribed format to the Department of Communities by July 31 each year.

STRATEGIES TO IMPROVE ACCESS AND INCLUSION

The following overarching strategies have been developed to address each of the seven desired outcome areas of the Disability Services Act from feedback gained in the consultation process. These will form the basis of the Implementation Plan.

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

Strategy
Ensure that people with disability are consulted on their needs for services and the accessibility of current services.
Monitor Shire services to ensure equitable access and inclusion.
Develop the links between the DAIP and other Shire plans and strategies.
Ensure that events, whether organised or funded, are accessible to people with disability.

Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategy
Provide an opportunity for members of the community to engage with the Council on accessibility to buildings and facilities within the Shire.
Ensure that all buildings and facilities meet the standards for access and any demonstrated additional need.
Ensure that all new or redevelopment works provide access to people with disability, where practicable.
Ensure that all recreational areas are accessible.
Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location.

Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategy
Ensure that the community is aware that Shire information is available in alternative formats upon request.
Improve staff awareness of accessible information needs and how to provide information in other formats.
Accommodate the provision of interpreters to significant events on request.

Ensure that the Shire's website meets contemporary good practice.

Outcome 4: People with disability receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.

Strategy

Incorporation of DAIP into Shire's Strategic and Policy Documentation.

Ensure that Elected Members and employees are aware of access needs and can provide appropriate services.

Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

Strategy

Ensure that grievance mechanisms are accessible for people with disability and are acted upon.

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategy

Ensure that people with disability are actively consulted about the DAIP and any other significant planning processes.

Ensure that people with disability are aware of and can access other established consultative processes.

Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategy

Encourage and provide employment opportunities at the Shire of Quairading for all people.

Ensure the Council's workplaces are accessible and inclusive.

Appendix 1

Progress since 2016 under the Disability Action and Inclusion Plan

1 People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

1.1 Strategic Planning

- Inclusion of DAIP as a strategy within the Strategic Community Plan – Key Area Social.
- Opportunity provide to all sectors of the Community to participate in the planning process. Considerations were made for both access, time and form including forums, interviews and surveys (online and hard copy).
- Biennial community survey linked to the Shire's Strategic Community Plan to assess delivery of services to the community. Survey asked about "support the access and inclusion of people with disability, their families and carers."

1.2 Events

- Risk management plans required for all events.
- Protocols are being reviewed to make more inclusive.
- Risk management plans are required for all events and this includes disability access and risk mitigation (2020/21).

2 People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

2.1 New facilities fully compliant with BCA regulations

- Swimming Pool Redevelopment
 - Changerooms: Disabled / Family Facility; Ambulant toilets in ♀ / ♂ facilities.
 - Pool access – Beach entry with railing
 - Pathways
 - Disabled / Aged Friendly Shelters
- Caravan Park
 - Ablutions: Disabled / Family Facility; Ambulant toilets in ♀ / ♂
 - Pathways and ramps
 - Caravan Park Booking and Reception facility – Provision of on-site facilities with compliant access friendly entrance (completed by December 2021)
- Park Cottages at the Caravan Park
 - One cottage compliant with universal access regulations. (2019)
 - Upgrading of access and safety features at the caravan park cabins – railings, levels and access lighting (2020)
- Works Depot
 - Access to building and entrance
 - Ablutions and change facilities
- Gym
 - Access / Equipment / Changeroom

2.2 Existing Residential Buildings

- Arthur Kelly Aged Village – ongoing upgrades to units to meet standards

2.3 Existing Recreational Facilities

- Ongoing assessments of facilities (risk management)
- Installation of access ramps at Youth Centre and Agriculture Hall (JobAccess).
- Upgrading of high-vis and non-slip surfaces on access to the Shire Hall.

2.4 Existing Service Facilities.

- Installation of hand rail at the Shire Medical Centre.

2.5 Footpath / Pavements / Parking

- Upgrading of footpaths and pavements to meet appropriate standards.
- Upgrading / maintenance of parking sites at Shire facilities and in shopping precinct (ACROD Parking).

3 People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

- Shire Website meets W3C Web Content Accessibility Guidelines 2.0 Level AA.
- Shire provides information in digital and hardcopy formats as well as through social media.
- Shire staff have the capacity to provide information in multiple formats and assist people with disability to access information.

4 People with disability receive the same level and quality of service from the employees of a public authority as other people receive from the employees of that public authority.

- All new staff receive an induction manual which includes an orientation in Equal Opportunities Procedures and Protocols.
- The Shire has updated its Customer Service Charter to ensure appropriate levels of service to all members of the Community (2020).
- During COVID-19 Restrictions and Lockdown, the Shire Councillors communicated regularly with "vulnerable" persons to ensure the wellbeing of individuals and that they were well.

5 People with disability have the same opportunities as other people to make complaints to a public authority.

- The Shire has updated its Customer Service Charter and Complaints Policy in 2017 and reiterated its commitment to avoid discrimination and to ensure appropriate levels of service to all members of the Community.
- It has also installed a customer service request module to ensure requests are tracked and are being addressed fully.
- A six-monthly review of performance and its process is conducted.
- Policy reviews completed in 2020 linked to Communications, Complaints and Safeguarding conducted i) CS.1 Complaints Policy (Dec 2020), ii) CS.2 Communication Policy (Dec 2020) and, iii) CS.3 Community Engagement Policy (Dec 2020).

6 People with disability have the same opportunities as other people to participate in any public consultation by a public authority:

- All members of the community were invited to participate in the Strategic Planning Process.
- All consultative processes were promoted through Community Groups.
- The program was promoted through advertising in the local Bulletin and newsletters, Website and Social Media, public notice boards as well as mail delivery.
- For specific programs and events targeted consultation is conducted to ensure needs and requirements of all sectors of the communities are considered (eg design of nature playground facilities and amenities.) (2019/20).
- Strategic Community Plan 2021-31 – Engagement with Seniors (Coffee and Chat!) for consultation and inputs into the Review of the Strategic Community Plan 2021-31.
- Aged Housing Precinct – Independent Living Units – consultation process with external architect and community focus group for the layout and design of future Independent Living Units in close proximity to the Quairading District Hospital.

7. People with disability have the same opportunities as other people to obtain and maintain employment within a public authority:

- Shire advertises itself as an Equal Opportunities Employer in all job vacancies.
- Shire recruitment ensures that all applicants have equal opportunity to attend / engage in the recruitment and selection process.
- Shire constructed a new Works Depot and Staff Facilities which provides a disability compliant workplace.
- Shire is scheduled to review existing workplace environment in the Shire Administration office.

IMPLEMENTATION PLAN

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented between 2022 – 2026 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually to progress the achievement of all the strategies over the duration of the five-year plan.

Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised, by the Shire of Quairading.

Strategy	Task	Deadline	Responsibility
Ensure that people with disability are consulted on their need for services and the accessibility of current services.	• Meet and consult with key stakeholders and service providers through direct approach model.	Feb 24	EMCPS ⁱ
	• Forward outcomes and recommendations to Shire administration for consideration.	Feb 24	EMCPS
Monitor Shire services to ensure equitable access and inclusion.	• Conduct systematic reviews of the accessibility of services.	Jun 22	MH&B ⁱⁱ
	• Inform Council of identified barriers and provide feedback to concerned consumers.	Jul 22	MH&B
Ensure that events, whether provided or funded, are accessible to people with a disability.	• Shire provides an Event Management Plan template which addresses Access and Inclusion and a Risk Management.	Ongoing	EMCPS

	<ul style="list-style-type: none"> Ensure all events have an Event Management Plan which includes access and inclusion and risk mitigation and an evaluation checklist. 	Ongoing	EMCPS
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Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Quairading.

Strategy	Task	Deadline	Responsibility
Provide an opportunity for members of the community to engage with the Council on accessibility to buildings and facilities within the Shire.	<ul style="list-style-type: none"> Consultation with key stakeholders and members of the community to determine current status of town infrastructure and ease of access including parking, ramps, pathways, entry points to facilities and services. 	Jun-22 Biennial	EMCPS
Ensure that all existing buildings and facilities meet the standards for access and any demonstrated additional need. (Staged approach due to budget limitations)	<ul style="list-style-type: none"> Conduct an audit of Shire recreational and service providing facilities. 	Jun-22	MH&B & EMIS ⁱⁱⁱ
	<ul style="list-style-type: none"> Prioritise and make a Budgetary submission to Council to commence work on rectifying identified barriers in Annual Budget. 	Jul-22	MH&B & EMIS
Ensure that all new or redevelopment works provide access to people with disabilities, where practicable and are compliant.	<ul style="list-style-type: none"> Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities. 	Ongoing	MH&B
	<ul style="list-style-type: none"> Ensure that no development application is signed off without a declaration that it meets the legal requirements. 	Ongoing	MH&B

Strategy	Task	Deadline	Responsibility
Promotion and marketing to local businesses and tourist venues of the requirements for, and benefits flowing from, the provision of accessible venues.	<ul style="list-style-type: none"> Provide information (available on the DSC website), on the needs of people with disabilities and of legal requirements and best practice. 	Ongoing	CEO ^{iv} / EMCPS
	<ul style="list-style-type: none"> Promote access to business. 	Ongoing	CEO / EMCPS
	<ul style="list-style-type: none"> Make access information available on the Shire's website. 	Ongoing	CEO / EMCPS
Ensure that all recreational areas are accessible: <ul style="list-style-type: none"> Future recreation areas are compliant; and Existing recreation areas are modified where possible. (within budgetary constraints) 	<ul style="list-style-type: none"> Conduct audit of Shire Pool, Community Building and Playground. 	Jun-22	MH&B / EMCPS
	<ul style="list-style-type: none"> Incorporate recommendations into the Biennial Review of the Sports and Recreation Masterplan 2021-31. 	Jun-23	EMCPS
	<ul style="list-style-type: none"> Incorporate infrastructure needs into Asset Management Plan and Long Term Financial Plan. 	2023 Onwards	EMCPS
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	<ul style="list-style-type: none"> Review of condition and compliance of ACROD bays at the Shire Administration Centre, Community Resource Centre, Community Building, Medical Centre and the Main Street parking. 	2025	MH&B

Outcome 3: People with disability receive information from the Shire of Quairading in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Task	Deadline	Responsibility
Ensure that the community is aware that Shire information is available in alternative formats upon request.	<ul style="list-style-type: none"> Publicise the availability of other formats in local publications – multiple formats. 	Ongoing	IMO ^v
Improve employee awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> Inclusion of the DAIP in the Shire Staff Induction process. 	Ongoing	IMO
	<ul style="list-style-type: none"> Educate employees in providing accessible information. 	Ongoing	Supervisor
Accommodate the provision of interpreters to significant events on request.	<ul style="list-style-type: none"> Budget for special needs (eg interpreters) for significant Shire-owned events (when Shire advised of needs) 	Needs basis	EMCPS
Ensure that the Shire's website meets contemporary good practice.	<ul style="list-style-type: none"> Update Website to include improved visual and audio access. 	2022	EMCS ^{vi}

Outcome 4: People with disability receive the same level and quality of service from the employees of the Shire of Quairading as other people receive.

Strategy	Task	Deadline	Responsibility
Incorporation of DAIP into Shire's Strategic and Policy Documentation.	<ul style="list-style-type: none"> Inclusion of DAIP findings and recommendations into Shire's Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan. 	Dec-22	EMCPS
	<ul style="list-style-type: none"> Review of existing Shire Policy Documentation to capture DAIP Outcomes and Strategies. 	Dec-22	IMO
Ensure that Elected Members and employees are aware of access needs and can provide appropriate services.	<ul style="list-style-type: none"> Inclusion of the DAIP in both Shire and Councillor induction process. 	Ongoing	CEO
	<ul style="list-style-type: none"> Ensure staff and Councillors are aware of services and access needs of people with disabilities. 	Ongoing	CEO

Outcome 5: People with disability have the same opportunities as other people to make complaints to the Shire of Quairading.

Strategy	Task	Deadline	Responsibility
Ensure that feedback mechanisms are accessible for people with disabilities and are acted upon.	• Review and implementation of Shire feedback mechanisms: compliments & complaints	Jun-22	IMO
	• Promotion of the Review Process within the Community.	Aug-22	IMO
	• Annual review of current Customer Service Charter and implement any recommendations.	Jun-22	IMO
	• Generation of annual report on issues raised and circulated within the Community. (Inclusion of report in the Shire's Annual General Report.)	2022/23	IMO

Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Quairading

Strategy	Task	Deadline	Responsibility
Ensure that people with disabilities are actively consulted about the DAIP and any other significant planning processes.	• Consult people with disabilities by interviews and surveys.	2023 (SCP ^{vii} Review)	EMCPS
	• Conduct focus group sessions and workshops with key stakeholders and community members.	2023 (SCP Review)	EMCPS

Ensure that people with disabilities are aware of and can access other established consultative processes.	<ul style="list-style-type: none"> Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website. 	Ongoing	CEO
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Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategy	Task	Deadline	Responsibility
Encourage and provide employment opportunities at the Shire of Quairading for all people.	<ul style="list-style-type: none"> Review of Workforce Plan. 	Jan-23	EMCS
	<ul style="list-style-type: none"> Review of recruitment process and incorporate DAIP practices in the process. 	Jan-23	IMO
	<ul style="list-style-type: none"> Review of Position Descriptions. 	Ongoing	Supervisor
	<ul style="list-style-type: none"> Ensure that advertisement of job positions meets appropriate standards. 	Ongoing	IMO
	<ul style="list-style-type: none"> Review of recruitment policy and procedures. 	Ongoing	IMO
Ensure the Council's workplaces are accessible and inclusive.	<ul style="list-style-type: none"> Assessment of Shire Administration Building. 	2022	MH&B
	<ul style="list-style-type: none"> Development of a plan, design and costings for a disability friendly Shire Administration Building. 	2022	MH&B / EMCPS
	<ul style="list-style-type: none"> Upgrading of Administration Building (once funding is resourced) 	2024	EMCPS

Acronyms

- ⁱ **EMCPS – Executive Manager Community, Projects and Strategy**
- ⁱⁱ **MH&B – Manager of Health & Building**
- ⁱⁱⁱ **EMIS – Executive Manager Infrastructure and Services**
- ^{iv} **CEO – Chief Executive Officer**
- ^v **IMO – Information Management Officer**
- ^{vi} **EMCS – Executive Manager Corporate Services**
- ^{vii} **SCP – Strategic Community Plan (2021-31)**

12.9 Proposed Advocacy Position on Arrangements for the management of Volunteer Bushfire Brigades

Meeting Date:

Responsible Officer: Nicole Gibbs (Chief Executive Officer)

Reporting Officer: Nicole Gibbs (Chief Executive Officer)

Attachments:

- (i) WALGA Proposed Advocacy Position for Volunteer Bush Fire Brigades
- (ii) WALGA Proposed Advocacy Position for Volunteer Bush Fire Brigades Info Page
- (iii) Pingelly Advocacy Position – Outline
- (iv) Pingelly Advocacy Position – Executive Summary

Owner/Applicant: Shire of Quairading

Disclosure of Interest: Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

For Council to support the proposed Advocacy Position for the Management of Volunteer Bushfire Brigades in a hybrid model.

____/____

IN BRIEF

On the 24th May 2022 WALGA asked for local governments to provide formal comment on a paper detailing options for the future management of bushfire brigades (BFBs). The options include provision for the potential establishment of a new Advocacy Position.

Whilst this is, in effect, a 40 year old issue, the current impetus for resolution is the introduction of the *Workplace Health & Safety Act 2020* (the Act) in March 2022. The Act is the most significant reform of its kind in Western Australia for over 30 years, increasing penalties for liability (up to \$1M of personal wealth and assets and potential prison time of up to 20 years) and negating the ability to insure against negligence. Local Government Councillors and Local Government executive employees are at extreme risk, assuming responsibility for activity on the fire ground that they have no ability to manage or monitor.

Last month officers put forward the above motion and Council elected to defer the motion subject to considering anticipated documentation (comment) from the Shire of Pingelly and the Bushfire Association. After consideration of this documentation, the officer recommendation has not changed.

Four different options have been identified by the State for the future management of BFBs, with a hybrid model being WALGA's preferred method. The hybrid model would allow local governments to continue to manage their BFBs if they have the capability to do so, but transfer the management of BFBs to DFES if they do not.

Whether the Rural Fire Service is established as a separate arm of DFES or whether it is established as a separate organisation is less relevant. The leadership of the respective body will drive the success or otherwise of the model.

MATTER FOR CONSIDERATION

Council to consider whether to support:

- The introduction of a Advocacy Position for the future management of Volunteer BFBs; and
- The hybrid model.

BACKGROUND

An email was received on the 24th May 2022 from WALGA seeking views from local governments on a new Advocacy Position for the management of Volunteer BFBs. WALGA have allowed a six week consultation period, with the final position being considered by WALGA State Council in September 2022.

Western Australian local governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery.

Under the *Bush Fires Act 1954* local governments have a responsibility to manage bushfires and Volunteer BFBs.

The introduction of the *Work Health and Safety Act 2020* has highlighted the responsibility local governments have with regards to managing BFBs and the extreme risk attached to this responsibility. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023.

In 2021 WALGA undertook a comprehensive Local Government Emergency Management Survey to ascertain the sector's sentiment with respect to their emergency management responsibilities. From this survey 93% of the sector were not wholly satisfied with the current arrangements for the management of BFBs and 51% expressed that their local government does not support the requirements for local governments to manage BFBs. Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

WALGA has been undertaking a process to update the Advocacy Positions, and as a result has prepared eight new Advocacy Position Statements relating to Emergency Management (please see attachment (i), appendix 1), which will be considered at the July 2022 State Council meeting. These new Advocacy Positions are based on previous State Council endorsed submissions, recommendations from significant reviews and inquiries, and information and priorities captured in sector-wide consultations.

Four options are identified for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.

3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs, the responsibility is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

The proposed position

Based on the feedback received from local governments in the WALGA Emergency Management Survey and the other considerations outlined above, WALGA considers it appropriate for the Association to support a hybrid model for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those local governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a local government does not.

Whatever the arrangements for the future management of BFBs, WALGA considers it apparent that local governments with responsibility for the management of BFBs require additional support and resourcing which should be provided by the State Government, including:

1. Development of a suite of guidelines and resources to assist local governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
2. Expansion of the Community Emergency Services Manager Program (CESM) so that every local government with responsibility for managing BFBs has access to the program if they wish to participate;
3. Universal access to DFES training for BFBs; and
4. Development of mandatory and minimum training requirements including recognition of competency for volunteers.

It should be noted that there has been animosity between DFES and the Bushfire Association for almost a decade and Council is cautioned against decision-making based on current individuals in leadership positions which may change at any point in time.

STATUTORY ENVIRONMENT

Bush Fires Act 1954

Work Health and Safety Act 2020

Fire Brigades Act 1942

Fire and Emergency Services Act 1998

State Emergency Management Framework (State Framework)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

WAGLA consulted the Local Government sector which is the reason this position has been identified as being necessary.

RISK ASSESSMENT

	Option 1
Financial	Low
Health	N/A
Reputation	Medium <i>If our Volunteer BFBs are not being management appropriately it could result in loss of volunteers which could be detrimental to the safety of our community.</i>
Operations	Low <i>Should this model be implemented, Council have the option maintaining the status quo in terms of operations or reducing the operational burden by transferring it to DFES.</i>
Natural Environment	N/A

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

COMMENT

Nil.

Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position

May 2022

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Acknowledgement

The WA Local Government Association (WALGA) acknowledges the Traditional Owners of the land and pays respects to Elder's past, and present. WALGA acknowledges the continuing knowledge and cultural practices that they bring to the Local Government and Emergency Management sectors to support resilient and sustainable land management on WA landscapes.

Executive Summary

Western Australian Local Governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery. Relevantly, pursuant to the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs).

This Paper proposes a new Advocacy Position on the management of BFBs to guide the Association's emergency management advocacy on behalf of Local Government, and in particular its engagement with the State Government on the development of the *Consolidated Emergency Services Act* which is expected to be released for stakeholder consultation in early 2023.

How to Comment on This Paper

Local Governments are encouraged to provide a written response to this Paper or to complete the [survey](#). Formal Council resolutions will assist the Association understand the sentiment of the sector on this important issue.

The Paper outlines the proposed Advocacy Position, followed by the background and rationale for the new position.

Questions are provided at the end of the Paper to guide feedback.

For further information please contact WALGA's Resilient Communities Policy Manager, Susie Moir via 9213 2058 or smoir@walga.asn.au

Feedback should be provided in response to the questions via email to em@walga.asn.au by **5pm Friday 8 July 2022**.

Introduction

This Paper seeks Local Government's views on a new WALGA Advocacy Position on the management of volunteer bush fire brigades (BFBs).

WALGA Advocacy Positions guide WALGA's policy, advocacy and capacity building activities and support a consistent and whole-of-sector approach.

The introduction of the *Work Health and Safety Act 2020* has shone a spotlight on Local Government responsibilities for managing BFBs. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023. Therefore consultation on a new Advocacy Position with respect to management of BFBs is timely.

In 2012, 2019 and 2021, WALGA undertook comprehensive consultation with Local Government in relation to emergency management matters.

In 2021 WALGA undertook a comprehensive [Local Government Emergency Management Survey](#) to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey. Responses were provided by:

- 36 Chief Executive Officers
- 18 Community Emergency Services Managers
- 50 Local Government officers

As part of the survey Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

These Survey responses reinforce that it is timely to engage with the sector on this issue.

WALGA has been undertaking a process to update our Advocacy Positions, and as a result has prepared eight new Advocacy Position Statements relating to Emergency Management, which will be considered at the July 2022 State Council meeting, as listed in Appendix 1. These new Advocacy Positions are based on previous State Council endorsed submissions, recommendations from significant reviews and inquiries, and information and priorities captured in sector-wide consultations.

A comprehensive Advocacy Position regarding the *Consolidated Emergency Services Act*, is outlined in Appendix 1, Advocacy Position 8.4.

Background

FESA (now the Department of Fire and Emergency Services (DFES)) was established in 1999 for the purpose of improving coordination of the State's emergency services, replacing the Fire Brigades and Bush Fires Boards¹. DFES provides strategic leadership for emergency services across WA. DFES manages the career fire and rescue service, as well as a number of volunteer emergency services: Volunteer Fire and Emergency Services (VFES); Volunteer Fire and Rescue Service (VFRS); State Emergency Services (SES); and Marine Rescue Western Australia.

Around Australia:

- WA is the only State in Australia in which Local Governments manage bushfire volunteers (pursuant to the *Bush Fire Act 1954*).
- In New South Wales, the NSW Rural Fire Service, which makes up the world's largest firefighting volunteer services, is managed by the NSW Government².
- Similarly, the Victorian Government manages the Country Fire Authority which manages regional fire services in Victoria³.
- In South Australia, the *Fire and Emergency Services Act 2005* (SA) provides for the South Australian Country Fire Service (SACFS) being established as a body corporate, currently managing 14,000 volunteers. The SACFS is responsible to the Minister for Emergency Services⁴.
- In Queensland, the *Fire and Emergency Services Act 1990* (Qld) provides for the establishment of rural fire brigades, with the Commissioner responsible for the efficiency of rural fire brigades⁵.
- The Tasmanian Fire Service sits under the State Fire Commission, established under the *Fire Service Act 1979*⁶, with more than 200 fire brigades across Tasmania, 350 career firefighters and 5000 volunteers.
- The ACT Rural Fire Service sits under the ACT Emergency Services Agency⁷ and is responsible for all bush and grass fires in rural ACT areas, through 450 volunteers in eight brigades.
- Bushfires NT is a division of the Department of Environment, Parks and Water Security, which is responsible for administration of the *Bushfires Management Act 2016*⁸. The Minister appoints members of the Bushfires Council and regional bushfires committees.

¹ <https://www.dfes.wa.gov.au/site/about-us/corporate-information/corporate-history/corporate-history.html>

² <https://www.rfs.nsw.gov.au/about-us/history>

³ <https://www.cfa.vic.gov.au/about-us/who-we-are>

⁴ [Part B 2015 South Australian Country Fire Service.pdf \(audit.sa.gov.au\)](#)

⁵ [Fire and Emergency Services Act 1990 \(legislation.qld.gov.au\)](#)

⁶ [TFSAnnualReport2021.pdf \(fire.tas.gov.au\)](#)

⁷ [Emergencies Act 2004 | Acts](#)

⁸ [Legislation Database \(nt.gov.au\)](#)

Current Arrangements in WA

In Western Australia 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers. The Bush Fire Service is the largest volunteer emergency service by a significant margin:

- Bush Fire Service: 19,639 volunteers
- Fire and Rescue Service: 2,486 volunteers
- State Emergency Services: 2001 volunteers
- Volunteer Fire and Emergency Services: 926 volunteers
- Emergency Services Cadet Corps: 2,261 volunteers
- Marine Rescue Service: 1,559 volunteers⁹.

The number of BFBs managed by Local Governments varies from one up to 20. For example, the Shire of Cranbrook, which has a population of 1000 people, annual revenue of \$8 million and 29 employees manages 11 BFBs. The City of Mandurah, population 88,000, annual revenue of \$116 million and 678 employees, manages one BFB.

DFES also manages some BFBs. This includes seven bushfire brigades within the Kimberley and seven bushfire brigades within the Pilbara regions, under Memorandums of Understanding (MOU) with relevant Local Governments which make DFES responsible for the day-to-day management of the BFB and all response activities, excluding in relation to land tenure managed by the Department of Biodiversity, Conservation and Attractions.

Under this arrangement, Local Governments maintain responsibility for administering the *Bushfires Act* and carry out activities such as inspecting fire breaks and issuing burning permits.

The Local Government Grants Scheme (LGGS) Manual ([Appendix 1](#)) outlines five different 'profiles' for Bush Fire Brigades, as follows:

- Farmer Response Rural Brigades
- Pastoral Emergency Management
- Rural Brigades
- Settlement Brigades (Rural/Semi Rural)
- Urban Brigades (Defensive/Structural/Breathing Apparatus).

Considerations for Future Bush Fire Brigade Management Arrangements

Local Government Views

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

⁹ DFES Volunteering, April 2022

Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

Recommendations of Previous Reviews

Over the years there have been many calls for transformational change to the State Emergency Management Framework, in particular rural fire management.

The [Ferguson Report](#) on the 2016 Waroona Bushfire recommended that the State Government establish a rural fire service to address perceived issues in rural fire management, including insufficient capacity and unsuitable governance to deliver rural fire services. In 2017 the State Government hosted a bushfire mitigation summit at which a number of options were considered by stakeholders: a rural fire service operated within DFES; a rural fire service operated within DFES with autonomy; and a dedicated rural fire service that operated independently. Options to transfer the management of all BFBs under one umbrella – DFES or other – were also explored.

The 2017 [Economic Regulation Authority Review of the Emergency Services Levy \(ESL\)](#) considered the extent to which the ESL should be available to fund the administrative and/ or operational costs of a rural fire service, although it was outside the terms of reference for the ERA to examine the merits of a rural fire service or form a view on the best model of a rural fire service¹⁰. A number of Local Governments provided submissions to the ERA Review that supported the creation of a rural fire service¹¹.

Work Health and Safety Act 2020

The requirements of the *Work Health and Safety Act 2020*, enacted in March 2022, have heightened concerns in the sector regarding risk and liability in the management of BFBs, resourcing requirements and training and competency.

The shared responsibility for the health and safety of BFB volunteers adds further complexity to the management of BFBs and responsibilities. Local Governments, DFES, and in some cases the Department of Biodiversity, Conservation and Attractions (DBCA), have a shared duty of care to BFB volunteers due to Controlling Agency activities at incidents, and funding mechanisms (LGGS) for BFB operations and capital equipment.

DFES has a role as the lead fire and emergency services agency in WA for preparing training resources and standard operating procedures. DFES is currently developing additional resources suited to each of the above BFB 'profiles', specifically the management and training of BFBs. These additional resources will be discussed further with the sector in the coming months.

Whether the management structure for BFBs could be aligned to reflect the current operations of different brigade 'profiles', as provided in the LGGS Manual and outlined on Page 5 of this Paper, would require further discussion between DFES and the Local Government sector. This could allow for scalability of BFBs depending on location, resources and capabilities.

¹⁰ [ERA Review of the ESL, 2017, pg 185](#)

¹¹ [ERA ESL Review – summary of submissions to issues paper and draft report](#)

Volunteer Insurance

Local Governments are responsible for providing compensation for injury caused to present and former BFB volunteers as a result of their duties. The commercial insurance market ceased writing injury insurance for volunteers in 2012, therefore a self-insurance mutual scheme was implemented to ensure that Local Governments continue to meet this obligation.

Since 2012, due to the high cost of claims, the aggregate limit of liability has increased from \$250,000 to \$750,000. In addition, the annual cost of insurance has nearly doubled (92%) from \$47.50 to \$91.20 per volunteer, and it is expected that this trend will continue¹².

Sector Capacity, Capability and Resourcing

Local Governments vary in their capability, capacity, and resources to manage BFBs, as well as their other extensive legislative responsibilities and requirements¹³.

By way of overview, Local Governments in Western Australia:

- vary in size from less than 1.5 to over 370,000 square kilometres;
- have populations of just over 100 to more than 220,000 people;
- employ fewer than 10 to over 1000 staff; and
- have revenue (2019-20) ranging from just over \$2 million to just over \$225 million¹⁴.

Bush Fire Service and Volunteerism

The localised culture and history of BFBs in WA has had a large influence on the way that Local Governments engage with and manage BFBs. Many BFBs operate in an independent and self-sufficient way, which Local Governments encourage and support, as this contributes to expansion of the volunteer network in the local community, while also building community networks and resilience.

Communities, and therefore many Local Governments, have a significant interest in volunteering and BFBs, with some Local Governments very involved in the establishment, management and operation of their local BFBs. Therefore it is essential that any future management arrangements, including the transfer of responsibility for management of BFBs to the State Government, should be a voluntary process available to Local Governments that do not have the capacity, capability or resources to manage BFBs. It is also essential that the integrity of the Bush Fire Service is maintained, whatever the arrangements for the management of BFBs.

¹² Data provided by LGIS, 17 May 2022

¹³ 2021 Local Government Emergency Management Capability report - SEMC

¹⁴ [Department of Local Government, Sport and Cultural Industries](#)

Options for future management of BFBs

Four options are identified for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

Proposed Position

Based on the feedback received from Local Governments in the WALGA Emergency Management Survey and the other considerations outlined above, it is considered appropriate for the Association to **support a hybrid model** for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those Local Governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a Local Government does not.

Whatever the arrangements for future management of BFBs, it is apparent that Local Governments with responsibility for management of BFBs require **additional support and resourcing** which should be provided by the State Government, including:

- development of a suite of guidelines and resources to assist Local Governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
- expansion of the Community Emergency Services Manager Program (CESM) so that every Local Government with responsibility for managing BFBs has access to the Program if they wish to participate;
- universal access to DFES training for BFBs; and
- development of mandatory and minimum training requirements including recognition of competency for volunteers.

Based on the previous commentary, the following Advocacy Position is proposed:

Management of Bush Fire Brigades

- 1. The Association advocates that the State Government must provide for:**
 - a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;**
 - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;**
 - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and**
 - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.**
- 2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).**
- 3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.**

How to Provide a Response to this Paper and Proposed Position

WALGA strongly encourages all Local Governments, and particularly those with responsibility for managing Bush Fire Brigades to provide a response to this Paper and the proposed Advocacy Position. Council endorsed responses are preferred but not essential.

The following questions are provided for Local Governments to consider:

1. Does your Local Government manage BFBs?
2. Does your Local Government support the proposed Advocacy Position on arrangements for the management of Bush Fire Brigades? Why or why not?
3. Does your Local Government have any further suggestions or changes to the proposed Advocacy Position?
4. For Local Governments that manage BFBs, is your Local Government's preference to continue to manage BFBs or to transfer responsibility to the State Government?
5. Is your response endorsed by Council? If so, please include the Council paper and resolution.
6. Do you have any further comments to make?

Responses can be provided by way of written submission or by completion of the online [survey](#).

Please provide written submissions by **5pm Friday 8 July 2022** to em@walga.asn.au (Subject line: Bush Fire Brigade Advocacy Position).

WALGA will review the feedback received and prepare a report for consideration by WALGA Zones and State Council in September 2022.

APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements

(Positions to be considered at July 2022 State Council Meeting)

8 Emergency Management

Local Governments in Western Australia play a significant role in emergency management. Both Commonwealth and State Government policy identify Local Government as a key player in community disaster resilience, preparedness and response. Local Governments however face a few challenges in addressing their emergency management responsibilities, and these challenges differ greatly across the State.

8.1 Emergency Management Principles

1. The State Government bears fundamental responsibility for emergency management and has the role of providing strategic guidance, support and services for emergency management activities in Western Australia.
2. The State Government should provide financial and resourcing support as necessary to enable Local Governments to adequately deliver their extensive emergency management roles and responsibilities under the State Emergency Management Framework.
3. The Local Government Sector should be engaged as a partner in policy and legislative reviews that impact Local Government emergency management roles and responsibilities.

8.2 State Emergency Management Framework

Local Governments are supported to undertake their emergency management responsibilities by a simple and streamlined State Emergency Management Framework with the primary objectives of:

1. Protecting people, the economy, and the natural environment from disasters;
2. Supporting communities in preventing, preparing for, responding to and recovering from emergencies;
3. Clearly outlining roles, responsibilities and accountabilities for Local Government and other emergency management stakeholders;
4. Scalability and adaptability that supports Local Governments of varied capacity and capability; and
5. Supporting agency interoperability through common systems and approaches to key activities including data management, communications, and hazard management.

8.3 Sustainable Grant Funding Model for Emergency Management

Local Government should be empowered to discharge its emergency management responsibilities through sustainable grant funding models that support a shared responsibility and all hazards approach to prevention, preparedness, response and recovery from natural disasters. A sustainable grant funding model for Local Government emergency management:

1. empowers Local Governments to undertake proactive approaches to preparedness, prevention, response and recovery;

2. supports the resilience of local communities through capacity-building activities and programs;
3. is responsive to the variations in Local Government resourcing and context
4. develops the skills, capacity and capability of the emergency management workforce; and
5. is consistent, flexible, timely, accessible, scalable, strategic and the guidance provided is comprehensive.

8.4 Consolidated Emergency Services Act

1. The Association advocates for the development of a Consolidated Emergency Services Act to provide a comprehensive and contemporary legislative framework to support the effective delivery of emergency services in Western Australia. The Legislation should clearly define the roles and responsibilities of all emergency management stakeholders including Local Government.
2. The Local Government sector seeks ongoing engagement in the scoping and co-design of the Act and associated Regulations and supporting materials such as Guidelines and fact sheets.
3. The Association advocates for DFES to undertake a full costing analysis of the new Act and to provide to Local Government details of the cost implications prior to the release of any Exposure Draft Bill.
4. Any new or increased responsibilities placed on Local Government by the Consolidated Emergency Services Act must be accompanied by funding and resource support to enable Local Governments to adequately discharge those responsibilities.
5. The Association recognises that in addition to the Consolidated Emergency Services Act, the Regulations and other supporting materials that are developed to support it provide a key resource for Local Governments in understanding and discharging their legislative obligations.
6. The Association advocates for the Act to provide clear guidelines for the process for transferring responsibility for bushfire incident response from Local Government to DFES.

8.5 Resource Sharing

Local Governments and the Association support resource sharing across the Local Government Sector for the purpose of emergency management, to support Local Governments to undertake effective and timely response and recovery to emergencies as well as conduct business as usual. The Association will endeavour to facilitate support to the sector in undertaking resource sharing arrangements.

8.6 Lessons Learnt Management

The Association advocates for the implementation of a transparent and contemporary assurance framework for emergency management lessons management overseen by the State Emergency Management Committee. Findings from inquiries and reviews, and progress on implementation of recommendations, should be publicly reported regularly and consistently.

8.7 Emergency Services Levy

Local Government requests the implementation of the recommendations from the 2017 Economic Regulation Authority (ERA) Review of the Emergency Services Levy, which supported increased transparency and accountability in the administration and distribution of the ESL through:

1. Expansion of the ESL to fund Local Government emergency management activities across prevention, preparedness and response.
2. Administration of the ESL by an independent organisation that is funded through consolidated revenue, with regular independent reviews of expenditure and assessment of the effectiveness of ESL funding expenditure to support prevention, preparedness and response activities.
3. The ESL administration fee should recompense Local Governments for the complete cost of administering the ESL.
4. Public disclosure of the allocation and expenditure of the ESL.
5. Public disclosure by the State Government on the progress of implementation of each of the ERA Review recommendations.
6. A review of the role, responsibilities and reporting arrangements of the Community Emergency Services Manager (CESM) Program.

8.8 Local Government Grants Scheme (LGGS)

Local Government supports:

1. A full, independent review of the LGGS to investigate and analyse how ESL funds are allocated to Local Government via the LGGS;
2. A redesign of the LGGS to remove the ineligible and eligible list and create a sustainable, modern, equitable grants program that funds Local Government emergency management activities across prevention, preparedness and response
3. An audit of existing buildings, facilities, appliances, vehicles, and major items of equipment for both Local Government Volunteer Bushfire Brigades (BFB) and State Emergency Services (SES) to inform the preparation of a Comprehensive Asset Management Plan and to guide future funding requests;
4. in the interim, an immediately increase in the quantum of State Government funding to enable the provision of funding of operating and capital grant applications in full, to provide all resources necessary for the safe and efficient operation of Local Government Bushfire Brigades, in accordance with obligations of the Work Health and Safety 2020 legislation.

8.9 Expansion of the Community Emergency Services Manager (CESM) Program

That the Association advocates for an expansion of the Community Emergency Service Manager (CESM) Program, as follows:

1. All Local Governments should have the option of participating in the CESM Program.
2. The full cost of the CESM Program should be funded through the Emergency Services Levy.

8.10 Management of Bush Fire Brigades

To be developed.



To: All Local Governments **From:** Susie Moir, Resilient Communities Policy Manager

Date: 20 May 2022

Reference: 05-024-02-0059SM **Priority:** High

Subject: Proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades

Operational Area:	CEO, Emergency Management
Key Issues:	<ul style="list-style-type: none"> The Association is consulting the Local Government sector on a proposed Advocacy Position on the arrangements for management of volunteer Bush Fire Brigades. Responses to the proposed Advocacy Position Paper are requested by 8 July 2022. Sector feedback will inform a final position to be considered by WALGA State Council in September 2022.
Action Required:	<ul style="list-style-type: none"> Local Governments are encouraged to provide a written response or submit a response through the survey. A formal Council resolution will assist the Association understand the sentiment of the sector.

Background

Western Australian Local Governments have extensive roles and responsibilities embedded in the State Emergency Management Framework across the emergency management spectrum of prevention, preparedness, response, and recovery. Under the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs). 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers.

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

The State Government is currently drafting the *Consolidated Emergency Services Act* (CES Act), which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill for consultation in early 2023.

The introduction of the *Work Health and Safety Act 2020* has also shone a spotlight on Local Government responsibilities for managing volunteer BFBs.

Comment

The development of the CES Act represents a important and timely opportunity for the sector to determine its position on the management of volunteer BFBs. An endorsed advocacy position will guide the Association in its engagement with the State Government on this issue.

WALGA has prepared the attached proposed Advocacy Position for the sector's consideration.

An six week period for sector consultation is designed to enable Local Governments to engage with relevant stakeholders, including volunteers, and for Councils to consider their position. Feedback on the proposed position will be reviewed and inform a final position to be considered by WALGA State Council in September 2022.

Further information

Please contact WALGA's Resilient Communities Policy Manager, Susie Moir smoir@walga.asn.au or 9213 2058.

[View this email in your browser](#)

Bushfire Volunteers Association – Going Forward

A Position Brief Outlining Key Concerns Regarding the WALGA's Future Management of Volunteer Bushfire Brigades in W.A.

1. Background

Over many decades in Western Australia, communities throughout the State have experienced the destructive consequences of fire and its negative impact upon on landscape, the productive potential of the land, i.e. agriculture, destruction of homes and infrastructure as well as the social dislocation which can often be traumatic and long-lived.

These experiences galvanised grass-root actions from individuals and their community on preparedness to mitigate the impact from fire. It is from these community-based actions that the Volunteer Bush Fire Brigades (VBFB) evolved.

Importantly, to this very day, VBFBs operate around a nucleus of individuals from their respective communities, all of whom volunteer their time, energy and respective skills to be prepared and ready to respond to fire emergency as well as monitor and manage risk.

In Western Australia, 111 Local Governments manage 563 Volunteer Bushfire Brigades with 20 000 participant volunteers. The Volunteer Bush Fire Service represents the largest volunteer emergency service by a significant margin.

And, its evolution has gone beyond just responding to bush/grass fire. Now, structural fires, motor vehicle accidents and search and rescue have been included within the remit, especially in areas where time for other emergency service response can be elongated due to geography and distance.

Significantly, VBFBs are a community asset that appropriately sits within the Local Government Authority (LGA) framework. Under this arrangement, LGAs are responsible for administering the *Bushfires Act* and carry out activities such as inspecting fire breaks and issuing burning permits but a BFB's work can often go further than that.

It is worthy of note that the existence and activity of local VBFBs often provides a further value-add in that it encourages and supports the establishment of firefighting equipment and resources held by private landowners as well as other risk mitigation activity, i.e. establishment of on-farm water points, further enhancing local preparedness.

Apart from underpinning an important emergency response mechanism, VBFBs have become important community focal points, integral to social bonding and a community identity, promoting volunteerism through example, contributing to fund-raising, education and assisting vulnerable groups, i.e., the elderly.

VBFBs are borne from the community and by their nature, strengthen community resilience and their engagement on the issues of preparedness. This context is both the value and sustainment of an important response mechanism.

As recognised in WA Local Government Association's (WALGA) *Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position*, May 2022, "The localised culture and history of BFBs in WA has had a large influence on the way that local governments engage with and manage BFBs. Many BFBs operate in an independent and self-sufficient way, which Local Governments encourage and support, as this contributes to expansion of the volunteer network in the local community, while also building community networks and resilience.

Communities, and therefore Local Governments, have a significant interest in volunteering and BFBs, with some Local Governments very involved in the establishment, management and operation of their local BFBs."

The strength of the VBFB mechanism is its community values and connections which augments the overall emergency response of Western Australia.

2. Objections to the Status Quo

In recent years, the call for change to the oversight and operational management of VBFBs has focussed on alternatives to the current Emergency Services Levy (ESL)

management and Local LGA management framework that Brigades sit within, i.e. *Ferguson Report* (2016) and the *Economic Regulation Authority Review of the ESL* (2017). Nevertheless, it appears the key drivers to this question are less about the operational management and more about the financial and resource impost upon LGAs, the key considerations being:

1. The rising cost of insurance and the public liability risk, as further embedded by;
2. *The Work Health and Safety Act 2020*, enacted in 2022;
3. The limited scope to fund administrative and operational cost of Brigades from the ESL;
4. The gap in funding new technology, equipment and standards for Volunteer Bush Fire Brigades which must be met by Local Government.

In 2021, WALGA undertook what is referred to as an “*Emergency Management Survey in 2021*” on questions about the level of satisfaction with current arrangements for VBFs.

The findings were drawn from 104 LGAs with the following groups within the WALGA network, identified as:

1. *36 Chief Executive Officers*
2. *18 Community Emergency Services Managers*
3. *50 Local Government officers*

The survey results were recorded as follows:

1. 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
2. 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

Apart from a lack of definition around what the results refer to in terms of implications to the LGAs, it also raises questions about the balance of the catchment group and furnished percentages.

Questions, for example, may relate to the delegation, or the historic interaction and therefore understanding of the VBFB network of a general LGA officer or, a Community Emergency Service Manager who is in fact a Department of Fire and Emergency Services (DFES) employee or, under a joint contract.

Interestingly, the survey did not incorporate responses from the wider stakeholder group also engaged with the support, operation and management of VBFs such as councillors and the VBFs themselves.

It is respected that this was a WALGA survey directed at its own constituents but despite this aspect, the VBFB response mechanism is more complicated and varied than represented by the survey catchment group as outlined above. The consultation appears to be upon a very narrow base. Therefore, the question should be asked; Is the survey subjective and balanced? The consultative methodology should be re-visited.

3. Acknowledgement

It is acknowledged by Bushfire Volunteers that there is a cost associated with maintaining preparedness and response capability. Points a, b, c, and especially d, being valid influencers upon the financial constraints experienced by all LGAs.

It is understood and accepted that the fiscal constraints applied to the VBFBs creates a gap that might only be met by further costs to the ratepayers. The Bushfire Volunteer's position is that these circumstances are not acceptable and are created by an arbitrary application of ESL funds with a nett loss to LGAs and VBFBs alike.

The remedy requires an examination of the transparency of decisions behind ESL budget allocations, with a particular analysis of the decision matrix used by the DFES Commissioner to meet the resource requirements of LGAs and VBFBs across the State.

4. Response to WALGAs Options for future management of VBFBs

Following is the Bushfire Volunteers response to the four options identified for the future management of VBFBs, as outlined in WALGA's *Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position*, May 2022 (Page 8):

1. **Status quo** - continue with the current arrangements for management of (V)BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their (V)BFBs).

Bushfire Volunteer's Position - IN PART SUPPORTED – WALGA in conjunction with the Bushfire Volunteers Association jointly advocate to continue with the current arrangements for LGA management of VBFBs. There must be additional support provided by the State Government's ESL (*managed independently from DFES*) where the rules for funding eligibility are the same for all agencies who benefit from the ESL, with respect to increased funding and better access to funded independent service providers for training resources and other support, fully funded by ESL.

1. **Improvements** - continue with the current arrangements for Local Government management of (V)BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.

Bushfire Volunteer's Position - SUPPORTED WITH AMENDMENT - WALGA in conjunction with the Bushfire Volunteer Association jointly advocate to continue with

the current arrangements for LGA management of VBFBs with additional support provided by the State Government ESL (*managed independently from DFES*) where the rules for funding eligibility are the same for all agencies who benefit from the ESL, with respect to increased funding and better access to funded independent service providers for training resources and other support, fully funded by ESL.

1. **Hybrid Model** - LGAs continues to manage (V)BFBs where they have the capacity, capability and resources to do so; however, where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.

Bushfire Volunteer's Position - NOT SUPPORTED – The effectiveness and efficiency of the VBFB response model relies on the proven agility and adaptive ability of the community asset of VBFBs to embrace geography, rapid response capability and the management of risk.

Adopting a Hybrid model undermines the overall preparedness of community based VBFBs by effectively splitting the response mechanism, compounded by diminishing clarity associated with decisions of the funding of resources.

1. **Transfer** - Responsibility for management of all (V)BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

Bushfire Volunteer's Position - NOT SUPPORTED

1. **Bushfire Volunteer's Position and Response to the proposed WALGA Management of Bush Fire Brigades recommendations.**

Following is the Bushfire Volunteer's response to the three options identified for the future management of VBFBs, as outlined in WALGA's *Arrangements for Management of (Volunteer) Bush Fire Brigades: Proposed Advocacy Position*, May 2022 (Page 9).

1.The WALGA Advocacy Position advocates that the State Government must provide for:

1. A clear pathway for LGAs to transfer responsibility for the management of (V)BFBs to the State Government when ongoing management is beyond the capacity, capability and resources of the LGA.

Bushfire Volunteer's Position - NOT SUPPORTED – remove the DFES from direct management of funds – establish an independent board supported by a small secretariat independent to DFES, with equality of rules for all those that have access to the fund, incorporating process for needs-based assessment against emergency, prevention, preparedness, response and recovery requirements of VBFBs.

1. The co-design of a suite of relevant guidelines and materials to assist those LGAs that manage (V)BFB.

Bushfire Volunteer's Position - NOT SUPPORTED – under the current structure VBFBs and LGAs can (and do) design their own training to suit their environment and community needs – Centralised DFES training may not take into account specific and unique LGA requirements.

1. Mandatory and minimum training requirements for (+V)BFB volunteers supported by a universally accessible training program managed DFES.

Bushfire Volunteer's Position - NOT SUPPORTED – A centralist training regime is not necessarily adaptive or responsive to LGA or VBFB requirements, funding should not be restrictive permitting LGAs to provide relevant and targeted training to the VBFB community asset, conducted by qualified external trainers. This is an important point to supporting volunteers and volunteerism within the community. Historically, well-funded community-based training with LGA oversight has proven to be successful in building the community asset, as well as the capability of volunteers.

1. The recognition of prior learning, experience, and competency of VBFB volunteers.

Bushfire Volunteer's Position - SUPPORTED but should be overseen by the responsible LGA. The current *Bushfire Act* framework enables LGA to RPL their volunteers currently. This permits targeted local community recognition relevant to a particular LGA and community. Under the current arrangements, the LGA can be responsible for RPL of volunteers that is reflective of community and local operational area needs.

1. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for (V)BFBs in accordance with 1(a).

Bushfire Volunteer's Position - NOT SUPPORTED – the focus should be upon bolstering the current structure and adequately funding the LGA and VBFB response mechanism.

1. Where management of (V)BFBs is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.

Bushfire Volunteer's Position - NOT SUPPORTED – This option takes away an important community-based asset, associated activity and funding. Transferring VBFBs to the State is replicating what has been built by communities across Western Australia under a bureaucratic banner. This is without necessarily supporting a host of community benefits that have been supportive of LGAs or, guaranteeing response capability over time. This option is not in line with the *Ferguson Report* (2016) or other recent reports.

6. Bushfire Volunteers Association Recommendations

On analysis of the WALGA *Emergency Management Survey*, it appears the questions and responses require a greater definition as the dichotomy of response can leave the

matter more open ended than definitive. Naturally more discussion can be facilitated on what the real message of the survey results mean. A justified conclusion can be drawn that dissatisfaction relates to the administrators views on funding and resourcing. The following recommendations address this long-established concern.

WALGA, jointly with the Bushfire Volunteers to advocate for:

1. **The continuation of the current arrangements for LGA management of VBFBs with additional support provided by the State Government ESL (managed independently from DFES) where the rules for funding eligibility are the same for all agencies who benefit from the ESL, with respect to increased funding and better access to funded independent service providers for training resources and other support, fully funded by ESL.**
1. **The arbitrary ESL fund decision making power held by the DFES Commissioner be withdrawn and transitioned to a suitably qualified independent board with equal numbers of representatives local Government, Bushfire Association, State Government.**
1. **That funding decisions are based on established guidelines (*established by an independent board above*), incorporating process for needs-based assessment against emergency, prevention, preparedness, response and recovery requirements of Volunteer Bush Fire Brigades.**
1. **An independent review is conducted into the resource needs required by Local Government to appropriately manage the Volunteer Bush Fire Brigade Resource to augment preparedness and the mitigation of risk.**
1. **An independent social audit is conducted to qualify the contribution that is made to community by Volunteer Bush Fire Brigades and assess the impact of a changed management arrangement upon those social factors (to be reconciled against proposed management of Brigades)**

1. **Bushfire Association Position Summary**

The Bushfire Volunteer's position is that the current management structure and all the benefits of the VBFBs sitting within LGAs provides a substantial community asset, with local control, local decision making, and the subsequent local benefits.

The position is that structurally, the emergency response mechanism is proven to work well and provide for the needs of the community, having evolved and adapted over time and clearly, retaining the values and expertise of an independently motivated volunteer entity to meet the emergency response objectives.

The primary driver for the call to change current structure and establish alternative arrangements is primarily driven by resourcing gaps, state agency staff and centralised bodies that want centralised control and funding. These are factors which are not necessarily contributing positively to the maintenance of the VBFBs within the LGA.

Importantly, it is the Bushfire Volunteer position that the narrative for change is underpinned by the funding issues. A shift in the oversight of Bush Fire Brigades does not address the funding solution or, the guarantee required to maintain an effective community response mechanism over time.

Our recommendations above address the funding orientation so that there is a more equitable distribution of the ESL to support the excellent work to date by LGAs and the VBFB community.

For further Association Contact;

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ZONE BUSINESS

6.1 Proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades

Shire of Pingelly

Executive Summary

- In March 2022 the provisions of the new Work Health and Safety Act 2020 were fully transitioned. They clearly detail the standard of duty of care that entities responsible for volunteers now carry.
- This standard has brought into focus the fact that local government is no longer the right entity to be discharging the duty of care and the duty of provision of extreme risk bush fire management services in Western Australia. Western Australia, while its health and safety legislation is now in alignment with the rest of Australia, is now at odds with the rest of Australia in terms of State Government responsibility for volunteer bush fire brigades.
- The new Work, Health and Safety Act 2020 exposes the gap between the extreme risk of bush fires and the capabilities of local governments to meet this risk. It has set up local government for failure if nothing is done to fix the fundamental question - what entity is best able to meet the responsibility for supporting volunteer bush fire brigades. This responsibility should be placed in the hands of a rural fire service separate to DFES as recommended by the “Reframing Rural Fire Management” report.
- Cabinet has agreed on a review of the three emergency services Acts, the Fire Brigades Act 1942, the Bush Fires Act 1954 and the Fire and Emergency Services Act of 1998, to create a single comprehensive Emergency Services Act which will improve community safety and better support all of our emergency services workers into the future. This work is being undertaken by DFES.
<https://www.dfes.wa.gov.au/site/about-us/corporate-information/legislation/legislation.html>
- This review represents a once in a generation opportunity have this matter addressed and give volunteer bush fire brigades the level of overarching support they need, through a State Government agency or department with new legislation designed to take over this role from local governments.
- It is not appropriate that the current hybrid responsibility sharing arrangement continue between Local Government and the State Government, for either historic or power sharing reasons. This will perpetuate the current mixed message and unclear lines of responsibility that comes from a legislative underpinning of volunteer bush fire brigades as local government entities, while

training, funding and operational support are provided through DFES. This will not ultimately be in the best interests of the volunteers and their ability to be supported in the important role they undertake in managing bush fire risk.

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- It is not appropriate that DFES have responsibility, a significant role in the determination of the future of the VBFBs, or the future rural fire service as they do not have the confidence of many of these volunteers and consequently it is considered likely that a DFES led or involved rural fire service would result in the loss of many of these volunteers.

- WALGA has issued a Proposed Advocacy Position and Info Page which proposes a hybrid model allowing local governments to opt in or out of management of volunteer bush fire brigade models. A 6-week consultation is underway with the matter to be presented to WALGA State Council in September 2022. However, none of the options reflect the work that has been completed to date on this issue.

Attachments

A – “Reframing Rural Fire Management” Report of the Special Inquiry Into the January 2016 Waroona

Fire, Volume 1, by E. Ferguson (Ferguson Report)

B – Overview of Western Australia’s Work Health and Safety Act 2020, by Department of Mines, Industry Regulation and Safety and Worksafe Western Australia

C - Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position May 2022, WALGA.

D – INFOPAGE, Proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades, 20 May 2022, WALGA

Policy Implications

The adoption of advocacy positions will inform WALGA policy positions and will be incorporated in WALGA’s Advocacy Positions Manual.

Budgetary Implications

Insurance

Up to \$10M in uninsurable organisational maximum penalties for the most serious failures to comply with the new WHS Act 2020.

WALGA Local Governments are responsible for providing compensation for injury caused to present

and former BFB volunteers as a result of their duties. The commercial insurance market ceased writing

injury insurance for volunteers in 2012, therefore a self-insurance mutual scheme was implemented to

ensure that Local Governments continue to meet this obligation.

Since 2012, due to the high cost of claims, the aggregate limit of liability has increased from \$250,000

to \$750,000. In addition, the annual cost of insurance has nearly doubled (92%) from \$47.50 to \$91.20

per volunteer, and it is expected that this trend will continue (Data provided by LGIS, 17 May 2022 in

pg. 7, Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position -

May 2022).

Volunteer Bush Fire Services Funding

The State Government has in place an Emergency Services Levy. This is a pre-existing and suitable

funding mechanism for volunteer bush fire brigades' services via an entity, under direct management

of the State Government.

WALGA Advocacy Position

Nil.

Background

History

The Volunteer Bush Fire Brigades have been a vital part of the regional Western Australian emergency

services fabric since 1954 in a formal legislated system, but before that in heart of the community

unsupported volunteer service groups. The continuation of this service by the volunteers, ensuring the

continuity of the brigades along with the safety of the members, remain as the key priorities.

How this

is best achieved given findings of the 2016 Ferguson Report and the new safety mandates of the Work

Health & Safety Act 2020 (WHS Act) for volunteers, is a primary issue.

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Volunteer bush fire brigades have been formed to support farmers and supplement their firefighting

capacity in 1954, through the commencement of the Bush Fires Act with local governments being given

responsibility to establish and run the brigades. Over time the State Government has increasingly

mandated duty of care requirements to the members and those charged with their management, to the

point where the duty of care now extends to the volunteers themselves.

2016 "Reframing Rural Fire Management" Report of the Special Inquiry Into the January 2016 Waroona

Fire (Ferguson Report)

Following the 2016 Waroona Yarloop bush fires the Public Sector Commission tasked a special inquiry

led by Mr. Euan Ferguson AFSM into the matter. His report (Pg. 18) summarises the losses of these

fires as follows:

"Tragically, during the fire, two residents of Yarloop lost their lives. The fire burned a total area of

69,165 hectares comprising 31,180 hectares of private property and 37,985 hectares of public

land. One hundred and eighty one properties were destroyed. At time of writing, it is estimated

that the cost of the fire, including the costs of suppression, losses, damage and recovery (including estimated insurance losses) totals approximately \$155 million."

In his report prologue (pg.12) he summarises his findings thus:

"It is my view that there exists a need to effect fundamental changes to the system of rural fire

management in Western Australia. My conclusion, which has been very carefully considered, is that the current system for managing bushfire in Western Australia is failing citizens and the government."

The recommendations for change were provided in two categories: Strategic and Agency opportunities for improvement. 17 Recommendations and 23 Opportunity statements were made. Critical to the context of this Council Report, is Recommendation 15, which is about rural fire management and its recommends:

"The State Government to create a Rural Fire Service to enhance the capability for rural fire management and bushfire risk management at a State, regional and local level. The proposed

Rural Fire Service will:

- *be established as a separate entity from the Department of Fire and Emergency Services or, alternatively, be established as a sub-department of the Department of Fire and Emergency Services;*

- *have an independent budget;*

- *be able to employ staff;*

- *have a leadership structure which, to the greatest degree possible, is regionally based and runs the entity;*

- *be led by a Chief Officer who reports to the responsible Minister on policy and administrative matters; and to the Commissioner for Fire and Emergency Services during operational and emergency response;*

- *have responsibilities and powers relating to bushfire prevention, preparedness, and response; and*

- *operate collaboratively with the Department of Fire and Emergency Services, the Department of Parks and Wildlife, Local Government, and volunteer Bush Fire Brigades. In creating the Rural Fire Service, the State Government to consider whether back office and corporate support services could be effectively provided by an existing Department, such as the*

Department of Fire and Emergency Services or the Department of Parks and Wildlife."

The State Government to review the creation of the Rural Fire Service two years after its establishment, to assess whether its structure and operations are achieving the intended outcome."

This recommendation has only been partially implemented and the independent entity with the capabilities and resourcing described in the recommendation is far from realization. This is in part

because this requires legislative change, one that removes local government as the head of power

body establishing and underpinning this entity. The opportunity for this change is now available with

the review of the emergency services legislation.

Bush Fire Fighting Risk

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The prologue to the Ferguson Report provides an excellent description of the complexities of fighting

bush fires and making judgment following the event (pg. 11):

"Hindsight is a wonderful thing. But we must act with disciplined caution when exercising this

hindsight. It must always be remembered that those who were key players in this fire emergency were not afforded such luxury. Many individuals, be they citizens or members of agencies or in community teams, worked in extreme and challenging conditions. Many were hot, hungry, dehydrated and sometimes sick with worry and exhaustion. Dangers were ever present. Fast decisions had to be made with information that was incomplete and sometimes conflicting. There were many unknowns. People made decisions. Assumptions changed. Best laid plans failed. Teams used their initiative and adjusted. Even the most straightforward of tasks became complex. Emergency and essential services worked to create order out of chaos. Everyone worked against time and the progression of the fire. It would be easy to look at any shortcomings and be tempted to fall into the trap of finding fault and allocating blame. This must be resisted. In striving for excellence in bushfire emergency management, it must be recognised that there are many parts of the system: the fire, the weather, the terrain and the actions and reactions of people that are subject to sudden and unpredictable change. Under these conditions, much is unknown. Almost everything is shrouded by uncertainty. People make judgements and those judgements are not infallible. Errors can and do occur, despite the best intentions and best efforts of people.”

While the Ferguson Report wasn’t written with the aim of “finding fault and allocating blame”, the new Work Health and Safety Act 2020 is. It is specifically designed and written to provide standards and responsibilities for health and safety, in order to provide a path for finding fault, allocating blame and then punishing those who are at fault.

Work Health and Safety Act 2020

Key features of the WHS Act are provided in the following extract from the “Overview of Western Australia’s Work Health and Safety Act 2020” put out by the Department of Mines, Industry Regulation and Safety, and Worksafe (pg. 2):

- “The primary duty holder is the ‘person conducting a business or undertaking’ (PCBU) which is intended to capture a broader range of contemporary workplace relationships.
- A primary duty of care requiring PCBUs to, so far as is reasonably practicable, ensure the health and safety of workers and others who may be affected by the carrying out of work.
- Duties of care for persons who influence the way work is carried out, as well as the integrity of products used for work, including the providers of WHS services.
- A requirement that ‘officers’ exercise ‘due diligence’ to ensure compliance.
- The new offence of industrial manslaughter, which provides substantial penalties for PCBU where a failure to comply with a WHS duty causes the death of an individual, in circumstances where the PCBU knew the conduct could cause death or serious harm.

- The voiding of insurance coverage for WHS penalties, and imposition of penalties for providing or purchasing this insurance.
- The introduction of WHS undertakings, which are enforceable, as an alternative to prosecution.
- Reporting requirements for 'notifiable incidents' such as the serious illness, injury or death of persons and dangerous incidents arising out of the conduct of a business or undertaking.
- A framework to establish a general scheme for authorisations such as licenses, permits and registrations (for example, for persons engaged in high-risk work or users of certain plant or substances), including provisions for automated authorisations."

Importantly, the WHS Act captures the duty of care requirements for bush fire brigades and volunteers.

Work Health and Safety Act 2020 Duty of Care Failure and Penalties

Hefty fines now apply to local governments and criminal charges may be imposed on executive staff

should they fail in their duty of care under the new Work Health and Safety Act 2020. A sevenfold

increase in the maximum fine is now applicable to executives along with a 20 year jail term.

The local

government body is now subject to an uninsurable fine up to \$10M, up 2.85 times from \$3.5M.

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Figure 1. Maximum Individual and Body Corporate Penalties Comparison Between the Previous OHS

Act (blue) and the WHS Act (orange)

Table 1. Maximum Penalties. Department of Mines, Industry Regulation and Safety, and Worksafe, "Overview of Western Australia's Work Health and Safety Act 2020", pg.36.

LEVEL

INDIVIDUAL

1ST

OFFENCE

INDIVIDUAL

SUBSEQUENT

OFFENCE

BODY

CORPORATE

1ST OFFENCE

BODY

CORPORATE

SUBSEQUENT

OFFENCE

1 \$ 100,000 \$ 120,000 \$ 450,000 \$ 570,000

2 \$ 250,000 \$ 350,000 \$1,500,000 \$1,800,000

3 \$ 400,000 \$ 500,000 \$2,000,000 \$2,500,000

4 \$ 550,000 \$ 680,000 \$2,700,000 \$3,500,000

Table 2. Maximum Penalties Under the Previous Occupational, Health and Safety Act 1984", pg.36.

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The State Government has made crystal clear its overarching expectations regarding duty of care,

including to volunteers. In doing so, however, it has raised a fundamental question about the appropriate provision of leadership and support for volunteer bush fire brigades in the extreme risk environment in which they operate.

Comment

Risk and WHS Act Implications

The new WHS Act safety mandate has brought into focus two related questions, and these questions

must be rigorously and independently assessed and addressed, ahead of preference and historically

affiliation, if a best practice, safe and compliant outcome is to be achieved. **Who is best placed to**

manage bush fire brigades, given the systems, expertise and control hierarchy needed to

operate within the new WHS Act requirements? Secondly, is the current legislation, which

provides for local governments to establish and run bush fire brigades, still appropriate, given

these mandated safety management requirements? Recommendation 15 of the Ferguson Report answers these questions.

Local governments, and particularly those in executive level management, see a chasm between their

risk management capabilities, expertise, control, financial support, and the standards mandated in the

new WHS Act for the extremely high-risk and complex activity of fighting bushfires. They also see that

the State Government, through a rural fire service, completely separate to the Department of Fire and

Emergency Services (DFES), would be much more capable in fighting fires than local government.

The disparate, disjointed management by individual local governments, provides tailored local focus,

but is lacking in regional coordination and resources with the ESL funding subsidised to a large extent

by ratepayers. The requirements for training, equipment and policy are significant for particularly smaller

rural and regional local governments – who are mostly responsible for the VBFB. These local

governments now also carry safety expectations well above local government primary expertise and

risk management capabilities. With a new focus on health and safety it is no longer appropriate that

local government be required to operate in a highly specialized extreme risk area, when suitable

alternatives exist, or should exist, as stated in the Ferguson Report.

Australian Models for Management of Bush Fire Brigades

The WHS Act was ostensibly enacted, in part, to bring Western Australia in line with the rest of the

Australian states, including responsibility for volunteers. Perhaps as an unintended consequence, this

has highlighted a significant disparity across Australia, with every other state having their volunteer

bushfire brigades run by State Government agencies rather than local governments. Many in local

government charged with management oversight of the VBFBs, believe that a rural fire service is the

necessary next step for Western Australia, if coming into line with the rest of Australia.

Bush Fire Brigade Volunteers

The Ferguson Report (pp. 237 – 245) details the public response to the question of DFES involvement

in fighting bush fires:

- DFES staff do not have sufficient expertise in rural fire management and don't understand our

needs; and

- Inappropriate training is provided.

There is some skepticism and reluctance among some VBFB members regarding leaving the local

governments, where they believe there is often more autonomy, local knowledge, and a local focus.

A review of the emergency legislation needs to ensure that bush fire brigades are at the table in terms

of consultation and that their legitimate concerns are aired and resolved.

Due to DFES's insufficient expertise in rural fire management and lack of understanding of volunteers

or their needs, it would be inappropriate for DFES to have significant input into the makeup of a rural

fire service.

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Statutory Environment

In light of, *the Local Government Act of 1995: Division 3 — Executive functions of local governments*,

Subdivision 1 — Performing executive functions, s3.18. Performing executive functions: 3(b); as the

WA Department of Fire and Emergency Services (DFES), is already providing a rural fire division (ref.

2), it could be considered that the further provision of Local Government controlled Fire & Emergency

Services Brigades is an inappropriate duplication of “*services or facilities provided by the ... State*”.

Work Health and Safety Act 2022, mandates the duty of care to volunteers by the person conducting a

business undertaking. Senior Local Government officers with decision making and budget allocation

control, have a duty of care to volunteer bush fire brigade members.

Bush Fires Act 1954, s36 and s41. provides for local governments to establish, maintain, and equip

bush fire brigades.

Emergency Services Review of Legislation

The Department of Fire and Emergency Services is currently reviewing the three emergency services

Acts. This represents a one in a generation opportunity to consider the best and most competent

delivery of volunteer bush fire brigade services. Ensuring that WALGA is at the table in this review is

critical to good outcomes for local government.

Consultation

Special Inquiry into the Waroona bush fires

The Special Inquiry into the Waroona bush fires was conducted by Euan Ferguson AFSM. In a letter

dated 26 April 2016, to Mr. Wauchope, the Public Sector Commissioner, Mr. Ferguson described the

consultation process as follows:

"The Special Inquiry started in early February, ran for 13 weeks and held formal hearings on 22

days. The Special Inquiry has evoked a significant response. One hundred and sixty five written

submissions have been received. One hundred people appeared at formal hearings and five people gave evidence via telephone. We have met and interacted with 42 organisations and interest groups."

The report prologue further describes the consultation and the outcomes sought by the witnesses and submissions:

"All of the people the Special Inquiry met with citizens, landowners, farmers, business owners,

personnel from agencies, essential services and from emergency services, were genuine in their

commitment to do the best they could during this crisis. The Special Inquiry noted a strong urge

from all the witnesses and submissions to understand the failings in the current systems of work,

to learn from this tragic experience, and to change the future."

WALGA's Proposed Advocacy Position

WALGA identified four options for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the

majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).

2. Improvements - continue with the current arrangements for Local Government management

of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.

3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity,

capability, and resources to do so; however, where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.

4. Transfer - Responsibility for management of all BFBs is transferred to the State Government,

consistent with the arrangements in other States and Territories.

However, these options ignore the recommendation on this matter from Special Inquiry into the

Waroona bush fires in the 'Reframing Rural Fire Management' report (quoted as part of the recommendation of this report). This recommendation has been reached through extensive consultation

(as above) and expert analysis.

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Conclusion

There is an urgent need for Local Governments and the State Government to review the suitability of

local governments role in delivery of volunteer bush fire brigades, given the spotlight on volunteer

management raised by the new Work Health and Safety Act 2020. The Ferguson Report, in 2016, provides a pathway for a new entity to do this, with a State Government core business emergency services entity tailored to bush firefighting and meeting the needs of volunteers. The current review of the three emergency services Acts represents a once in a generation opportunity to modernise the legislation underpinning volunteer bush firefighting in Western Australia to align under a suitable agency.

RECOMMENDATION

That:

1. WA Local Government Association (WALGA) to advocate for the:

- a. Modernisation of Western Australian emergency services legislation, including alignment of the WA Bush Fires Act 1954 with the rest of Australia by removing the legislative requirement for WA Local Governments to manage Volunteer Bush Fire Brigades (VBFB);**
- b. Provision of a legislated State Government department or agency to do so, fully implementing recommendation 15 of the “Reframing Rural Fire Management” Report of the Special Inquiry into the January 2016 Waroona Fire (Ferguson Report), which states;**

“The State Government to create a Rural Fire Service to enhance the capability for rural fire management and bushfire risk management at a State, regional and local level. The proposed Rural Fire Service will:

- be established as a separate entity from the Department of Fire and Emergency Services or, alternatively, be established as a subdepartment of the Department of Fire and Emergency Services;***
- have an independent budget;***
- be able to employ staff;***
- have a leadership structure which, to the greatest degree possible, is regionally based and runs the entity;***
- be led by a Chief Officer who reports to the responsible Minister on policy and administrative matters; and to the Commissioner for Fire and Emergency Services during operational and emergency response;***
- have responsibilities and powers relating to bushfire prevention, preparedness, and response; and***
- operate collaboratively with the Department of Fire and Emergency Services, the Department of Parks and Wildlife, Local Government, and volunteer Bush Fire Brigades.***

In creating the Rural Fire Service, the State Government to consider whether back office and corporate support services could be effectively provided by an existing Department, such as the Department of Fire and Emergency Services or the Department of Parks and Wildlife.

The State Government to review the creation of the Rural Fire Service two years after its establishment, to assess whether its structure and operations are achieving the intended outcome.”

2. WALGA to support, in the review of the emergency services legislation and formation of a Rural Fire Service, a comprehensive plan developed by local government representatives; volunteer bush fire representatives; a VFRS volunteer representative; the Department of Premier and Cabinet, and former professionals

from Rural Fire Services in other states for:

a. Full engagement with the VBFBs and local governments to understand their successes, challenges, ideas and hopes for this service;

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b. Inclusion of a review of the history and past performance of the volunteer bush fire brigades in Western Australia, including all previous studies and findings, with volunteer safety as a key theme;

c. A best practice assessment of volunteer bush fire brigades departmental/agency structures and legislative underpinnings across Australia; and

d. A legislative outcome goal that ensures that organisational structures, expertise, strategy, management, and control, best meet the health and safety mandates of the WHS Act 2020 while retaining volunteers and their interests at the centre of the organisation;

and that this comprehensive plan is presented to local governments and state government in full for a final decision prior to proceeding; and

3. Not support any of the 4 options in its “Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position” paper in favour of the creation of a Rural Fire Service.

12.10 Light Industrial Area Update

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	Nil
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council note the July 2022 information update for the Light Industrial Area.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

On 30 June 2022 Council adopted the following motion:

“RESOLUTION: 195 -21/22

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

- 1. Council note the information provided to the Audit & Risk Committee.*
- 2. Council provide authority to the CEO to negotiate a purchase price for the 2x Light Industrial Blocks for price ranging between \$35,000 - \$40,000 with the guideline of \$40,000 per lot or \$70,000 for two.”*

Ms Gibbs has continued discussions with the potential buyer of the two lots that are ready to be sold. The buyer has been advised of the price of the two lots. The buyer is representing a third party and we are now awaiting advice from that third party.

Ms Gibbs has continued discussions with Development WA in an attempt to secure external funding to complete the remaining four lots. As a direct result of these discussions, Development WA has engaged Porter Consulting Engineers to provide cost-estimates on completing the works. Development WA is paying for the cost of the work performed by Porter Consulting Engineers.

MATTER FOR CONSIDERATION

For Council to note the July 2022 information update on the Light Industrial Area.

BACKGROUND

On 30th June 2022 Council adopted the following resolution at the Ordinary Council meeting, which was recommended by the Audit & Risk Committee:

“RESOLUTION: 195 -21/22

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

- 1. Council note the information provided to the Audit & Risk Committee.*

2. *Council provide authority to the CEO to negotiate a purchase price for the 2x Light Industrial Blocks for price ranging between \$35,000 - \$40,000 with the guideline of \$40,000 per lot or \$70,000 for two."*

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Ms Gibbs has continued discussions with Development WA in an attempt to secure external funding to complete the remaining four lots. As a direct result of these discussions, Development WA has engaged Porter Consulting Engineers to provide cost-estimates on completing the works. Development WA is paying for the cost of the work performed by Porter Consulting Engineers.

If the cost-estimates support a decent cost-benefit, Development WA will deem the Shire of Quairading to be eligible to apply for funding from the State to complete the lots. If the cost-benefit demonstrates a negative return, Development WA may need to run the project through the Regional Development Assistance Program in an attempt to subsidise the difference between cost and revenue.

Officers are currently awaiting the results of the work being performed by Porters and will continue to inform Council of the project's progress.

STATUTORY ENVIRONMENT

Local Government 1995

Planning and Development Act 2005

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The financial implications are significant and decision-making must be relevant, informed and considered once all options and recommendations are tabled.

No additional financial decisions need to be made by Council until Development WA has received the cost-estimates and completed associated investigations.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 2.1 Economy: Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)
- 2.3 Economy: Shire engages stakeholders and partners to help capture local economic development initiatives
- 5.3 Governance & Leadership: Provide informed and transparent decision making that meets our legal obligations and the needs of our diverse community

CONSULTATION

- Extensive consultation with consultants with specialist expertise in commercial property development.
- Extensive consultation with Development WA, Wheatbelt Development Commission and Regional Development Australia.

RISK ASSESSMENT

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

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

COMMENT

Nil.

12.11 Draft WSN Governance Plan

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	(i) WSN Governance Plan - DRAFT
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

1. That Council provide the following comment to Main Roads (Wheatbelt Region) on the draft Wheatbelt Secondary Freight Network DRAFT Governance Plan:

“Whilst the Shire of Quairading appreciates the work that has gone into drafting the proposed Governance Plan, the document does not address or resolve any of the issues raised by the Shire of Quairading during previous consultations, these being:

- a. That an independent Programme Director be appointed to manage the program (independent meaning not employed or engaged by a local government with a vested interest in the programme).
- b. That only **one** representative from each local government be on the committee structure (that is, a local government can only have one representative across the structure at any point in time). Given that there are 41 local governments attempting to be represented, it appears that Kulin is over-represented.
- c. Under 10.1 Roles and responsibilities of the Steering Committee: Dot point 14 commits to conducting “periodic” performance and development reviews. These reviews should be mandated as “annual” reviews to ensure effective compliance within a nominated timeframe.
- d. The Program Director should be subject to an “annual” performance review not a “periodic” performance review.”

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

On the 11th July 2022 the Wheatbelt Secondary Freight Network (WSFN) requested comment from local governments on a draft copy of the WSN Governance Plan.

Council officers have provided suggested draft wording for consideration.

MATTER FOR CONSIDERATION

- For Council to consider and make comment on the document provided.
- For Council to include the comment suggested by officers.

BACKGROUND

Following internal criticism and dispute amongst some members of the Wheatbelt Secondary Freight Network (WSFN) in February 2022, a decision was made (via a majority vote) to have the Governance Plan reviewed. At that same juncture, local governments were asked provide feedback on the current governance and other arrangements.

On 11 July 2022 Main Roads emailed the first draft of the *Wheatbelt Secondary Freight Network Governance Plan* to members, requesting that the document be taken to Council for comment.

The review was conducted by Nova Corvus Pty Ltd.

Once comments are considered and potentially amendments are made to the document, Main Roads will distribute the final document before the next WBSF Regional Road Group meeting on the 12 August 2022.

The current document does not address the following concerns raised by the Shire of Quairading representatives on the WSFN in February 2022, these being:

- That an independent Programme Director be appointed to manage the program (independent meaning not employed or engaged by a local government with a vested interest in the programme).
- That only **one** representative from each local government be on the committee structure (that is, a local government can only have one representative across the structure at any point in time). Given that there are 41 local governments attempting to be represented, it appears that Kulin is over-represented.
- Under 10.1 Roles and responsibilities of the Steering Committee: Dot point 14 commits to conducting “periodic” performance and development reviews. These reviews should be mandated as “annual” reviews to ensure effective compliance within a nominated timeframe.
- The Program Director should be subject to an “annual” performance review not a “periodic” performance review.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There is no financial implications associated with providing feedback to Main Roads.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

CONSULTATION

Main Roads have requested consultation on the document from local governments.

RISK ASSESSMENT

	Option 1
Financial	Low
Health	N/A
Reputation	Low
Operations	Low
Natural Environment	N/A

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

COMMENT

It is noted by Council officers that there are a number of issues that have been raised in the past that have not been addressed or resolved, as listed below:

1. That an independent Programme Director be appointed to manage the program (independent meaning not employed or engaged by a local government with a vested interest in the programme).
2. That only one representative from each local government be on the committee structure (that is, a local government can only have one representative across the structure at any point in time). Given that there are 41 local governments attempting to be represented, it appears that Kulin is over-represented.
3. Under 10.1 Roles and responsibilities of the Steering Committee: Dot point 14 commits to conducting “periodic” performance and development reviews. These reviews should be mandated as “annual” reviews to ensure effective compliance within a nominated timeframe.
4. The Program Director should be subject to an “annual” performance review not a “periodic” performance review.”

If there are any other suggested comments Council would like to bring forward, they can be discussed and included in the response.



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

WHEATBELT SECONDARY FREIGHT NETWORK GOVERNANCE PLAN

Doc No. ####
Date: June, 2022

Document Control

Owner	<p>This manual is owned and authorised by Chairperson of Wheatbelt Secondary Network Steering Committee.</p> <p>Authorisation</p> <p>As Chairperson of the Steering Committee, I authorise the issue and use of this Governance Plan for Wheatbelt Secondary Freight Network.</p>
Custodian	<p>The Wheatbelt Secondary Freight Network Program Director is the delegated custodian.</p> <p>All comments and requests for revision should be submitted to the Program Director in accordance with the document control procedures.</p>
Document Number	<p>????</p> <p>Printed copies are uncontrolled unless marked otherwise.</p>
Issue Date	dd/mm/yyyy
Review Frequency	4 years maximum

Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.

Operational Definitions of Key Terms

Term	Definition
EO	Executive Officer
IPP	Indigenous Participation Plan
LGA	Local Government Authority
MRWA	Main Roads Western Australia
PD	Program Director
PM	Program Manager
PMT	Program Management Team
RDA-W	Regional Development Australia - Wheatbelt
RRG	Regional Road Group
SRRG	Sub-Regional Road Group
SC	Steering Committee
TC	Technical Committee
WALGA	Western Australian Local Government Association
WDC	Wheatbelt Development Commission
WSFN	Wheatbelt Secondary Freight Network
GP	Governance Plan
PPR	Project Proposal Report
WNRRG	Wheatbelt North Regional Road Group
WSRRG	Wheatbelt South Regional Road Group
MCA	Multi-Criteria Analysis

References and Related Documents

Procedures outlined in this plan are to be read in conjunction with the following documents:

Document Number	Description
	Multi Criteria Analysis Methodology
	Basis of Design
	Indigenous Participation Plan
	Program Delivery Plan
	Program Management Host Memorandum of Understanding

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1 BACKGROUND

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads Western Australia Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be improved if the productivity of this sector is to be supported.

The 42 Local Governments in the Wheatbelt region have worked collaboratively to identify the secondary freight network routes on Local Government roads in the Wheatbelt.

The Commonwealth and State Governments have committed funding to develop and deliver the WSFN improvements. The funding split is 80/20 respectively. Two thirds of the 20% State matching funding is provided by the State Government and one third from the Wheatbelt Local Governments whose assets are being upgraded.

2 PURPOSE

The purpose of this Governance Plan (GP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The GP will provide a framework and guidelines for all members of the WSFN program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The GP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The GP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

The process and procedures outlined in this GP will enable Wheatbelt North and Wheatbelt South RRGs and the WSFN Steering Committee to make decisions in accordance with in the GP. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making.

This Governance Plan:

1. Provides for strategic leadership and direction for the WSFN program;
2. Ensures that timely, fully informed decisions concerning the implementation of work are made at the most appropriate level;
3. Ensures that the project maintains on-going funding support;
4. Provides oversight and guidance; and
5. Fosters accountability and transparency.

3 SCOPE

The funding for the WSFN is improvements are on Local Government assets within the Wheatbelt Region and, as such, it is appropriate that the Local Governments determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

This document proposed to outline how Local Government responsibilities for this program will be managed under the guidance of WSFN Steering Committee and its member organisations, with input from a WSFN Technical Committee, coordination via the Program Management Team and project delivery by the 42 Local Governments.

Specific delivery responsibilities for these groups are broadly considered across three areas:

- Governance
 - Provide sound governance
 - Overall program management
- Management
 - Project Development including design, and scoping and detailed budgets of projects.
 - Delivery of individual identified projects
- Administration
 - Funding breakdown.
 - Funding acquittal.
 - Program agreements.

Formal Agreement

This GP should be read in conjunction with the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be delivered.

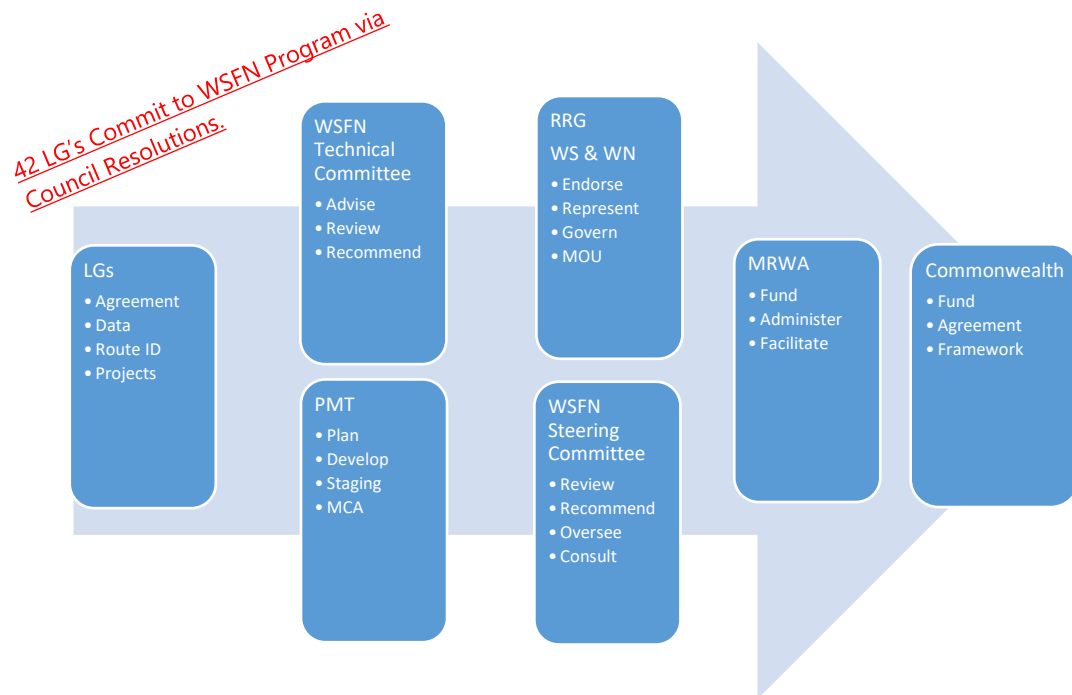
All 42 Local Governments have formalised their commitment to WSFN Program, to be eligible for funding and project consideration, via a formal resolution of Council, which entailed the presentation and acknowledgement of the following WSFN program documents:

- Project Governance Plan
- Program Delivery Plan
- MCA Methodology.

The 42 Council resolutions have been collated as addendums to a formal agreement in the form of a Memorandum of Understanding that the Regional Road Group will sign with the Commonwealth and State Governments on behalf of all 42 LGs associated with the WSFN program. This formalises the ongoing commitment to the program.

4 GOVERNANCE STRUCTURE

The figure shows the governance structure for the Wheatbelt Secondary Freight Network.



The Minister for Transport is the overall funding approving authority for the WSFN. However, in a practical sense, the determination of projects and distribution of funding to those projects within the program will be determined by the WSFN. The practice for the approval of projects and distribution of funds within is maintained through the workings of the SC.

MRWA makes recommendations to the Minister of Transport for the approval of funding for the program.

Local Government provide representation on the RRG's, the Steering Committee and/or the Technical Committee. Local Governments provide submissions for funding under the WSFN and take part in the priority and determination process of those submissions through the above groups.

The RRG's approve endorsements from the Steering Committee and monitor the implementation of the projects from the program within their own region.

The Wheatbelt Secondary Freight Network Steering Committee (SC) comprises equal representation from the Wheatbelt North Regional Road Group (WNRRG) and the Wheatbelt South Regional Road Group (WSRRG). The SC oversees and monitors the distribution of funds as provided for under the Wheatbelt Secondary Freight Network and the delivery of the program.

5 DELEGATIONS AND APPROVALS

The following table provides an overview of the delegations and approval authorities for each relevant stakeholder group associated with WSFN program governance and delivery.

Document	Individual LGs	WSFN Program Management Team	WSFN Technical Committee	WSFN Steering Committee	RRG	42 LGs
Formal Agreement	Commit			Endorse	Approve	Commit
Governance Plan	Commit	Prepare		Endorse	Approve	Receive
Program Delivery Plan	Receive	Prepare		Endorse	Approve	Receive
MCA	Provide Information	Prepare	Recommend	Endorse	Approve	Receive
Technical Documents		Prepare	Recommend	Approve	Receive	Receive
Annual Report	Provide Information	Prepare	Recommend	Endorse	Receive	Receive
Staging Plan	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
Annual Program Budget	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
Specific Projects	Develop / Construct	Review / Submit	Recommend	Approve	Receive	Receive

6 COMMONWEALTH GOVERNMENT

The Commonwealth Government has committed to providing funding for the development and delivery of the WSFN program.

The Commonwealth Government will:

- Provide guidance regarding program delivery and funding arrangements for the WSFN program in-line with Commonwealth requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Approve annual program plan through the Program Proposal Report (PPR).
- Provide funding to the State Government via Main Roads Western Australia in alignment with agreed milestones.

7 STATE GOVERNMENT

Main Roads Western Australia (MRWA) will represent the State Government in financial arrangements with the Commonwealth Government and provide the link between the Commonwealth Government and the WSFN. MRWA will review the Project Proposal Reports submitted by WSFN prior to submission to the Commonwealth for approval and will provide a reporting link between the Commonwealth and WSFN for monthly progress of the Program.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer Commonwealth and State Government funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

To enable the release of Commonwealth government funds, a Project Proposal Report (PPR) must be submitted to the Commonwealth Government for approval. The PPR is of similar nature to a business case of the project. In submitting the PPR to the Commonwealth, which will enable approval for the release of Commonwealth funding and payments, MRWA will confirm that the PPR in accordance with Commonwealth requirements and that the projects have been delivered in accordance with the PPR as amendment from time to time.

A key aspect of the approval process of the PPR is for the Program to have an Indigenous Participation Plan (IPP), which is submitted with the PPR for approval. The IPP sets out the indigenous employment and indigenous business expenditure targets for the Program, which flow down to each project within the Program.

8 42 WHEATBELT REGION LOCAL GOVERNMENTS

The 42 Local Governments of the Wheatbelt Region have formalised their commitment to WSFN Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which entailed the presentation and acknowledgement of the follow WSFN Program documents:

- Program Governance Plan
- Program Delivery Plan
- MCA Methodology.

They have provided necessary data to be utilised as part of MCA process and Delivery Plan development by identifying routes and assessing deliverability within the timeframes and parameters of the WSFN Program.

9 WHEATBELT NORTH AND WHEATBELT SOUTH REGIONAL ROAD GROUPS

The WSFN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and Wheatbelt South (WS) Regional Road Groups (RRG).

The RRGs will make decisions in accordance with agreed processes and procedures based upon advice from WSFN Steering Committee and the GP.

Their specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a formal agreement representing all 42 LGs confirming their inclusion in WSFN program.
- Receive and acknowledge SC decisions.
- Approve the WSFN Governance Plan.
- Approve Multi Criteria Assessment as recommended by the SC.
- Receive and Note the Annual Report as presented by the SC.
- Approve the Program Delivery Plan.
- Receive and note the Annual Program Budget

When approving or endorsing items above, if the RRG's cannot come to an agreed position it will be referred to a mediation group comprising of RDA-W, WALGA and MRWA.

10 WHEATBELT SECONDARY FREIGHT NETWORK STEERING COMMITTEE

The Steering Committee (SC) consist of Wheatbelt North and Wheatbelt South RRG representatives and has oversight of the development and delivery of the Wheatbelt Secondary Freight Network.

The Terms of Reference listed below apply to the role and activities of the SC. The SC oversees and monitors the distribution of funds as provided for under the WSFN and the delivery of the WSFN program. The SC also monitors the expenditure of the overall program and where appropriate, may redistribute funds to ensure the timely and best use of available resources.

10.1 Role and Responsibilities

The role of the Steering Committee is to provide strategic advice and direction to the WSFN program and ensure alignment with government and stakeholder requirements.

The SC shall be responsible for:

- Recommending the WSFN program (prioritisation of the nominated routes for the WSFN via MCA process) to the WNRRG and WSRRG for approval.
- On an annual basis, approve delivery projects and allocate project funding against an agreed scope and budget with individual LGA's, based on the approved program.
- Monitoring project delivery, including budget acquittal
- Recommending any variations / changes to the approved program to the WN and WS RRG's for approval.
- Review and recommend the multi-criteria analysis process and basis of design to the RRG's for approval.
- Monitoring the delivery and acquittal of funded projects.
- Redistributing funds between projects in the approved program to suit delivery progress/schedules.
- Reviewing individual WSFN procedures.
- Set and be responsible for these procedures covering the administration and functioning of the WSFN.
- Responding with appropriate strategies when funding changes are made under the WSFN.
- Providing political representation with Commonwealth and State governments as well as the Wheatbelt LGA's.
- Approval of engagement of Program Director.

- Approval of delegation of authority and assignment of responsibilities of Program Director.
- Conduct periodic performance and development reviews of the Program Director's performance of their role in the WSFN.
- Approval of engagement of Program Manager.
- Approval of delegation of authority and assignment of responsibilities of Program Manager.
- Endorse the PPR and IPP for the Program for submission to the Commonwealth (via MRWA).
- Develop and execute a Memorandum of Understanding with the Program Host organisation for the engagement of the Program Management Team (PMT).
- Annual review of Program risks and risk management strategies as developed, reviewed and documented by the TC.

Subject to the endorsement of the WS and WN RRG's and MRWA, the overall program is submitted to the Commonwealth Minister for Transport for approval.

10.2 Management and Administration

10.2.1 Membership

The SC membership shall be made up of the following:

- 8 voting members (1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region)
- 5 non-voting members
 - WSFN Program Director;
 - member from WA Local Government Association (WALGA);
 - member from Regional Development Australia – Wheatbelt (RDA-W);
 - member from Main Roads Western Australia (MRWA); and
 - member from Wheatbelt Development Commission (WDC).

The SRRG elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections.

10.2.2 Chairperson

The Chairperson shall be the elected from the nominated SRRG members at the first WSFN Steering Committee meeting following the LGA elections. If the Chairman resigns, a new Chairperson shall be elected at the next SC meeting following the resignation. The Chairperson will be elected for a two year term (or remainder there-of if the elected following resignation of previous Chairperson).

Should the Steering Committee be unable to agree on a nominated Chairperson within this first meeting, then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.

10.2.3 Deputy Chairperson

The Deputy Chairperson shall be the elected from the nominated SRRG members at the first WSFN Steering Committee meeting following the LGA elections. If the Deputy Chairman resigns, a new Deputy Chairperson shall be elected at the next SC meeting following the resignation.

The Deputy Chairperson will be elected for a two year term (or remainder there-of if the elected following resignation of previous Deputy Chairperson).

The Deputy Chairperson shall undertake the duties of the Chairperson in the absence of the Chairperson.

10.2.4 Administration

The WSFN Program Management Team (PMT) will provide administrative support to the SC.

10.2.5 Observers

Members of the SC may invite to their meetings support staff and other personnel who would assist with matters under consideration. The WSFN Program Manager will attend SC meetings.

10.2.6 Voting and Decision Making

All voting members are entitled to one vote. Decisions shall be by simple majority. If there is no majority, then the Chairperson shall cast an additional vote.

10.2.7 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the SC on, WSFN matters have obligations to act honestly and responsibly in carrying out their functions.

Generally, those obligations include the disclosure of financial interests at SC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to deal with personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of these Guidelines are at Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the SC before the SC makes an action, decision or determination on the matter.

An employee or person providing advice or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial interest in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the

nature and extent of the interest;

- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If there are not enough voting members remaining to form a quorum, a special meeting must be called and a resolution on the matter passed by the voting members.

If a member discloses an interest affecting impartiality in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

10.2.8 Dispute Resolution

If there is a dispute between members of the SC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WALGA and MRWA.

10.2.9 Meetings

The Chairperson, through the PMT, will develop an annual meeting timetable. A minimum of four meetings are to be held per year.

Meetings can be attended via electronic means by any or all participants. A quorum will be at least 50% of the number of voting members from each of the WS and WN RRG's.

The PMT will provide the agenda for meetings to the members within 5 working days prior to the meeting.

The PMT shall record minutes of its meetings and forward a copy to each Committee member, each RRG and each LGA. The draft meeting minutes will be forwarded to members within 7 working days after the meeting.

10.2.10 Delegated Representatives

Each Steering Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member.

10.3 Discretionary Powers

The SC has the authority to adjust funding arrangements as appropriate, between projects within the approved prioritised routes of the WSFN program.

Any decision will be conveyed to the appropriate LGA and Regional Road Group secretariat for dissemination as appropriate.

10.4 Financial Monitoring

At each SC meeting, a financial report is tabled that includes funds expended to date and forecasts - end of financial year expenditures (AFYEs).

11 WHEATBELT SECONDARY FREIGHT NETWORK TECHNICAL COMMITTEE

The Technical Committee (TC) is a technical working group consisting of LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team.

The role of the Technical Committee is to provide technical support, input and advice to key delivery components of the program.

These Terms of Reference shall apply to the role and responsibilities of the TC.

11.1 Role and Responsibilities

The role of the Technical Committee is to provide technical support, input and advice to key delivery components of the program

The responsibilities of the TC include:

- Recommend the Multi-Criteria assessment process to the SC.
- Review and recommend the Basis of Design to the SC.
- Recommend the prioritisation of the Program routes in accordance with the agreed Multi Criteria Assessment.
- Review 5-year Delivery Plan and recommend to WSFN SC.
- Prepare the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Prepare and submit Indigenous Participation Plan to Commonwealth for approval.
- Review the project scope, design, and budgets.
- Review and recommend Annual Project Budgets to WSFN SC for endorsement
- Review and recommend project updates to WSFN SC as per the meeting schedule.
- Provide technical support to the WSFN Program Manager.
- Review of decisions disputed by LGA's.
- Review and provide recommendations of any formal requests received from individual Local Governments to WSFN SC.
- Facilitate Technical workshops with Local Governments to promote collaboration, knowledge sharing and upskilling.
- Sharing project knowledge and expertise between the WSFN delivery teams, WSFN PD and PM. Providing feedback of this knowledge to the respective SRRG's.
- Assisting PM in resolving any issues arising within SRRG's.
- Review of risks to the Program and developing mitigation strategies for these risks, document these risks within a risk register Risks to be reviewed on a regular basis.
- Review the Governance documents of the WSFN Project as relevant to the WSFN TC and recommend any changes to the WSFN SC for endorsement.

11.2 Management and Administration

11.2.1 Chairperson

The Chairperson of the Technical Committee will be the WSFN Program Director.

11.2.2 Membership

The TC membership shall be made up of the following:

- 8 nominated members from the SRRG's within the Wheatbelt Region.
- WSFN Program Director.
- WSFN Program Manager.

The SRRG members are nominated to the Technical Committee for a two year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

11.2.3 Voting and Decision Making

As far as practicable, decisions should be by consensus. Where voting is necessary, only SRRG nominated members will be voting representatives. Each voting member has one vote and decisions shall be by simple majority. If there is no majority, then the Chairperson shall cast a vote.

11.2.4 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the TC on, WSFN matters have obligations to act honestly and responsibly in carrying out their functions.

Generally, those obligations include the disclosure of financial interests at TC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to deal with personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of these Guidelines are at Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the TC before the TC makes an action, decision or determination on the matter.

An employee or person providing advice or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial interest in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest;
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If there are not enough voting members remaining to form a quorum, a special meeting must be called and a resolution on the matter passed by the voting members.

If a member discloses an interest affecting impartiality in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

11.2.5 Dispute Resolution

If there is a dispute between members of the TC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting, then the issue shall be brought to the attention of the SC by the TC for resolution.

11.2.6 LG Technical Committee Decision Review

If a LGA does not agree with decisions made by the TC, the LGA shall engage the TC member from their SRRG to assist representing them a meeting of the TC to review the disputed decision. At the meeting an LGA representative will present a reasoning for their disagreement with the decision, including endorsement by their SRRG member. Following this, the TC will then review the decision.

11.2.7 Meetings

The Chairperson of the TC, assisted by the PMT, will develop an annual meeting timetable relating to the timetable of the SC. A minimum of 4 meetings is to be held each year and at other times as the Chairperson deems necessary to deal with matters in a timely way.

The TC meetings are to be held at least 2 weeks in advance of the WSFN SC meeting schedule in the following months:

- February – Budget Review
- May – Annual Program Completion Report
- August – Annual and Forward Program Commencement Review
- December – Annual Program Delivery Review

The PMT will provide the agenda for meetings to the members within 5 working days prior to the meeting.

Meetings can be attended via electronic means by any or all participants.

The PMT shall record minutes of its meetings and forward a copy to each TC member. The draft meeting minutes will be forwarded to members within 7 working days after the meeting. The final unconfirmed minutes will be forwarded within 7 days after final comments have been received from members.

11.2.8 Delegated Representatives

Each Technical Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member.

11.2.9 Reporting Structure

The TC shall record minutes of its meeting and provide a copy to each member, the SC and each RRG.

The TC shall make recommendations as required to the SC.

11.2.10 Observers

Members of the TC may invite to their meetings support staff, other personnel or external technical expertise who would assist with matters under consideration.

11.2.11 Administration

PMT shall provide administrative support to the TC. The PMT will provide the primary contact for the TC.

12 PROGRAM MANAGEMENT TEAM

The Program Management Team (PMT) is a team consisting of the Program Director (PD), Program Manager (PM) and Executive Officer (EO) as well as other staff as required to undertake the delivery of the WSFN program.

The PMT may also engage specific technical resources as and when is required, within the approved Delegation of Authority.

Key responsibilities for the PMT are as follows:

- Work with individual LGs to:
 - Prepare work programs for future years.
 - Prepare scope for future works to ensure consistency along identified routes.
 - Allocate budgets against agreed scopes.
- Engage consultants as required to deliver the program outcomes.
- Prepare reports on program progress for presentation to the SC (including current year progress, annual progress from previous year and overall progress of program).
- Update prioritisation of the identified routes in accordance with the agreed Multi Criteria Assessment process, and present to the TC for review and recommendation.
- Report on program progress (including financial) and decisions required to the SC.
- Responsibility for the delivery and budget of the WSFN program, as delegated by the SC.
- Presentation of progress reports to SC.
- Report on progress of the program to Main Roads on a monthly basis.
- Presentation of recommendations to the SC for endorsement.
- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop and maintain a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects

- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

12.1 Program Director

The Program Director (PD) shall lead the Program Management Team, with both the PM and the Executive Officer directly reporting to the PD.

Apart from the Program Manager, the PD is, within their delegation of authority as set out by the SC, responsible for the appointment of any other PMT personnel. The Program Director will oversee the work of the external technical consultants and will be the main contact for communication between the PMT and external consultants.

The Program Director reports directly and primarily to the SC.

The PD will conduct periodic performance and development reviews of the Program Manager's and Executive Officer's performance of their role in the WSFN.

The SC will make a recommendation to the RRGs to approve the appointment of the Program Director.

12.2 Program Manager

The Program Manager (PM) is part of the Program Management Team.

The PM undertakes planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of priority projects with relevant LGs.

12.3 Executive Officer

The Executive Officer (EO) is part of the Program Management Team and provides administrative support to the team. The EO also provides administrative support to the SC and the TC.

12.4 Program Management Host

The Program Management Host will be engaged by the SC. It is recommended that the Host engages or employs the Program Director, Program Manager and Executive Officer.

Specifics regarding the Host contract are to be determined via negotiation between the Host and the SC with a formal Memorandum of Understanding in place. The Host will be paid the costs of hosting from the program budget, and these will be paid directly by Main Roads.

12.5 Individual LGA's Project Development and Delivery

The following provides an overview of the key roles required by individual LGA's with the development and delivery of on-ground works. It outlines how the PMT and LGA's will work together towards successful project delivery.

Stage	Details
1. Program Delivery Plan	<ul style="list-style-type: none"> ▪ PMT will develop a staging plan for program delivery, based on approved program. ▪ Relevant LGAs will be informed of their proposed project and indicative budget, scope and year of delivery. ▪ Identification of Funds required for a 4 year program set in advance by project priority lists. ▪ Funding to be limited according to individual LGA ability to deliver works.
2. Project Scoping and Approval	<ul style="list-style-type: none"> ▪ Priority projects will be determined via the MCA process. ▪ Projects will be scoped and a detailed budget developed by individual LGA's in-conjunction with PMT. ▪ Projects prioritisation will be undertaken via an MCA process by the PMT with input from relevant consultants as required and recommended by TC. ▪ PMT will make recommendations to the SC for endorsement. ▪ The SC will then forward endorsed recommendations through to the relevant WN or WS RRG.
3. Detailed Scoping, Design and Budget Development	<ul style="list-style-type: none"> ▪ LGA's will refine detailed budgets and designs (if necessary) for Priority projects in line with the Basis of Design. ▪ Provide final detail budgets and scope to PMT. ▪ LGA's are to include projects in their annual budget for the proposed year. ▪ LGA's to be responsible for all relevant approvals. ▪ PMT to work with LGA's to verify budgets.
4. Delivery	<ul style="list-style-type: none"> ▪ LGA's will be responsible for tendering, project management and delivery of each project in the proposed year. ▪ LGA's to ensure indigenous engagement targets set within the Program IPP are incorporated within each individual project. ▪ PMT to work with LGA's to provide technical assistance and advice during delivery. ▪ Incorporate into annual capital works program. ▪ Works already funded from other sources are not eligible for funding under this program. ▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)

13 FUNDING AND FUNDING ALLOCATION

Both Funding and Funding Allocations will be as per the approved Commonwealth and State funding for the Wheatbelt Secondary Freight Network and the approved WSFN program.

13.1 Funding Sources

The WSFN has been jointly funded between the Commonwealth, State and Local Governments. The funding split is noted in the table below:

Funding Source	Funding Ratio
Commonwealth	80%
State	13.3%
LGA	6.7%
Total	100%

13.2 Funding Allocations

The revenue determined in section 13.1 above is distributed on the basis of program management costs, project development costs and project delivery costs.

13.3 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Commonwealth Government and the WSFN. MRWA will review the processes undertaken by RRGs, WSFN and associated LGs and approve when satisfied that these processes have been complied with.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - Second 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

13.4 Under or Over Expenditure

13.4.1 Under Expenditure

If the final cost of a project is less than the approved budget allocation, the Local

Government will be paid the actual expenditure (less the one-third contribution) incurred subject to certification of satisfactory completion of the project.

The balance of the approved budget allocation is to be reallocated by the WSFN SC.

If the occasion arises where a Local Government has claimed payments in excess of the final project cost (less the 6.7% contribution) the total unexpended amount must be returned to the WSFN for redistribution.

13.4.2 Over Expenditure

Where a project is completed for more than the budget allocation the respective Local Government shall fund the shortfall.

A Local Government may apply to the WSFN SC to cover a funding shortfall in exceptional circumstances.

13.5 Certificate of Completion (Attachment 4b)

On completion of the project and with the final claim for payment (refer also section 13.9.3), the Local Government shall provide a Certificate of Completion (refer Attachment 4b) to MRWA together with a Project Completion Report supported with photographic evidence. This must include an accurate final cost, including expenditure detail as included in the original funding request. The Chief Executive Officer and the Works Supervisor/Engineer must co-sign this certificate prior to the balance of the funds being released to the Local Government.

13.6 Delays in Program

The WSFN shall monitor expenditure on approved roads projects with Local Governments to ensure funds will be expended and recouped within the financial year in accordance with the budget.

Where a Local Government cannot demonstrate acceptable progress on an approved project before December 31, the SC shall review and consider reallocating funds to the next highest priority project on the WSFN priority list. If the project is delayed and funding is reallocated in the current year, then the project will be placed in the forward program as the next priority project.

Every endeavour must be made to fully deliver the project scope and acquit the funds in the year of allocation. Under exceptional circumstances, extension of time may be considered by the Steering Committee.

A Local Government is to notify the PMT by no later than 30 November of any financial year, of circumstances in which WSFN project funding allocations are likely to remain unspent at the expiration of that financial year. These matters shall be referred to the TC for consideration and determination on the re-allocation of unspent funds for recommendation to the SC.

13.7 Reporting

MRWA, on behalf of WSFN, shall report to the Commonwealth on WSFN budget compared with actual expenditures. This report shall be at the project level and provide

reasons for any variations between the approved budget and actual expenditure incurred.

Project status information reports shall be prepared by the relevant LGA and forwarded to the Program Manager who is responsible for co-ordinating all reporting associated with the WSFN to MRWA.

Completion reports are to be certified by the Works Supervisor/Engineer and the Chief Executive Officer of the Local Government and forwarded to the Program Manager.

13.8 Local Government Project Signage Requirements

All projects shall have signs installed as per the approved WSFN sign design.

14 SUMMARY OF KEY DATES

Attachment 1 summarises the timing of procedures undertaken by the RRG's, SC and TC in relation to delivery of the WSFN program.

The RRG's, SC and TC should develop a timetable for meetings to align with the requirements of the procedures shown in Attachment 1.

ATTACHMENT 1 – TIMETABLE

The following timetable sets out a summary of dates relating to these procedures. This timetable allows sufficient time to complete budgetary processes and meeting Treasury requirements.

PROCESS STEP		END DATE
1	LG's to advise PMT of IPP stats and project status during construction and until Certificate of Completion has been submitted	monthly ⁽²⁾
2	WSFN Steering Committee meeting Review progress and potential under-expenditure determine actions	December ⁽²⁾
3	PMT notify SC of any likely carry over.	April ⁽²⁾
4	Local Governments expend all distributions and provide PMT with Certificate of Completion.	July ⁽³⁾
5	PMT provide annual summary of project expenditure to the SC.	July ⁽³⁾

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

Dates Related to the Budget Process

PROCESS SEQUENCE		MONTH
1	LG's to review project scope and budget then submit to PM End of Month PMT to review and update delivery plan/next years budget	September ⁽¹⁾
2	WSFN Technical Committee meeting. Review proposed amendments and make recommendations to SC	December ⁽¹⁾
3	WSFN Steering Committee meeting Review recommendations and direct PTM to make adjustments	December ⁽¹⁾
4	WSFN Steering Committee meeting Review final Draft PPR and submit to RRG for notation	February ⁽¹⁾
5	PMT to submit PPR to Main Roads	February ⁽¹⁾
6	PMT to advise LGA's of approved project allocations so that the LG's can incorporate into their own budgets	February ⁽¹⁾
7	State Budget submitted to the Minister for Transport.	February ⁽¹⁾
8	State Budget approved by Parliament.	March ⁽¹⁾
9	WSFN Steering Committee meeting.	May ⁽¹⁾
10	Updated PPR with approved annual projects submitted to Minister for Transport's for approval.	April ⁽¹⁾
11	WSFN Steering Committee meeting.	August ⁽¹⁾

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

ATTACHMENT 2 – WHEATBELT SECONDARY FREIGHT NETWORK ADMINISTRATIVE PROCEDURES

(to be used as a guide)

Executive Support

The WSNF PMT will provide the executive support and all other administrative, technical support to the SC and TC. The following is an outline of the support to be provided:

- Provide information to RRG's, SC, TC and Local Governments on annual program of works, indicative funding and other financial matters.
- Provide the necessary support to assist Local Governments in programming and prioritising projects.
- Provide minute takers for meetings, distribute the minutes to the RRG members and SC members.
- Provide the necessary administrative duties involved in the follow up of meeting action.

Records

The following will be maintained by the PMT to support the RRG's, SC and TC:

- Correspondence File (which provides background information required to support action of the RRG).
- Meeting and agenda files (to ensure that ready access is available and records of Minutes maintained).
- Annual and Five Year Works Program including amendments.
- Summary of Payments of WSNF Funds to Local Governments.
- Certificates of Completion for WSNF Projects.
- An up to date Plans and Procedures.
- An up to date list of SC and TC membership.

Meetings

Timing and Venue

An annual timetable will be established and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRG's, SC and TC. Consider holding meetings at locations equitable for all participants.

Attachment 2 continued

Meeting Agenda

PMT staff to prepare the agenda in consultation with Chairperson of the SC or TC.

Format:

- Chairperson to open meeting, welcome members and observers and call for apologies.
- Confirmation of Minutes of previous meeting.
- Business arising from previous minutes.
- Presentation of Advisory Committee Minutes since last SC/TC meeting.
- Inwards and Outwards Correspondence
- Reports:
 - Chairperson
 - Submissions from Local Governments
 - Recommendations to SC
 - Summary of payments made to Local Governments (recoups, audit forms).
 - Amendments to Program of Works.
- General Business.
- Future meeting dates.
- Meeting close.

The Agenda provided to each SC/TC member is to include the following:

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.

Correspondence:

In general, correspondence is to be dealt with in the following manner:

- SC/TC correspondence is addressed to the Chairperson.
- All correspondence dealing with WSNF Funding and SC/TC involvement is treated as inwards correspondence at the SC/TC Meetings.
- Urgent matters are referred by email (or facsimile) direct to the Chairperson, or otherwise presented at the SC/TC meeting.

ATTACHMENT 3 – DISCLOSURE OF INTERESTS GUIDELINES

12.12 23 Cubbine Road, Land Tenure and Restoring The Bike Track

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Sarah Caporn (Special Projects Officer)
Attachments:	(i) Presentation from QDHS High School students, (ii) Crown Land Enquiry Form
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

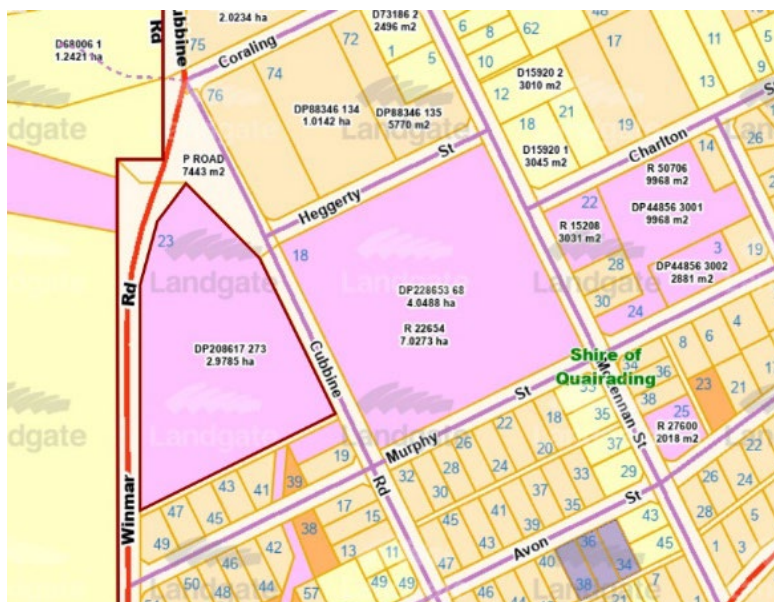
4. That Council endorse an application for tenure of 23 Cubbine Rd, removing it from the Department of Education to vest it as a Reserve under the Shire of Quairading for community recreation.
5. That the Shire move forward with refurbishment of the bike track on the site at an approximate cost of \$6000.

____/____

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

- There is strong community support for a skate park/bike track in town
- There is an existing but overgrown bike track on the former school sportsground at 23 Cubbine Rd
- Officers propose renewing this bike track as a quick viable project, easily achieved by Shire Works team in the next 12 months.
- Both 23 and 18 Cubbine Road are listed under Reserve No. 22654 and as such are tenured to the Education Department (see below map).
- Costing estimate for the project of \$5664 including earthworks, a bench seat and bike rack.
- Further project development and consultation is required for any skate park component.
- Should Council wish to proceed, the Shire will need to apply to the Dept of Lands to excise off 23 Cubbine Rd from the Education Department (Reserve 22654) and vest it with the Shire of Quairading as a new reserve for community recreation.
- Approval to the change to land tenure does not restrict the Council in the delivery of future youth projects (meaning that there will be alternative site considerations for the skate park)



MATTER FOR CONSIDERATION

This agenda item focuses on the tenure of the parcel of land described as 23 Cubbine Road (Title LR3021/170, Lot P208617). The land is currently managed by the Department of Education as it is described under one Reserve number with the current school site at 18 Cubbine Rd.

It is proposed to excise off the western portion as a separate reserve under the Shire of Quairading for community recreation with a view to resurrect the old bike track.

Council's approval to progress with the change of tenure does not constrain the Shire to proceeding with the project in its current scope or considering alternative sites as future circumstances dictates. This proposal also doesn't include a skate park component.

BACKGROUND

- The site is the former school oval. There is an old cricket pitch in the middle.
- The bike track was originally built as a leaving gift from the QDHS Year 10 class of 2001
- At the time, it was well utilised by students and in constant use after school, weekends and during the holidays.
- Over the years, the track has fallen into disrepair. Shire staff only become aware of its existence in the last 12 months.
- The site has been used for Rotary Club's annual tree planting for a few years but there are only a few that have grown in the middle of the track (self-sown native species)
- Some vegetation removal, minor earthworks with a bobcat or skidsteer and a few new pieces of furniture would resurrect the space for community use once more.

STATUTORY ENVIRONMENT

Local Government Act 1995


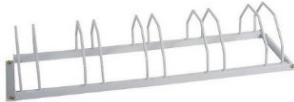
Land Administration Act 1997 (Department of Planning, Lands and Heritage)

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

This project would utilise Shire Works staff to provide the earthworks. There are two furniture items being a bench seat and bike rack. We would also consider installing a bin at the site.

Item	Cost	Total
Skid Steer – track earthworks	8.5 hrs x 5 days x \$100	\$4250
4t Tipper Truck – debris removal	2 hrs x \$95.45	\$191
5 cubic meters gravel	5 x \$24.55	\$123
Bench Seating (Felton) 	\$600	\$600
Bike Rack (Felton) 	\$500	\$500
TOTAL PROJECT COST		\$5664

There would be approximately \$1000 in annual maintenance costs for weed control, minor track repairs, mowing and emptying of the rubbish bin.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 1.2 Community: Provide social and cultural activities for all members of the community
- 3.2 Built Environment: Parks, gardens and social spaces are safe and encourage active, engaged and healthy lifestyles
- 3.3 Built Environment: Improvements to building infrastructure including our sport and recreation facilities, residential and service delivery facilities following considered cost benefit analysis models and venue management plans
- 5.1 Governance: Shire communication is consistent, engaging and responsive
- 5.2 Governance: Forward planning and implementation of plans to determine Strategic Plan and service levels
- 5.3 Governance: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

CONSULTATION

On 31 March 2022, Council received a petition requesting that a skate park be considered as soon as possible, ideally as part of the Kwirradling Koort project. Council decided to continue with that project as designed.

On 20th May 2022, Ms Caporn received a presentation from the High School students at Quairading District High School regarding this proposal of refurbishing the bike track (Attachment 1).

There has been no wider community consultation on the proposal at this stage.

This agenda item focuses on the tenure of 23 Cubbine Road. Council's approval to progress with the change of tenure does not constrain the Shire to proceeding with the project in its current scope or at an alternative site as future circumstances or consultation dictates.

RISK ASSESSMENT

	Option 1
Financial	Low
Health	Low
Reputation	Low
Operations	Low
Natural Environment	Low

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

COMMENT

It is our understanding that there was an informal agreement between the School and the Shire in the late 1990s that the block could be used by the wider community when a bike track was installed.

This bike track has been forgotten about for some years now and has become overgrown with weeds and saplings. It has only just recently come to Shire's attention that it might be something worth resurrecting back to a high standard for use by today's youth.

We understand the Department of Education has a recorded interest on the block as it is the same Reserve number as the existing school site (located on 18 Cubbine Road).

Sections of the Reserve have now been planted to native trees by the school students in the last few years.

The bike track will complement the Kwirradjing Koort project – it focuses on challenging older children (the pathways at Kwirradjing Koort will be ride and scoot-able for younger children).

²³**Quairading BMX Track**

Building a Future Q!

The students of QDHS would like the shire to consider our proposal for the local BMX track to be upgraded for community, educational and recreational uses.

The Shire of Quairading Strategic Plan

Elements we have considered from the Shire's Plan

Council's Commitment to the Community

We will **consult and engage** with our community

- A survey ran at school by students indicated that 90% of students had a bike/scooter/skateboard

Key points to the plan

Saving up for future **redevelopment of a number of sport and Recreation facilities** at the Greater Sports Oval

Shire of Quairading key statistics

The median age is 52 years, up from 2011 –

- Why are we aging? Why are the youth leaving?

There **are 249 family households** and 149 non-family households.

- There are many families with children as part of our community

Strategic Priorities

High Priorities

Sport and recreation activities

- There are no purpose built usable biking facilities

Tourism development services and facilities for youth

- Quairading could be a local tourism hub attracting youth from other towns to use the track
- It would be an additional benefit for families staying in the caravan park

Strategic direction

Community

We know we are succeeding when:

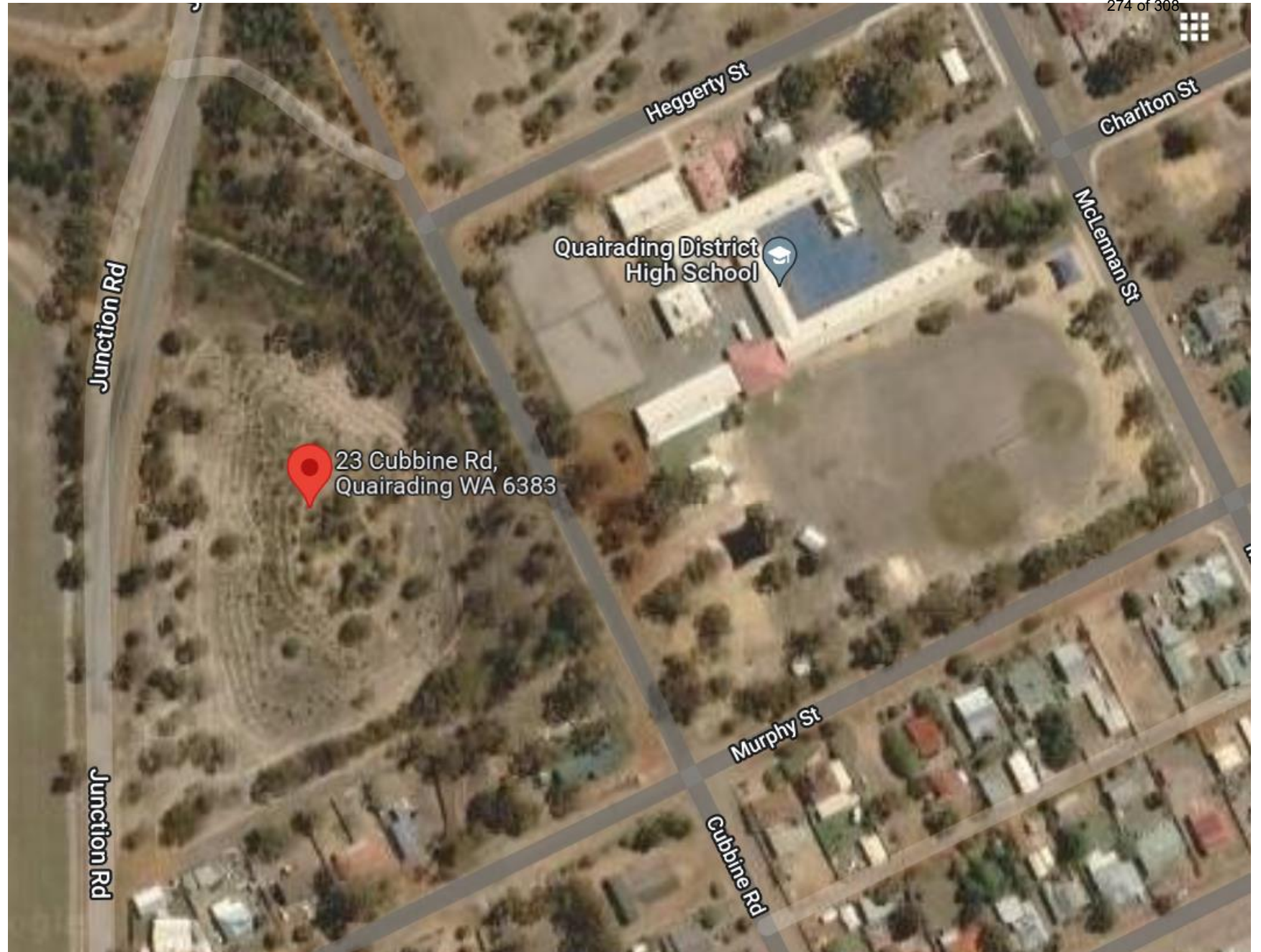
- Actively support youth development
- Sporting and recreational facilities

Built environment

Planning and development for sport and recreation facilities is coordinated and cohesive

Where is it?

Cubbine Rd
Quairading WA
6383



Introduction

The QDHS school students are currently surveying the old BMX track to help provide information to the Shire to help them move forward with positive projects which engage our youth.

We all know the future of Quairading is in our youth. The potential outcomes for this improvement will affect Quairading Youth, QDHS, tourists and other community members.

History of the track

The BMX track was built as a School – Community – Youth Centre project in the 2001. At which time it was in constant use after school, weekends and holidays.

Currently the track is in disrepair and often we (school students) talk about how awesome it would be if it was repaired.

Why would this benefit the Q – community?

- It would greatly benefit the school by using it to create a more engaging curriculum.
- There would be numerous health benefits from children being outside and exercising.
- The track would be somewhere to hang with friends, keeping us busy and outside.
- The track could be associated with Youth Centre activities.

What needs to be done

- The track is currently 181m long and the path is 2-3m wide.
- The trees surrounding the track need to be trimmed and some of the trees inside the track must be removed for safety.
- The jumps and table tops need to be flattened and the path more established.
- The track needs an entry pathway and a starting area.
- It would be useful if there was a seating area with some bike racks for people to sit and watch.
- ***If you made the track bitumen, the track would be multi-purpose, this would allow scooters, skateboards and bikes to use it. If this option is chosen, there will be less ongoing track maintenance.*

What are we (school students) prepared to do?

The students of QDHS have already researched the condition of the track and we will be willing to help with the track repairs under guidance from professionals.

Extra information

Twelve months ago QDHS was donated 24 bikes from John Curtain College along with a drone. We have used the drone to survey the track. So far we have used the bikes for a high school camp and other local excursions. The bike track being fixed will give us even more opportunities to use them in the educational setting.

Possible costings to consider...

2 days earth moving (dingo hire)	\$1200
4 - 5 cubic meters of gravel	\$400
Seating (see picture)	\$500
Bike rack (see picture)	\$200
Rubbish bin and collection	\$300
Tree trimming	\$500 yearly
Spraying for weeds	Monthly
Signage - information	\$1500
Ongoing track maintenance (dingo hire)	\$600 yearly
<i>Bitumen (Hot mix)*</i>	<i>\$30 per m²</i>



BIKE RACK, 5 BIKES, EXPANDABLE (SUIT TYRES UPTO 70MM WIDE)

~~\$219.95~~ \$179.99

1

ADD TO CART



Home / Shop / OUTDOOR BENCH SEATS / In-Ground Bench Seat



In-Ground Bench Seat

\$330.00 – \$580.00 ex. GST

Choose an option

1



Add to cart

In-Ground Bench Seat. Set a new benchmark with the classic Felton In-Ground Bench Seat. Built to exacting standards, this strong and durable aluminium bench is the perfect solution to your seating problems.

CROWN LAND ENQUIRY FORM

General Request

Applicant Details

If you are applying on behalf of a customer please complete this section and the Customer Details section below.

First Name		Last Name			
Telephone		Mobile			
Email Address					
Postal Address					
Billing Address					
Organisation					
ABN		ACN		ICN	
Your Case Reference					

Customer Details

First Name		Last Name			
Telephone		Mobile			
Organisation					
Email Address					
Postal Address					
Billing Address					
ABN		ACN		ICN	

Documentation

The following is required for submission of this request; please ensure the items are attached. <i>(If not attached, your request is incomplete and may be returned to you)</i>	
<input type="checkbox"/> If you are applying on behalf of a customer you must provide proof of consent	
<input type="checkbox"/> Documentation such as proposals, business case, deposited plans	Q1
<input type="checkbox"/> Map(s) (mandatory)	Q2
<input type="checkbox"/> Title(s)	Q3
<input type="checkbox"/> Evidence of consultation with the Primary Interest Holder (if applicable)	Q3
<input type="checkbox"/> Comments received from the Local Government Authority (LGA) (mandatory)	Q4
<input type="checkbox"/> Any other supporting documentation such as photographs, other comments/consultations	Q5

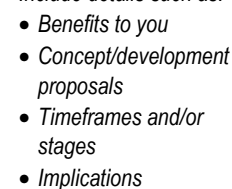
Request Submission

There are three methods of submission, please select <u>one method</u> by which to submit your request	
Email the completed and signed form to proposals@dplh.wa.gov.au	(or)
Post the completed and signed form to: Proposal – Crown land enquiry Department of Planning, Lands and Heritage Locked Bag 2506 PERTH WA 6001	(or)
Hand deliver the completed and signed form to: Level 2 140 William Street PERTH WA 6000	

**For assistance completing this form please contact the Department of Planning, Lands and Heritage on
(08) 6551 8002 or 1800 735 784 (Country callers only)**

(Please select only one)

Describe your request in more detail



Q2. What are the details of the Crown land subject to this request?

Land Details *(list all applicable land details)*

	Title (Vol/Folio)	Lot Number	Survey Number	Parcel identification number (PIN) <i>(if available)</i>
1				
2				
3				
4				
5				



Land details can be
accessed through
Landgate.

Queries on using
Landgate services can
be directed to its
Customer Service
Centre on (08) 9273
7373 or by email to
customerservice@landga
te.wa.gov.au

Street Address *(list all applicable addresses)*

	House/Unit Number	Street/Road Name	Locality/Suburb	Postcode
1				
2				
3				
4				
5				



A map with
coordinates and
address can be
obtained by using
Landgate's Map
Viewer

Reserve Number/s
(if applicable)

General/Other Information

(Example: coordinates, nearest road or crossroad)

**Please attach all available Titles and maps showing all the land records
involved in your request. If not attached, your request is incomplete and
may be returned to you.**

Q3. Primary Interest Holders

	Name on the Title	Are you the Primary Interest Holder?	No Title Available
1		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
2		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
3		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
4		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
5		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>

Q3a. If you are not the Primary Interest Holder, have you consulted with the Primary Interest Holder to initiate this enquiry?

☐ Yes

☐ No ➔ Continue this form after consulting with the Primary Interest Holder

Please attach the correspondence you have had with the Primary Interest Holder

Note: If the request is on behalf of the Primary Interest Holder, registered entity or corporation, you must provide reasons and authorisation to enquire on behalf of the entity

Q4. Local Government Authorities (LGAs) in which the Crown land subject to this request is located

	(list all)	Have you sought comment or advice?
1		<input type="checkbox"/> Yes <input type="checkbox"/> No
2		<input type="checkbox"/> Yes <input type="checkbox"/> No
3		<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: You are required to consult with the local government authority in which the Crown land subject to this request is located as they have information on planning or other proposals in their area which may assist or affect your request.

Q4a. If you have sought comment or advice, have you received the LGA's comments on this request?

☐ Yes

☐ No ➔ Please continue this form after receiving comment/advice from the LGA

Please provide brief details of the feedback received from the LGA



Certificate of Crown Land Titles or Certificates of Titles can be accessed through Landgate.

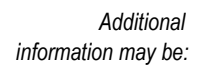
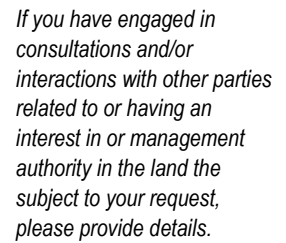
Queries on using Landgate services can be directed to its Customer Service Centre on (08) 9273 7373 or by email to: customerservice@landgate.wa.gov.au



Titles include ownership details such as the Primary Interest Holder (PIH) as well as details of the council/shire/local government authority (LGA) in which the land is located.

A certificate of title or a certificate of Crown Land Title can be obtained from Landgate.

A Certificate of Title may not be available for unallocated Crown land (land for which the Department of Planning, Lands and Heritage has direct management responsibility)



- Additional plans
- Photographs
- Comments/feedback

Please include any other details that would assist in the assessment of your request.

Terms and Conditions

By submitting a Crown land request, you understand and agree that:

The information provided is complete, true, accurate and correct to the best of your knowledge and belief.

The Department of Planning, Lands and Heritage (the department) may seek additional information from the applicant, customer or third party/ies that may assist in assessing the request. For that purpose the department may be required to release information submitted in this request to other agencies or parties or to seek further information from third parties or other agencies/departments. If any information supplied in this request contains confidential information or information subject to commercial in confidence, it is the responsibility of the applicant to clearly identify that material and the nature of the confidentiality and to obtain permission to refer to that confidential or commercial in confidence material in the request form. If no confidentiality is indicated the department reserves the right to provide the information to third parties other agencies/departments if required.

If the department supports a grant of tenure following assessment of the request, and the applicant chooses to proceed, the applicant is responsible for the payment of all costs and disbursements associated with the grant. These costs may include, but not be limited to:

- costs of negotiating and compensating native title parties and other existing land holders;
- applying for and approval of other statutory requirements;
- purchase price, lease rental, easement or license fees;
- survey and plan preparation costs;
- registration and document preparation fees; and
- GST on any of the above.

The department will not be liable for delay and/or costs borne by the applicant and/or customer through submission of this request, or in providing additional information required so the department can assess the request, as a result of any refusal to grant the request or to grant it on conditions that are unacceptable to the applicant and/or customer. The department has a duty to consider requests relating to Crown land in the best interests of the State.

It is the responsibility of the applicant to seek and obtain all approvals, licences, insurances and permits relating to the request and to comply with all terms and conditions of those approvals, licences, insurances and permits. The department is not responsible for obtaining any approvals for, or in connection with, this request, except for any required to be obtained by the department under any written law.

A request for irrigated agriculture will follow the process outlined in Land Tenure Pathway for Irrigated Agriculture (LTPIA) Request Guidelines located at www.pathwayforirrigatedagriculture.lands.wa.gov.au. It is the responsibility of the applicant to initiate, fund and drive all aspects of the LTPIA process.

The applicant acknowledges that the provision of funding evidence in the form of a bank guarantee or other financial substantiation of the request may be required, and that insurance and indemnity arrangements may be further required to satisfy the department, dependent on the assessment of each request.

The applicant and/or customer shall indemnify the State, the Minister for Lands and the department from and against all claims, demands, actions, suits, proceedings, judgements, damages, costs, charges, expenses and losses or any nature whatsoever in connection of and with respect to the grant of any licence. The department shall have no liability in respect of or arising from any mishap, accident or misadventure in relation to any activity undertaken in relation the grant of any licence. The applicant and/or customer is responsible to have in place and to implement all necessary emergency risk management and response procedures.

The submission of this request does not in itself grant any right to access Crown land, and the department reserves the right to decline assessing the request in detail, to grant the request subject to conditions, or not to grant the request.

If you agree to accept these terms and conditions, selecting the 'Yes, I have read and agree with the above Terms and Conditions' and the submission of this request will demonstrate your acceptance of these terms and conditions.

If you do not agree with these terms and conditions, you must not submit a request.

If you have any questions regarding these terms and conditions, phone (08) 6551 8002 or email proposals@dplh.wa.gov.au prior to proceeding.

☐ **Yes, I have read and agree with the above Terms and Conditions**

V	f Applica	Date
----------	------------------	-------------

OFFICE USE ONLY

Method of Receipt		Information Received		Response	
<input type="checkbox"/> Email		<input type="checkbox"/> Sufficient		<input type="checkbox"/> Acknowledgement of receipt letter	
<input type="checkbox"/> Letter		<input type="checkbox"/> Insufficient		<input type="checkbox"/> Further information required letter	
<input type="checkbox"/> Fax					
<input type="checkbox"/> Hand delivered					
<input type="checkbox"/> Other					
Date Received		Date Reviewed		Date Sent	
Objective ID		Officer's Name		Objective ID	
Comments					

12.13 Disbandment of Strategic Planning Committee

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Nicole Gibbs (Chief Executive Officer)
Attachments:	Nil
Owner/Applicant:	The Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council disband the Strategic Planning Committee effective immediately.

____/____

VOTING REQUIREMENTS – Absolute Majority

IN BRIEF

The Shire of Quairading Council has a Strategic Planning Committee that reports to Council on strategic initiatives, providing recommendation, updates and advice on those initiatives.

The Strategic Planning Committee:

- Is not a regulatory requirement;
- Replicates the agenda items and associated work of Council;
- Has the exact same Member representation as Council;
- Costs significant money to convene and operate in terms of officer work capacity and diversion from core operations;
- Costs a minimal amount of money in terms of Elected Member sitting fees; and
- Is highly unusual for a local government the size of the Shire of Quairading.

This agenda item recommends the disbanding of the Strategic Planning Committee for the above reasons.

MATTER FOR CONSIDERATION

For Council to consider the disbandment of the Strategic Planning Committee.

BACKGROUND

In recent months WALGA officers have questioned Shire officers on the reasoning for the operations of a Strategic Planning Committee as a subcommittee of the Shire of Quairading Council.

The Shire of Quairading Council has a Strategic Planning Committee that reports to Council on strategic initiatives, providing recommendation, updates and advice on those initiatives.

The Strategic Planning Committee:

- Is not a regulatory requirement;
- Replicates the agenda items and associated work of Council;
- Has the exact same Member representation as Council;

- Costs significant money to convene and operate in terms of officer work capacity and diversion from core operations;
- Costs a minimal amount of money in terms of Elected Member sitting fees; and
- Is highly unusual for a local government the size of the Shire of Quairading.

WALGA officers highlighted the high-level administrative burden that the extra Committee placed on the limited resources of a small Shire and questioned the real benefit of this current model.

Shire officers were unable to highlight any real benefit of having the Strategic Planning Committee replicate the work of Council to the WALGA officers. A simple cost-benefit analysis tends to lend weight to the theory that there is no real benefit.

STATUTORY ENVIRONMENT

Local Government 1995

Local Government (Administration) Regulation 1996

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There are no negative financial implications that come with disbanding a committee, it will actually save Council money in sitting fees and Shire officers time to prepare for the meeting.

ALIGNMENT WITH STRATEGIC PRIORITIES

- 5.3 Governance & Leadership: Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community.
- 5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations.

CONSULTATION

- Discussions with WALGA officers.
- Extensive discussions with the Executive Management Team.

RISK ASSESSMENT

	Option 1
Financial	Low <i>There will be savings in terms of Councillor sitting fees and Officer wages.</i>
Health	N/A
Reputation	Low
Operations	Low <i>Removal of the Strategic Planning Committee will mean there will be more time for staff to focus on other tasks.</i>
Natural Environment	N/A

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

COMMENT

Nil.

12.14 Update in Brief – Kwirradling Koort Community Park – July 2022

Meeting Date:	28 th July 2022
Responsible Officer:	Nicole Gibbs (Chief Executive Officer)
Reporting Officer:	Sarah Caporn (Special Projects Officer)
Attachments:	(i) Kwirradling Koort Budget Update
Owner/Applicant:	The Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council receive the 2022 Kwirradling Koort Community Park Update in Brief.

____/____

VOTING REQUIREMENTS – Simple Majority

Below is an update on the major elements of the Community Park.

Summary: There hasn't been a lot of progress in the last month with officers on leave and away from work for illness and training.

Procurement:

We have received a quote from Keith Johnston for the plumbing works. John Greenwood should have the electrical quote finalised by next week. We have also received a quote for the irrigation design.

Our initial site surveyor, Peter Gow, has retired to the coast so we are seeking quotes from surveyors for the set out and levels so that when the grader becomes available (after road maintenance and The Groves work), it will be ready to start on the preliminary ground works – aiming for mid August at earliest.

One of the play equipment installers has visited the site to assist them in preparing a quote but we will need to seek multiple quotes under our Procurement Policy. Sarah is still finalising the Request for Quote for this element. We have a list of suitable suppliers to approach when it's ready.

Sarah is still finalising the quotes for the concrete pads and pathways, shade sails and the waterplay shower rings. Her mind is beginning to turn to the softscaping and to finalise planting design and the purchasing of the turf and plants.

Utilities:

Water Corporation have advised that one of the initial quotes for the deep sewer connection has come back at \$32,000. This does not include the liquid cart nor Water Corp. labour during the installation so this component may come to as much as \$50,000. Sarah and Keith considered the other options of meeting the sewer connection at the rear of the Community Resource Centre (CRC); the connection is near the gym's disabled parking sign. We have enough fall if we move the location of the Ablution Block to roughly where the old loading ramp is now, but it involves trenching across the bitumen carpark as well as significant hand digging to avoid both the mains electrical and water supplies for the CRC Building. We immediately discounted the option of a macerating pump to push the waste across there due to the high level of maintenance required for the one at the caravan park.

At this stage, we are leaning towards keeping the design as is, seeking more quotes for the connection works and just working that number into our budget.

Schedule:

At this stage, that initial equipment installer has said they have availability during September so we are on track to get things installed once the major pieces arrive. The trampoline and fossil dig panels have already landed in Quairading and are being stored by the Works team at the Depot / Top Yard.

Budget:

No major movements on expenditure since your last briefing. Our working document for task allocation and budget is provided at Attachment 1.

Name of principal		Shire of Quairading							
Name of project		Kwirring Koort							
ITEM No	DESCRIPTION	UNIT	Supplier	QTY	RATE	BUDGETTED	ACTUAL (ex GST)	PO NUMBER	SUPPLIER
1.0 Preliminaries									
1.01	Preliminaries & establishment (including construction contract insurances and Construction Environmental Management Plan)	item	Project Manager						
1.02	Charges relating to all levies & insurance requirements (including BCITF levy).	item	Project Manager						
1.03	Mobilisation - incl editing of the current Landscape Drawings to reflect current inclusions (.dwg file supplied)	item	Contractor						
1.04	Setting out of the Works by a licensed surveyor.	item	Contractor						
1.05	Charges for preparing & updating the Works Program, for progress reporting & attendance at progress meetings, all as detailed in the Specification.	item	Project Manager						
1.06	Removal of all spoil, debris, rubbish excess material, etc., & tidying up & making good of the site during the works & on completion.	item	Works						
1.07	Charges for complying with the Conditions of Contract, Specification and Drawings not included elsewhere in this Schedule including managing the site during the 24 months Maintenance and Defects Period.	item	Contractor						
1.08	Existing Tree Protection and Management Supervision during construction as per Specification	item	Works						
1.09	Play equipment compliance audit and design certification	item	PlayCheck						
1.10	Engineering certification for tensile shade structure	item	Supplier						
1.11	Traffic Management	item	Works						
1.12	Supply, install and later remove temporary security fencing	lin m	Works / Adam May						
Preliminaries Sub-Total						\$ 31,029	\$0.00		
2.0 Demolition, Site Works & Earthworks									
2.01	Eradication of all weeds and clear top 50mm of existing site surface material	sq m	Works			\$7,375.00			
2.02	Vegetation and rubbish removal and disposal off site	ea	Works						
2.03	General demolition and removal of existing pavement, turf and any other items identified on the demolition plan	ea	Works			\$5,000.00			
2.04	Bulk earthworks to achieve soffall depths (30mm) cut to and dispose off site	m³	Works			\$3,675.00			
2.05	Bulk earthworks to achieve turf mounds including supply of clean fill to design levels	m³	Works			\$ 3,300			
2.06	Undertaking detailed earthworks to within 100mm of finished levels	sq m	Works			\$ 1,560			
Demolition, Site Works & Earthworks Sub-Total						\$ 20,910	\$0.00		
3.0 Fencing & Gates									
3.01	Supply & install 900mm chainmesh fence	lin m	Project Manager	270lm	\$16,825.00	\$ 14,500	\$17,731.06		Supply Only
3.02	Supply & install 900mm high x 1.2m wide access gates	ea	Works	3					Installed by
3.03	Supply & install 900mm high x 4m wide vehicle access gates	ea	Works	2					Works Staff
Fencing Sub-Total						\$ 14,500	\$17,731.06		
4.0 Surfaces & Edging									
4.01	Supply & install 100mm broom finish concrete paving incl. subbase, sealing, expansion and control joints	sq m	Contractor	TBC - larger area with waterplay rings	520m2 x \$65	\$ 33,800			
4.02	Supply & install concrete formed channel water play with reinforcing to paving as nominated on plans	sq m	Contractor						
4.03	Supply & install spray on colour finish to concrete channel	sq m							
4.04	Supply & install playground mulch 75 mm depth	sq m	Works	425	\$10.00	\$ 4,250			
4.05	Supply & install playground mulch 300 mm depth in soffall areas	sq m	Works	325	\$35.00	\$ 11,375			
4.06	Supply & install rubber soft fall with underlay and sub-base preparation	sq m	Supplier	50	\$220.00	\$ 11,000			
4.07	Supply & install compacted gravel fines incl. stabilisation	sq m	Works	55	\$24.00	\$ 1,320			
4.08	Supply & install play sand to 300mm depth	sq m	Works	360	\$35.00	\$ 12,600			
4.09	Supply & install carpark and pedestrian path line marking on existing asphalt	sq m	Supplier	Completed Feb 2022		\$6,000	\$3,905.00	PO265 1	Landscape and Signs
4.10	Supply & install 150mm wide x 150mm depth concrete edge mowing strip including compacted sub-grade	sq m	Contractor	80	\$35.00	\$2,800			
4.11	Supply & install thickened edge to concrete of 300mm depth around sand play area	sq m	Contractor	77	\$50.00	\$3,850			
4.12	Supply & install organic mulch only to 50mm depth	sq m	Works	14	\$10.00	\$ 140			
Surfaces & Edging Sub-Total						\$ 87,135	\$3,905.00		
5.0 Playground									
5.01	Supply & install salvaged timber logs	ea	Works			\$ -			
5.02	Install Principal supplied feature rock boulders 400-2000mm dia.	ea	Works			\$ -			
5.03	Install Principal supplied parkour culverts 1.2 & 2.4m sizes	ea				\$ -			
5.04	Install Principal supplied oversize tyre tunnel	ea				\$ -			
5.05	Install Principal supplied steam roller	PS				\$ -			
5.06	Supply In-Ground Trampoline - Olympic Elite	PS	Project Manager			\$ -	\$8,472.72	2990	
5.07	Supply Carousel with Rails - Forpark	PS	Project Manager			\$ -	\$6,740.00	2997	Forpark
5.08	Supply Double traveller flying fox unit - Forpark	PS	Project Manager			\$ -	\$36,608.00	3001	Forpark
5.09	Supply & install timber deck platform to flying fox take off point	ea	Contractor	20	\$300.00	\$ 6,000			
5.10	Supply Acrobat spinner - Playground Centre	PS	Project Manager			\$ -	\$24,255.00	2996	Playground Centre
5.11	Supply Sand play fort - Playground Centre	PS	Project Manager			\$ -	\$12,794.00	2998	Playground Centre
5.12	Supply Triple swing unit - Forpark	PS	Project Manager			\$ -	\$10,300.00	2999	Forpark
5.13	Supply Junior Playtower - Forpark	PS	Project Manager			\$ -	\$20,000.00	3000	Forpark
5.14	Supply Eagles Nest - Playground Centre	PS	Project Manager			\$ -	\$44,523.00	3002	Playground Centre
5.15	Supply & install Water Rings - WFBD	PS	Project Manager			\$ -	\$37,390.00		Features By
5.16	Refurbishment of The Old Roller	PS	Q. Vintage Club			\$ 6,500	\$6,500.00		Qdg Vintage Club
5.17	Supply of Archaeological Dig Panel	PS	Project Manager			\$ -	\$9,750.00	2974	Natureworks
5.18	Installation of Principal Supplied playground equipment	ea	Contractor			\$ -			
Playground Sub-Total						\$ 225,249	\$217,332.72		
6.0 Furniture, Fixtures & Structures									
6.01	Supply 40 12 x 4m Picnic Shelter	ea	Project Manager	1	\$11,500.00	\$ 11,500	\$7,920.00		
6.02	Supply electric BBQ	ea	Project Manager		\$11,000.00	\$ 11,000	\$11,080.00	2979	ParkQuip
6.03	Supply picnic set - table & benches	ea	Project Manager	2	\$4,400.00	\$ 8,800			Draffin
6.04	Supply picnic set - king size	ea	Project Manager	1	\$3,200.00	\$ 3,200			
6.05	Supply bench seat - with back	ea	Project Manager	4		\$ 8,200	\$4,694.28		Draffin
6.06	Supply modular bike rack	ea	Project Manager	1		\$ -	\$648.00		Draffin
6.07	Freight on Furniture Items	ea	Project Manager				\$3,371.50		Draffin
6.08	Installation of Principal Supplied furniture	ea	Works			\$ -			
6.09	Supply drinking fountain	ea	Project Manager		\$6,000	\$ 6,000	\$5,374.00	2964	CIVIQ
6.10	Supply & install wheel bin support post	ea	Project Manager	5	\$550.00	\$ 2,750			
6.11	Install picnic shelter 10 x 4m Skillion	ea	Contractor / Adam May			\$ -			Adam May
6.12	Supply & install large shade sails over play equipment	ea	Project Manager			\$ 37,000			
6.13	Install Principal supplied oversize tyre planters	ea	Works			\$ -			
External Furniture, Fixtures & Structures Sub-Total						\$ 88,450	\$33,087.78		
7.0 Plants, Planting & Mulching									
7.01	Supply & install 100L trees including staking, tying, fertiliser, soil conditioner & 50 mm mulch	ea	Contractor / Works	10	\$360.00	\$ 3,600			
7.02	Supply & install 45L trees including staking, tying, fertiliser, soil conditioner & 50 mm mulch	ea	Contractor / Works	35	\$180.00	\$ 6,300			
7.03	Supply & install planted area including 50mm of soil conditioner cultivated into 250mm of site soil	sq m	Contractor / Works	795	\$10.00	\$ 7,950			
7.04	Supply & install tubestock mass planting including fertiliser and 50mm organic mulch	sq m	Contractor / Works	795	\$25.00	\$ 19,875			
7.05	Supply & install organic mulch to 25mm depth with native seed mix - unirrigated	sq m	Contractor / Works	500	\$10.00	\$ 5,000			

7.06	Supply & install roll-on turf including pelletised slow release fertiliser applied to top 100mm of site soil	sq m	Contractor / Works	785	\$10.00	\$ 7,850			
	Plants, Planting & Mulching Sub-Total					\$ 50,575	\$0.00		
8.0	Irrigation								
8.01	Design irrigation system including shower rings and shop drawings	item	Contractor						
8.02	Construct irrigation system	item	Contractor / Works			\$ 23,900			
	Irrigation Sub-Total						\$0.00		
9.0	Utility costs & connections								
9.01	Fees & Charges - Water Corporation	item	Water Corp			\$ 20,000			
9.02	Fees & Charges - Western Power	item	Western Power				\$ 22,035.00		
9.03	Design and construct hydraulic connections - water and sewer to Ablution Block, irrigation connections, drinking fountain and waterplay module	item	Local Plumber				\$ 11,440.00		
9.04	Design and construct electrical connections including waymarker bollards, ablution block, picnic shelter, BBQ, waterplay module (on/off), uplighting to The Big Thing sculpture	item	Local Electrician			\$ 10,000			
9.05	Supply & Install 2 stall unisex Ablution Block	item	Project Manager / Local Builder						
9.5a	4 x 4 building with 2 stalls, roof and walls	item	The Patio Factory						
9.5b	Fixtures & Fittings	item	Project Manager						
9.5c	Installation / Construction of Ablution Block	item	Local Builder						
	Utilities Sub-Total						\$33,475.00		
10.0	Maintenance								
10.01	Maintenance of the works for a 12-week establishment period	week		12					
	Maintenance Sub-Total						\$0.00		
11.0	Additional Items								
11.01	Wind Wheels - structural engineer preliminaries	item	Project Manager				\$ 1,500		
11.02	Wind Wheels, supply - Grant Hobbs	item	Project Manager				\$ 10,000		
11.03	Wind Wheels, support posts - Corrigin Engineering	item	Project Manager						
11.04	Wind Wheels - Installation	item	Works or Contractor?			\$ 15,000			
11.05	Feature Piece - The Big... supply	item	Project Manager						
11.06	Feature Piece - The Big... install	item	Project Manager						
11.07									
11.08									
	Additional Items Sub-Total						\$11,500.00		
SUB TOTAL							\$317,031.56		
GST							\$31,703.16		
TOTAL BUDGET / FUNDING							\$348,734.72		
TOTAL REMAINING									

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

14.1 Works & Services Update

Meeting Date:	30th June 2022
Responsible Officer:	Dean Mastin (Executive Manager, Works & Service)
Reporting Officer:	Dean Mastin (Executive Manager, Works & Service)
Attachments:	Nil
Owner/Applicant:	Shire of Quairading
Disclosure of Interest:	Nil

OFFICER RECOMMENDATION

MOVED _____ **SECONDED** _____

That Council note the June 2022 Works & Services update.

____/____

VOTING REQUIREMENTS – Simple Majority

IN BRIEF

The Works & Services budget comprises grant funding from the State and Commonwealth Government's, supplemented by a rates-funded local government contribution.

There appears to be some misconception or misunderstanding by rate payers as to the parameters around the specific funding pools.

This agenda paper seeks to clarify the misunderstanding so:

- Rate payers are better informed as to these general parameters;
- The Shire is more transparent with its annual works schedule; and
- The community has visibility of the annual works schedule.

MATTER FOR CONSIDERATION

Council to note the information provided.

BACKGROUND

A. The Programmes

1. REGIONAL ROAD GROUP (RRG)

FUNDING

Funding contributions are 2/3 (66.67%) State Government and a minimum of 1/3 (33.33%) Shire.

The Shire may contribute more than the 1/3 if they so wish to achieve economies of scale or if there is a little bit of the road left to complete (rather than come back for a small section).

The funding is administered by Main Roads WA Wheatbelt (Northam).

Only roads classified as Roads 2030 (soon to be 2040) are eligible for funding. These roads are:

- Old Beverley Road East
- Old Beverley Road West
- Quairading-Corrigin Road
- Quairading-Cunderdin Road
- Ashton Street
- Bulyee-Quairading Road
- Junction Road
- Dangin-Mears Road
- Goldfields Road
- Doodennaning-Mawson Road
- Carter-Doodennaning Road
- Badjading North Road
- Badjading South Road
- Tammin Road
- Wills Road
- Kellerberrin-Yoting Road
- Loudon Street
- Mt Stirling Road
- Cubbine Road
- Ralston Road

Each of these roads are classified as an A, B or C class road.

APPLICATION PROCESS

Projects are entered by using the prescribed Multi Criteria Assessment (MCA) form. Points are awarded throughout the form.

Although points are awarded for the project/s for the Roe Sub-Group the Shire has a nominated amount of funding to be received rather than a competitive process. This is good so that the Shire knows what income (roughly) they'll be receiving and can budget accordingly. Notwithstanding the Shire must ensure that the projects entered are 'worthy' of funding.

The application must have valid traffic count. Traffic counts must be in the vicinity of the proposed works, not less than five years old and for the correct duration. There are a couple of ways to get the correct duration count and they are a continuous eight week count during a peak period (i.e. harvest) or two 14 day counts with at least six weeks between counts. A peak count is imperative.

MCA's must be completed prior to 31 August each year.

The Shire must be at least 12 months ahead of itself with the application process. For 2022 the Shire will be applying for project/s in 2023/24 and as such the Shire would have need to have put out a traffic count for the 2021/22 harvest. A long term plan for RRG is imperative so the Shire can put out traffic counters on the right roads and in the right spot.

Road upgrade projects (widening or upgrading unsealed to sealed) achieve the most points.

RECOUP PROCESS

Recoups are on a 1st 40% claim, 2nd 40% claim and final 20% claim.

2. DIRECT GRANTS

FUNDING

Funding is 100% State Government (no Shire contribution)

The funding is primarily allocated for road maintenance but can be allocated to road construction projects if the Shire wishes. However the funding is primarily allocated for routine maintenance for its road assets (pothole repairs, grading, drainage maintenance, etc.) so it is recommended to not allocate it to road construction/capital.

There is no need to allocate this funding to projects or individual areas of road maintenance or report on where the expenditure was used.

Administered by Main Roads WA Wheatbelt (Northam)

APPLICATION PROCESS

No application process, it is an annual allocation from the State Government to assist in maintain the Shire's roads.

RECOUP PROCESS

The Shire claims the entire Direct Grant amount at the start of the financial year (well before end of August).

3. ROADS TO RECOVERY (RTR)

FUNDING

Funding is 100% Federal Government (no Shire contribution required)

Although there is no Shire contribution required the Shire must ensure they spend enough of their Own Source Expenditure (OSE; referred to as the Reference Amount in the Funding Agreement). Meeting the OSE is part of the Funding Agreement and is a fundamental cornerstone of the Program. The OSE is determined (in very layman terms) as the road maintenance road construction expenditure minus the road maintenance and road construction income amounts (inclusive of the road grant portion of the Federal Assistance Grant, FAG). The Shire must ensure that if they are receiving RTR grant funds they must spend enough of their own money. If the Shire underspends their OSE in one year they can make it up in the next year so that the average of OSE is met. If the OSE is not met the Shire will be required to provide an explanation as to why they have not met their OSE and if the reason is not adequate (loss of staff, staff turnover, too much funding to spend, etc. are not valid reasons) then the funding will very likely be withheld from the Shire.

The RTR funding is over a five-year program (currently 2019 to 2024). The Shire is allocated a total amount and then averaged over the life of the five-year period for their annual allocation. The Shire can only spend their annual allocation (no more). The Shire's total allocation for 2019-2024 is \$1,782,650 for an annual allocation of \$356,530.

It is a requirement of the funding that signs must be placed at each end of the project and remain there for two years. If the projects are numerous and within a town site, signs can be placed at the entrances to the town.

APPLICATION PROCESS

All projects must be entered through the IMS portal which is located at IMS (infrastructure.gov.au)

Projects are able to be for reconstruction works, widening, verge clearing, resealing, re-sheeting, etc. It is preferable to identify larger projects for RTR funding as it is easier to manage.

RECOUP PROCESS

The recouping process is done through a quarterly reporting system through the IMS website.

4. WHEATBELT SECONDARY FREIGHT NETWORK (WSFN)

FUNDING

A funding split of 80% (12/15) Federal Government, 13.33% (2/15) State Government and 6.67% (1/15) Local Government

Started about five years ago with a meeting of Wheatbelt LGs to discuss the continuity of freight tasks across the Wheatbelt (North and South) and across LG boundaries. The Shire's applied to the Federal Government's Infrastructure Australia for funding after getting the 42 LG's in the Wheatbelt to collectively agree to the funding model.

It was originally estimated to be a \$500m program but these prices are now much higher.

The Program is now into Stage 2 of its funding (Stage 1 total project costs of \$87.5m and Stage 2 total project costs of \$100m). Initially the program is over five years (2019-20 to 2024-25) but I'm pretty sure this has been pushed out for a couple of years (TBC).

The Program allows for development costs prior to construction. This is so that the program can be developed (i.e. geotechnical testing, clearing applications, clearing works, survey, and design, etc.) can be completed prior to construction commences in the following year/s and ensures (as much as practical) that all due diligence is undertaken to ensure that roads are constructed to an appropriate standard and all preparatory works completed to reduce the likelihood of delays during construction. Generally the development is undertaken the year before the construction.

Quairading was a pilot project for the Quairading-Cunderdin Road commencing in 2019/20. Unfortunately, the project was pulled before completion. I have been for some time looking to get this project reinstated so that the route (end to end) can be completed. At the moment, the worst section is the Cunderdin end and there is no funding for it at present. Initially the route was classified as Priority 1 which was the MCA without the TSD data included however once the data was included the route dropped down to Priority 3.

The WSFN is made up of a Technical Committee (one technical representative from each Subgroup in Wheatbelt North and South RRG; essentially the equivalent of LG technical Officers/Managers) that drive the technical aspects of the Program and the Steering Committee (essentially the decision makers; the equivalent of Shire Councillors).

APPLICATION

Roads are identified by continuous routes across the Wheatbelt for identified freight tasks. These are already predetermined by a process undertaken at the start of the process. Essentially no WSFN should run parallel to a State road or another WSFN route by 20km. refer attached WSFN map.

All routes were prioritised by a weighted MCA process using average traffic volumes, heavy vehicle traffic volumes (ESA), road standard (seal width), pavement strength (TSD data) and road safety factor (ROSI; traffic accidents and deaths).

The WSFN approach Shire's as their roads become eligible for funding based on the prioritised routes.

All project costs have a 10% contingency attached to them (so whatever you budget for, 10% is added) and then for the programmed works a CPI amount is applied as well.

The Shire needs to provide detailed scoping documents and detailed costings for the proposed works including a program of works over a period of time.

RECOUP PROCESS

Recoups are on a 1st 40% claim, 2nd 40% claim and final 20% claim.

5. COMMODITY ROUTE FUNDING

FUNDING

Funding contributions are 2/3 (66.67%) State Government and a minimum of 1/3 (33.33%) Shire.

The maximum funding to be applied for is \$275,000 per project.

The Shire may contribute more than the 1/3 if they so wish to achieve economies of scale or if there is a little bit of the road left to complete (rather than come back for a small section) or if Council just wishes for some contribution to a project.

This a Program with a (current) five-year life and ends in 2022/23 so applications for this final year have now closed and been awarded.

Commodity Routes are defined as routes where there is a significant high priority transport task associated with the transport of a commodity such as grain, timber, agricultural lime, iron ore, etc. The funding is intended for roads that require upgrading or maintenance to accommodate the commodity transport function.

Only roads NOT already designated as a Roads 2030/2040 Road are eligible.

APPLICATION

As this program is in its final year and the programs have already been approved, unless the State enters anew Commodity Route grant period (unlikely) then there is no funding to be applied for.

RECOUP PROCESS

Does not apply as per above.

B. Quairading Works Schedule 2022/2023

The proposed Quairading Works Schedule 2022/2023 will be tabled at the August 2023 Council Meeting.

STATUTORY ENVIRONMENT

Local Government 1995

Workplace & Health Act 2020

Local Government Industry Award 2020

Fair Work Act 2009

POLICY IMPLICATIONS

Asset Management Policy

FINANCIAL IMPLICATIONS

The financial implications of the current Works & Services strategies are yet unknown. The 2022/2023 budget will provide a more meaningful understanding of the costs saved by using less external contractors' verses upskilling and resourcing our internal workforce.

The financial implications if officers are not successful in negotiating the roll-over of funding into the 2022/2023 year are significant (approximately \$700,000).

New infrastructure (e.g. community park, old school site, the Groves etc.) will require a workforce commensurate to the increased workload. It is anticipated that a cost-benefit at the time of the Council budget workshop will be able to demonstrate a worst case scenario of 'neutral' between the current outsourced workforce model and supporting an internal workforce.

ALIGNMENT WITH STRATEGIC PRIORITIES

5.4 Governance & Leadership: Implement systems and processes that meet legislative and audit obligations

CONSULTATION

Continued community input (on a formal and informal basis) demonstrates that the community is not comfortable with the outcome (quantity and quality) the outsourced model is delivering in terms of infrastructure and services across the Shire.

RISK ASSESSMENT

	Option 1
Financial	Low <i>Shire officers will continue to keep Council updated on financial information that rises from the Works & Services department.</i>
Health	N/A
Reputation	Low <i>Council officers have been working hard to work through the backlog of work that has been caused due to lack of management. As the Council gets back on track with maintenance schedules the relationship with the community will continue to get better.</i>
Operations	Medium <i>There has been a lot of changes to work structures, schedules, Policies and procedures that have taken some time to work through, but it will make for a more efficient work place once complete.</i>
Natural Environment	N/A

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

COMMENT

Nil

ITEM 15 URGENT COUNCILLORS' BUSINESS

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

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

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

MOVED _____ **SECONDED** _____

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

- 16.1 Employee Update (Confidential)
- 16.2 Medical Practice Update (Confidential)
- 16.3 New Position (Confidential)

____/____

VOTING REQUIREMENTS – Simple Majority

16.1 Employee Update (Confidential)

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

16.2 Medical Practice Update (Confidential)

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

16.3 New Position (Confidential)

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

16.4 Public Reading of Resolution

MOVED _____ **SECONDED** _____

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

____/____

VOTING REQUIREMENTS – Simple Majority

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

ITEM 17 NEXT MEETING DATE

The next Ordinary Meeting of Council is scheduled to take place on Thursday 25th August 2022, commencing at 2.00pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 18 CLOSURE

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